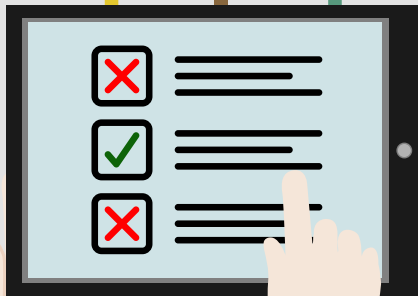


How to Schedule
an Appointment
for PMP Exam?

What to Carry
to the Prometric
Center?

What is the
Eligibility
Criteria?



How to Schedule PMP[®] Certification Exam?

A Step-by-Step Guide

PMI's Project Management Professional (PMP)[®] certification is a widely-recognized project management certification for experienced project managers which displays your knowledge, skills and experience in project management to lead and direct projects. It provides a great opportunity to learn new techniques for your project management role.

The Eligibility Criteria for PMP are:

- A secondary degree (high school diploma, associate's degree, or the global equivalent) with a minimum of 5 years of project management experience, with 7,500 hours leading and directing projects, and 35 hours of project management education.

OR

- A 4-year degree (bachelor's degree or the global equivalent), a minimum of 3 years of project management experience, with 4,500 hours leading and directing projects, and 35 hours of project management education.

After completing the application process on the PMI website, you now have the task of booking your PMP certification exam on the Prometric website. To ease this process for you, this comprehensive guide will take you through the steps of scheduling your PMP certification exam.

How to Schedule the PMP Exam

Step 1

Once you have successfully paid the PMP certification exam fee and completed the audit (if applicable), you will receive an approval email / audit verification confirmation from PMI. In this email, a PMI Eligibility ID will be provided which will help you to book your PMP certification exam session at the Prometric website. You can also find this Eligibility ID in the PMI website when you are logged in through your account.

The PMP exam is conducted at a Prometric center. Prometric is an international technology-enabled testing and assessment solutions provider, with around 10,000 test centers in 160 countries.

As the exam seats are limited, a first-come-first-served basis is usually followed for the booking of the exam. Hence, you must act fast to get your preferred exam session.

By following the instructions below, you will be able to schedule your PMP certification exam on the Prometric website. It is very important to note that some Prometric centers are very busy and you might need to wait for weeks before you can register yourself.

Step 2

Go to the Prometric website, type PMI in the 'Start by entering test sponsor' box, and press the enter key or click the 'Go' button. Click the 'PMI-Project Management Institute' link from the search result.

The screenshot displays the Prometric website interface. At the top, a green navigation bar contains links for 'ABOUT PROMETRIC', 'OUR SOLUTIONS', 'BECOME A TEST CENTER', 'NEWS & RESOURCES', and 'CONTACT US'. Below this is a dark header with the Prometric logo and navigation options: 'Schedule My Test', 'Locate a Test Center', 'Reschedule/Cancel', and 'Prepare for Test Day'. A search bar is present with the text 'SEARCH THIS SITE...' and a magnifying glass icon. To the right of the search bar is a 'SITE MAP' icon. A green bar at the bottom of the header says 'SELECT YOUR LANGUAGE'. The main content area features a large orange heading 'HOW DO I?' and three circular icons with corresponding text: 'RESCHEDULE/CANCEL MY TEST', 'CONFIRM MY TEST', and 'PREPARE FOR TEST DAY'. A woman in a white shirt is shown on the left, gesturing towards a search box. The search box contains the text 'PMI' and a 'GO' button. Below the search box is the text 'OR SELECT FROM THE DIRECTORY' and a row of buttons labeled 'A-C', 'D-G', 'H-J', 'K-M', 'N-Q', 'R-T', 'U-Z', and 'ALL'. At the bottom of the search area, there are two radio buttons: 'IT TEST TAKER Account Sign-In' (selected) and 'Pre-Licensing/Continuing Education'.

Step 3

In the 'I want to' box, click on the 'Schedule My Test' link for 'PMP®, PBASM, PFMPSM, PGMP®, PMI-SP®, PMI-RMP® Candidates'.

The screenshot shows the Prometric website interface. At the top, there is a navigation bar with links: ABOUT PROMETRIC, OUR SOLUTIONS, BECOME A TEST CENTER, NEWS & RESOURCES, and CONTACT US. Below this is a dark header with the Prometric logo and navigation links: Schedule My Test, Locate a Test Center, Reschedule/Cancel, and Prepare for Test Day. A search bar and a site map icon are also present.

The main content area features a green banner for the test sponsor: **TEST SPONSOR: PMI-PROJECT MANAGEMENT INSTITUTE**. Below this is the PMI logo and the text "I WANT TO...".

The "I WANT TO..." section is divided into two columns. The left column is for **PMP®, PBASM, PFMPSM, PGMP®, PMI-SP®, PMI-RMP® Candidates** and contains three links: **SCHEDULE MY TEST**, **RESCHEDULE/CANCEL MY TEST**, and **LOCATE A TEST CENTER**. A blue arrow points to the "SCHEDULE MY TEST" link. The right column is for **CAPM® and PMI-Agile Certified Practitioner [PMI-ACP]® Candidates** and contains three links: **SCHEDULE MY TEST**, **RESCHEDULE/CANCEL MY TEST**, and **LOCATE A TEST CENTER**.

On the left side, there is a sidebar with a "Test Sponsor" section containing links: Find Another Test, Prepare for Test Day, What to Expect, and Frequently Asked Questions. Below this is a green box with the text: **HELPFUL REMINDER** Don't forget to print out your confirmation!

In the center, there is a green box titled **IMPORTANT NOTES** with the following text: **A US \$70 fee will be charged if you reschedule or cancel your exam within 30 calendar days of the appointment. Please read your [respective handbook](#) and the [FAQ document](#) for details.** **If you cancel your exam within two days of your appointment, per the [handbook](#), you will forfeit your entire exam fee. To reschedule a cancelled exam you will need to submit a re-exam fee and you will need to be within your one-year eligibility period.**

On the right, there is a promotional box for **PROMETRIC TEST DRIVE** with the text **Be prepared for test day** and an image of hands on a steering wheel with a power button.


Step 4

Upon clicking, you will be taken to a page that asks you to select your country from a drop down list. Choose the country in which you would like to schedule your appointment and then click 'Next'.

PROMETRIC

English

SCHEDULE / RESCHEDULE


Project Management Institute

Choose the country in which you would like to schedule your appointment, or the country in which you've already scheduled your appointment, then click Next.

Country: UNITED STATES

State: -- No Selection --

Reset Next >

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Step 5

In the 'Schedule / Reschedule' box, click 'Schedule an Appointment'.

PROMETRIC

English

SCHEDULE / RESCHEDULE

-  **Schedule an Appointment**
Schedule your appointment in real time and receive immediate, on-screen and e-mail confirmation.
-  **Reschedule or Cancel an Appointment**
Select a new Appointment date and time or cancel your appointment and see immediate confirmation of your change.
-  **Appointment Confirmation/Receipt Reprint**
View and print a confirmation with all details of your appointment.
-  **Locate A Test Center**
Quickly and easily find the Test Center that is nearest to you.
-  **Search for Availability**
Search our site calendars for date and time availability.
-  **Testing Accommodations**
Our test centers can accommodate many needs. Schedule and confirm a testing accommodations appointment.
-  **Bulk Scheduling**

Step 6

You will be taken to a 'New Appointment' page. This page will display information, such as: how to become eligible for taking PMP exam, what to bring to the test center, what time to arrive at the test center and Reschedule/cancel policy. Following this page, you will be taken through other steps: Privacy Policy Review, Eligibility Information, Appointment Selection, Test Center Selection, Date and Time Selection, Additional Information, Appointment Verification, Appointment Complete.

PROMETRIC

English

NEW APPOINTMENT: INFORMATION REVIEW

Information Review

- Information Review
- Privacy Policy Review
- Eligibility Information
- Appointment Selection
- Test Center Selection
- Date and Time Selection
- Additional Information
- Appointment Verification
- Appointment Complete

PMI
Project Management Institute

How to Become Eligible
You must have registered for your examination with the Project Management Institute (PMI) and received your Authorization to Test (ATT) letter prior to scheduling your testing appointment at a Prometric Testing Center. Please carefully review the information contained in your Authorization to Test letter. If any of the information is incorrect or if the information has changed, please contact PMI.

Testing Accommodations
If you require reasonable accommodations, you cannot schedule your test via the Internet. If you have received approval for an accommodation, please call the Testing Accommodations Department at your local Prometric Regional Service Center (www.prometric.com/PMI) to schedule your examination. If you have not received approval for a reasonable accommodation,

< Back Next >

After completing all the above-mentioned steps, you will have successfully completed your appointment with the Prometric center to take up your PMP certification exam.

Reschedule PMP Exam Policy

PMP candidates are allowed to reschedule the exam date up to 2 days before the exam on the Prometric website. However, administration fee may apply according to the following fee arrangement:

- 1. Beyond 30 days (not counting the exam date): no fee**
- 2. Within 30 days and 2 days before the exam: a fee of US\$70**
- 3. Within 2 days: no refund, all fees forfeited**

Essential Documents to carry to the Prometric test center

You must present one form of non-expired, government-issued, photo- and signature-bearing ID in order to sit for the PMP exam.

Note: If the primary ID presented does not bear a signature or photo, you must present one form of secondary ID containing a photo and/or signature whichever is missing from the primary ID.

Acceptable forms of primary ID are limited to:

- Driver's license
- Passport
- Military ID

(Outside of the US and Canada, National identity card is also acceptable as primary ID)

Acceptable forms of supplemental ID include:

- Credit card
- Bank(ATM)card
- Employee ID card

Unacceptable forms of primary ID are:

- Library card
- Social Security card

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Invensis Learning, a global professional certification exam training provider, offers 4-day PMP exam prep courses around the world. Our expert trainers, interactive sessions and practice questions with answers and detailed explanations will help you to clear your PMP certification exam on the first attempt. Acquire the mandatory 35 Contact Hours certificate with our PMP exam prep training through instructor-led classroom / live online training sessions and expand the scope of your project management career.

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- Section-wise quiz and full-length practice tests
- Real-life examples and industry relevant case studies
- 100% pass success rate
- Small batch size for increased individual interaction
- 200 practice test questions with answers and detailed explanations provided
- 35 Contact Hours certificate provided
- Classes held across 108+ locations worldwide
- In-house training programs available for enterprises
- Customized PMP Exam Prep training workshops for individuals
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* Please go through our [Refund Policy](#)

Best of Luck for Your Exam!



Email Us:

support@invensislearning.com | invensis.training@gmail.com

 UK +44-207-193-4519 |  IND +91-80-6500-0255 |  IND +91-80-2657-2306 |  USA +1-209-813-2950 |  AUS +61-280-113-469
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