

PMI Scheduling Professional (PMI-SP)[®] Handbook

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How to Use the PMI-SP® Certification Handbook

This handbook contains information on how you can apply for the PMI-SP, a certification for those who provide expertise in the specialized area of project scheduling. It applies to both computer-based and paper-based testing candidates.

PMI requires that all certification applicants read this entire handbook. The purpose of this handbook is to provide you with important information about the policies and procedures for obtaining and maintaining a PMI® certification.

The features in this handbook allow you to:

- Find information on each policy or procedure by clicking on a topic in the left navigation bar.
- Find tips and important information by reading **NOTES** throughout the handbook.
- Access the online application system and other information by clicking on links within this handbook.

PMI CONTACT INFORMATION

For general information about the Certification Program, contact the [Customer Care Service Center](#) in your region

PMI Customer Care email:
customercare@pmi.org

PMI Certification Complaints email:
certcomplaints@pmi.org

Use the Online Certification system to apply:
<https://certification.pmi.org>

Use the Online Continuing Certification Requirements (CCR) system for certification maintenance:
<https://ccrs.pmi.org/>

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“PMI”, the PMI logo, “Making project management indispensable for business results”, “PMBOK”, “CAPM”, “Certified Associate in Project Management (CAPM)”, “PMP”, “Project Management Professional (PMP)”, “Project Management Professional”, the PMP logo, “PgMP”, “Program Management Professional (PgMP)”, “PMI-RMP”, “PMI Risk Management Professional (PMI-RMP)”, “PMI-SP”, “PMI Scheduling Professional (PMI-SP)”, “PMI-ACP”, “PMI Agile Certified Practitioner”, “PfMP” and “Portfolio Management Professional (PfMP)” are marks of Project Management Institute, Inc.

For a comprehensive list of PMI marks, contact the PMI Legal Department.

About PMI's Certification Program

PMI offers a comprehensive certification program for practitioners with different levels of education and experience. The certifications are developed and maintained through a vigorous process.

The certification program includes:

- Certified Associate in Project Management (CAPM)[®] certification
- PMI Agile Certified Practitioner (PMI-ACP)[®] certification
- PMI Risk Management Professional (PMI-RMP)[®] certification
- PMI Scheduling Professional (PMI-SP)[®] certification
- Portfolio Management Professional (PfMP)[®] certification
- Program Management Professional (PgMP)[®] certification
- Project Management Professional (PMP)[®] certification
- PMI Professional in Business Analysis (PMI-PBA)[®] certification

PMI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

PMI's certifications are distinguished by their global development and application, which makes them transferable across industries and geographic borders. The strength of PMI's certifications is that they are portable and not tied to any single method, standard, or organization.

PMI's certification program is designed to ensure that all certification holders have demonstrated their competence through fair and valid measures. Steps are taken to ensure only the most reliable testing measures are used in the assessment of candidates. For example, interviews can be influenced by how difficult the interviewer tends to be, how well the candidate is performing that day, and even how many questions the interviewer asks along the same line of questioning.

PMI certifications are also developed by project management practitioners *for* practitioners. The certification program is driven by the thousands of certification holders who volunteer to spend time constructing and refining the examination questions utilized by PMI. These volunteers represent the diversity of PMI's market, coming from every region of the world, industry, job level, and experience level.

The exam questions are monitored through industry-standard statistical procedures, also overseen by volunteers. Finally, PMI's entire certification program is supervised by the Certification Governance Council (CGC), a committee of PMI certification holders who have a board mandate to oversee PMI's certifications.

A candidate is assessed by examining his or her competence using:

- **Reviewing Education and Experience** – A combination of education and/or experience in project management is required for each certification. For example, the PMP requires both training specifically in project management and experience in the role of a project manager by leading and directing project teams, while delivering project results.
- **Testing Competence** – The candidate is required to apply project management concepts and experience to potential on-the-job situations through a series of scenario-based questions.
- **Ongoing Development** – Maintenance of a PMI certification requires the accumulation of ongoing professional development and education or, in the case of the CAPM[®] certification, re-certification.

PMI Certification Department Mission

Initiate, establish, evaluate, maintain and administer a professional certification program to promote and support project management practitioners and the profession.

Overview of the PMI-SP Credential

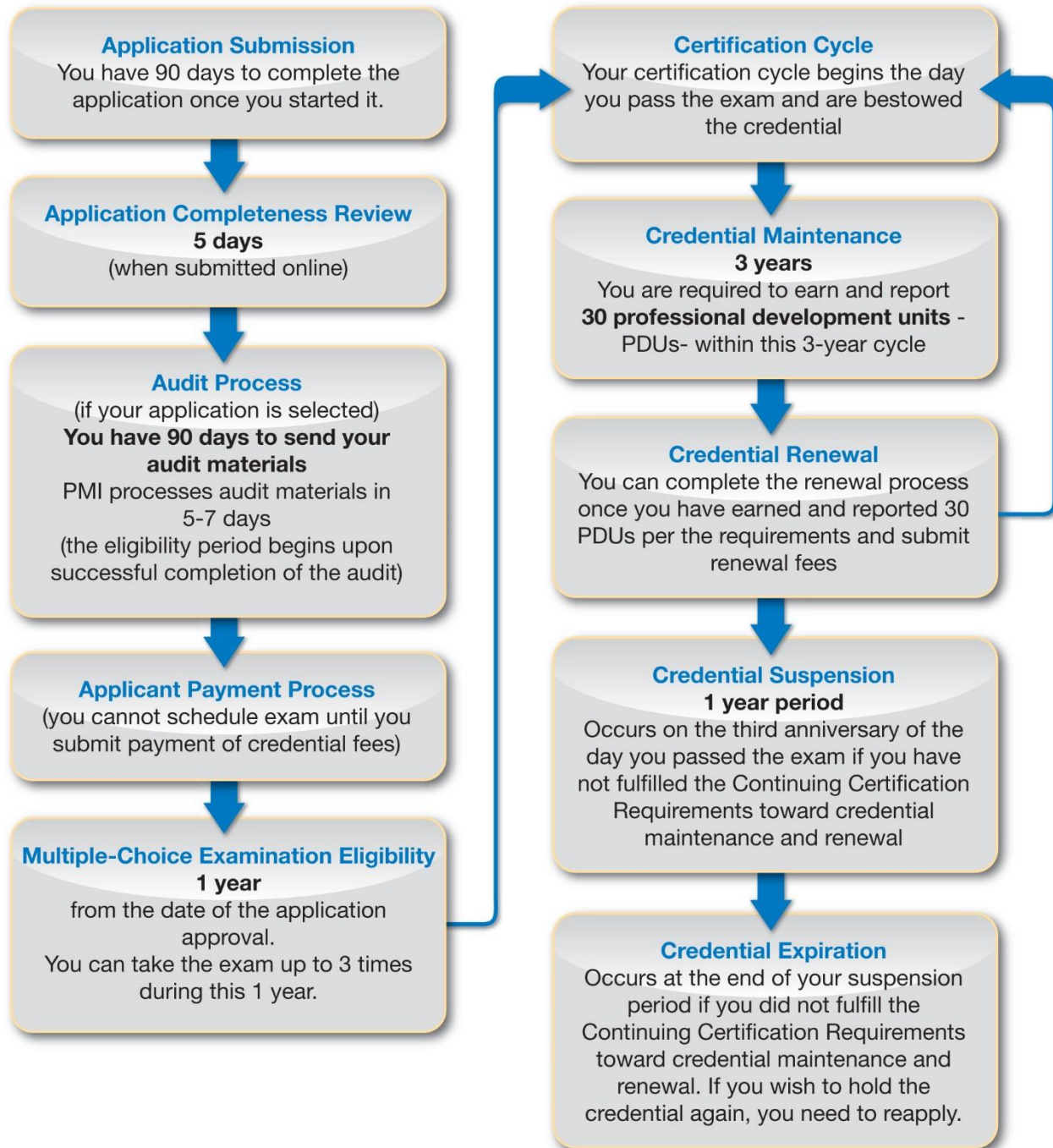
Overview of the PMI-SP Certification

The PMI-SP certification acknowledges the individual's unique expertise on the project team while demonstrating the recognition and value the role provides to the project management profession. In this role, an individual has more competence in the specialized area of developing and maintaining the project schedule than a general practitioner and yet, also maintains a basic level of competence in all areas of project management.

Employers can trust certification holders to possess the skills, knowledge and experience to contribute directly to their crucial projects. This global certification also supports individuals in meeting organizational needs; organizations can be confident in hiring capable, experienced practitioners as well as having a means for a career development path.

Overview of the PMI-SP Credential

Timeline of the PMI-SP Certification Process



Overview of the PMI-SP Credential

PMI-SP Role Delineation Study (Job Analysis)

PMI conducts Role Delineation Studies for each certification every five to seven years. A third party, independent of PMI, conducts the study which includes volunteer project management professionals from around the world. These individuals discuss the specific roles associated with each certification and the tasks and responsibilities that are expected to be performed within that role. In other words, a Role Delineation is a job analysis. It also provides a blueprint for the exam and links the exam questions to the role.

The PMI-SP Role Delineation states that candidates for the certification:

- Can create and maintain the project schedule
- Be able to analyze the project schedule
- Should be able to report and communicate the schedule to the project team

Overview of the PMI-SP Credential

PMI-SP Eligibility Requirements

To be eligible for the PMI-SP certification, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last five consecutive years prior to your application submission.

Educational Background	Project Scheduling Experience	Project Scheduling Education
Secondary diploma (high school diploma, associate's degree or global equivalent)	At least 5,000 hours spent in the specialized area of professional project scheduling within the last five consecutive years	40 contact hours of formal education in the specialized area of project scheduling*
OR		
Four-year degree (bachelor's degree or global equivalent)	At least 3,500 hours spent in the specialized area of professional project scheduling within the last five consecutive years	30 contact hours of formal education in the specialized area of project scheduling*

**PMI accepts hours spent in training for Microsoft® Project and for other scheduling tools.*

PMI-SP Credential Application & Payment

How to Complete the Online Application

PMI encourages you to use the [online certification system](#) to apply for all certifications. A printable version of the application is available on a case-by-case basis. Please contact Customer Care to submit a request.

Before you begin, check to make sure you meet the certification eligibility requirements and can record the necessary information on the application.

Once you start an online application, you cannot cancel it. You can save it unfinished, come back to it later, and edit any information you already entered. The application will remain open for 90 days during which time PMI will send you an email reminder to complete the application.

Please ensure that the application includes your valid, unique email address as this will be the primary mode of communication from PMI throughout the certification process. **Although PMI will email you reminders during the process, you have the responsibility to schedule and sit for your examination within the one-year eligibility period** (see the Examination Eligibility section of this handbook for more details).

NOTE: Electronic communications from PMI may inadvertently be blocked or forwarded to bulk mail folders by some spam filters. Please add customercare@pmi.org to the personal address book in your email program to help ensure that you don't miss important CCR program updates from PMI.

Before you submit the application, you will be required to read and agree to the PMI Code of Ethics and Professional Conduct and the Certification Application/Renewal Agreement, which can be found in this handbook and on PMI.org.

NOTE: Incomplete applications and faxed applications will not be processed or returned.

You can also use the online certification system to:

- View your submitted certification application
- View your examination eligibility status
- Download PMI audit forms
- Download your exam report with pass/fail status
- Apply and submit payment to take or retake any PMI examination and/or evaluation
- Submit payment for certification renewal
- Download receipts
- Access your certification record and update your contact information
- View your listing on the Certification Registry

PMI-SP Credential Application & Payment

How to Record Your Experience & Education on the Application

Use the experience verification section of the online application to record your experience. Record projects individually regardless of the number of projects you include.

Number of Hours that You Specialized in Project Scheduling

Consider all of the projects that you have worked on and identify how many hours you spent on project scheduling. If you worked on multiple projects at one time, **all the hours spent on project scheduling count toward the total.**

Contact Hours of Project Scheduling Education

If you hold a four-year degree (bachelor's degree or global equivalent), record a minimum of 30 contact hours of education within the specialty area of project scheduling. If you hold a high school diploma, associate's degree or global equivalent, record a minimum of 40 contact hours of education within the specialty area of project scheduling.

NOTE: One hour (60 minutes) of classroom instruction equals one contact hour. If you have completed a university or college course on project scheduling that met for three hours per week for 15 weeks, you would record 45 contact hours. If only a portion of a course dealt with project scheduling, only the hours spent on project scheduling can be applied toward the total.

There is no time frame associated with this requirement; therefore, candidates can record all education within the specialty area of project scheduling regardless of when it was accrued. **However, the course work must be completed at the time the application is submitted.**

You can satisfy the project scheduling education requirements by demonstrating the successful completion of courses, workshops and training sessions offered by one or more of the following types of education providers:

- A. PMI Registered Education Providers (R.E.P.s)*
- B. PMI chapters or communities of practice*
- C. Employer/company-sponsored programs
- D. Training companies or consultants (e.g., training schools)
- E. Distance-learning companies, including an end-of-course assessment
- F. University/college academic and continuing education programs

The following education does not satisfy the education requirements:

- PMI chapter meetings*
- Self-directed learning (e.g., reading books, watching instructional videos or sessions with coaches or mentors)

**If at least one hour of a chapter meeting is spent conducting a learning activity, the hour(s) spent in that activity can be counted towards the educational eligibility requirement.*

NOTE: While you may be able to record applicable classes that counted toward a degree, you cannot record the degree program in its entirety because some classes within the program will not apply to the requirement.

PMI-SP Credential Application & Payment

Application Processing

PMI strives to process certification applications in a timely manner. The application processing timeline depends on how you submit your application—either online using the certification system, or on paper sent by postal mail to PMI. The following table details the application processing timeline.

Application Processing Timeline		
Application submitted:		Process time:
Online		5 calendar days

NOTE: This processing timeline does not apply if your application has been selected for PMI's audit process (refer to the PMI Audit Process section in this handbook for more details).

PMI-SP Credential Application & Payment

PMI-SP Certification Fees

The proper fees for payment are determined by your PMI membership status and the examination delivery type (computer-based versus paper-based) for your geographic location. Refer to the Examination Administration section in this handbook to see if you qualify for paper-based exam delivery. Otherwise, plan on taking a computer-based exam and submitting the associated fees. Use the following chart to determine the certification fee.

Exam Administration Type	PMI Member Status	US Dollars	Euros
Computer-based testing (CBT) Paper-based testing (PBT)	member	\$520	€430
Computer-based testing (CBT) Paper-based testing (PBT)	nonmember	\$670	€555
Reexamination CBT/PBT	member	\$335	€280
Reexamination CBT/PBT	nonmember	\$435	€365
CCR certification renewal	member	\$60	USD only
CCR certification renewal	nonmember	\$150	USD only

The PMI membership rate will apply only if you are a member of PMI in good standing at the time you submit payment for the certification. If you apply for membership right before you apply for the certification, make sure you receive confirmation of your membership before you pay for the certification. If your membership has not been completely processed before you pay for the certification, you will be charged the nonmember rate.

If PMI membership is obtained after you submit payment for the certification, PMI will not refund the difference.

Review all the [benefits of PMI membership](#) or [Join Now!](#)

PMI-SP Credential Application & Payment

How to Submit Payment

Once your online application has been processed and determined to be complete, PMI will send electronic notification to you requesting payment.

This requires you to go back into the [online certification system](#) to complete the following steps:

1. Select your examination delivery method
(refer to the Examination Administration section in this handbook for more details)
2. Request test accommodations for your examination at no extra cost, if necessary
(refer to the Test Accommodations section in this handbook for more details)
3. Submit payment
(refer to the Certification Fees section of this handbook for more details)

You can submit payment of the certification fees in any of the following ways:

Payment type	Method for sending payment
Credit card	Online certification system or postal mail to PMI
Check	Postal mail to PMI
Money Order	Postal mail to PMI
Wire transfer	Email customercare@pmi.org for details

If you **submit your application by postal mail**, payment is expected to be received with your application.

If you **submit your application online**, you may submit payment by the following ways:

1. Online—Use the online certification system to submit credit card payment. This will enable the payment process to be expedited more quickly.
OR
2. By Postal Mail—Mail a check, money order, credit card information or wire payment information to PMI. Include your PMI identification number and user name.

PMI-SP Credential Application & Payment

PMI-SP Refund Policy

To obtain a refund for the PMI-SP certification, you must make a request **at least 30 days before the exam eligibility expiration date**. A refund of US\$250 will be made if you have not yet scheduled or taken the examination.

PMI will **NOT** provide you with a refund in the following instances:

- If your one-year eligibility period has expired and you have not scheduled the exam, you will not receive a refund. You will forfeit the entire fee. You will not be able to use the initial fees for anything else. If you still wish to obtain the certification, you will have to reapply and submit all associated fees again.
- If you have scheduled the exam and did not take it, nor provided the necessary cancellation/rescheduling notification to PMI's testing administration partner, Prometric, you will not receive a refund. Again, you will forfeit the fee and not be able to apply it to anything else.

NOTE: You can send a request for refund to customer care@pmi.org or by fax to +1 610 482 9971.

PMI Audit Process

PMI Audit Process

The submission of an application indicates your agreement to comply with the terms of the audit process. All applications are subject to an audit, although only a percentage of applications are selected for audit. The selection of an application for audit is random.

If your application is selected for an audit, you will be notified by email. The electronic audit notification provides detailed information on how to comply with the terms of the audit.

During an audit, you will be asked to submit supporting documentation such as:

- Copies of your diploma/global equivalent
- Signatures from your supervisor(s) or manager(s) from the project(s) recorded in the experience verification section of the application
- Copies of certificates and/or letters from the training institute(s) for each course recorded on the application to meet the required contact hours of project scheduling education

PMI provides you with 90 days to submit the requested documentation. If you are able to provide the necessary documentation to meet the terms and requirements of the audit process, the audit should take about five to seven business days to complete.

You can send your completed audit forms by regular postal mail or express courier service, to the address below. **Please send all materials at one time, in one envelope.** Sending audit documents separately can cause delay in the audit review timeframe.

PMI
Attn: Certification Audit
14 Campus Blvd.
Newtown Square, PA 19073-3299 USA

You may not continue with the certification process until you have complied with the audit requirements.

Once you successfully complete the audit, your one-year examination eligibility period starts.

Incomplete submissions will not be processed and will result in failure of the audit. If you choose not to comply with the audit, it will result in an audit failure and there is a one-year suspension period to apply for that certification again.

NOTE: Please be advised that while the selection process for an audit is primarily random, PMI reserves the right to select any candidate to be audited at any time, including after the certification has been bestowed. If you fail to meet the audit requirements after attaining the certification, you are not entitled to a refund.

Use of Your PMI-SP Certification

PMI-SP Examination Information

The PMI-SP certification examination is comprised of 170 multiple-choice questions. Of the 170 questions, 20 are considered pretest questions. Pretest questions do not affect the score and are used in examinations as an effective and legitimate way to test the validity of future examination questions. All questions are placed throughout the examination randomly.

No. of Scored Questions	No. of Pretest (Unscored) Questions	Total Examination Questions
150	20	170

Computer-based testing (CBT) is the standard method of administration for PMI examinations. Paper-based testing (PBT) is available under limited circumstances (refer to the Examination Administration section in this handbook for more details).

The allotted time to complete the computer-based examination is three and a half hours.

Allotted Examination Time
3.5 hours

It may take some certification candidates less than the allotted three and a half hours to complete the examination.

There are **no scheduled breaks** during the exam, although you are allowed to take a break if needed. If you take a break during the exam, your exam clock continues to count down.

The examination is **preceded by a tutorial and followed by a survey**, both of which are optional and both of which can take up to 15 minutes to complete. The time used to complete the tutorial and survey is not included in the examination time of three and a half hours.

Item Development

PMI-SP examination questions:

- are developed and independently validated by global work groups of project scheduling practitioners;
- are referenced to current project scheduling and project management titles, which include but are not limited to PMI's global standards;
- are monitored through psychometric analysis; and
- satisfy the test specifications of the *PMI–Scheduling Professional Examination Specification*.

Use of Your PMI-SP Certification

PMI-SP Examination Blueprint

The PMI-SP examination is developed based on the examination blueprint contained in the [PMI-SP Exam Content Outline](#). The examination blueprint details the percentage of questions contained in each project scheduling domain. The following represents the percentage of questions in each domain that are included in the examination.

Domain	Percentage of Questions
Domain 1: Schedule Strategy	14%
Domain 2: Schedule Planning and Development	31%
Domain 3: Schedule Monitoring and Controlling	35%
Domain 4: Schedule Closeout	6%
Domain 5: Stakeholder Communications Management	14%
Total	100%

Use of Your PMI-SP Certification

Examination Administration

New PBT Policy effective as of 1 July 2017

Paper-based testing is available in the following instances:

- Distance to a Prometric CBT site is more than 240 km (150 miles);
- A Prometric CBT site is not available within the country of residence and traveling across country borders is prohibited/unduly burdensome

Pricing for PBT exams will also change as of 1 July 2017. At that point, all PBT prices will equal CBT prices.

***NOTE:* The PMI-SP examination is administered in English only. Language aids are not currently available.**

Use of Your PMI-SP Certification

Test Accommodations for the Examination

You may request the administration of any PMI examination to be modified due to disability, handicap and/or other conditions that may impair your ability to take the examination. There are no additional costs for test accommodations.

NOTE: Record your need for test accommodations as part of the payment process (if you applied online) or as part of the application process (if you submitted a paper application).

Once your request is submitted, you must forward supporting medical documentation to PMI by fax (+1 610 239 2257) or email (certexamdelivery@pmi.org). No requests for accommodations will be considered without supporting documentation. You will be unable to schedule an examination until your accommodations are approved by PMI.

PMI is unable to add any accommodations onto an existing examination appointment. If you do not request accommodations during the examination payment process, but will require them, please contact customercare@pmi.org as soon as possible. If you have already scheduled your examination, you will have to cancel it prior to requesting the accommodations. There are no exceptions to this policy.

Use of Your PMI-SP Certification

Legal Restrictions on Taking the Examination

PMI is subject to US export controls and sanctions laws and regulations. PMI products and services, including examination administration, may not be exported, re-exported or otherwise furnished to countries subject to comprehensive US sanctions, unless there is US government authorization, or to a person or entity on certain lists of designated parties maintained by the US government, including the US Treasury Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals and Blocked Persons (SDN List), among others.

For that reason, you will be required as part of your application to take the examination to certify that you are not on any list of designated parties maintained by the US government, that you are not in any way affiliated with the governments of countries subject to comprehensive US sanctions, currently Iran, Sudan, Syria and Cuba, and that you are not ordinarily or permanently resident in countries subject to comprehensive US sanctions, unless the US government has authorized the provision of such examinations to persons ordinarily or permanently resident in those countries. As of June, 2014, the US government has given authorization for individuals ordinarily resident in Iran and Sudan to take professional certificate examinations.

Export control and sanctions laws may change from time to time, and PMI reserves the right to implement any changes or additions to these restrictions as appropriate.

Use of Your PMI-SP Certification

Examination Eligibility

Once an application has been approved, the one-year eligibility period begins. After payment of the certification fee has been received, PMI will send you an email notification with:

- PMI Eligibility ID and
- The examination scheduling instructions.

NOTE: If your application was selected for audit, your eligibility period begins the day you successfully complete the audit.

The **exam eligibility period** (the period of time during which you are able to test) is **one year**. You may take the examination up to three times within this one-year eligibility period should you not pass on the first attempt.

All PMI examinations are delivered by PMI's testing partner, Prometric. The examination scheduling instructions contained within this handbook and in your eligibility letter will direct you to a section of the [Prometric website](#) where you can select and schedule your examination date and location.

PMI cannot guarantee or reserve seating at the testing centers and recommends that you schedule the examination as soon as you select a date on which you want to take it and at least three months before the expiration of your eligibility period.

NOTE: You must retain the unique PMI Eligibility ID located on your scheduling notification. This code will be required to register for the examination.

Please print and save all examination scheduling verifications and correspondence received from Prometric, for your records.

Use of Your PMI-SP Certification

How to Schedule Your Examination

FOR PBT ADMINISTRATION

If you qualified to take a paper-based examination, **you will not have to do anything to schedule a PBT appointment after you have successfully submitted your examination payment.** Candidates sitting for a paper-based administration submit their examination registration along with the examination payment. Once your payment is submitted, you will receive an email notification confirming the details of the event you have registered for.

Approximately 20 days before the date of the event, you will receive an additional notification containing your final testing site instructions. This confirmation will contain your examination date and location, your arrival times, information on what to bring to the testing site and a contact person.

FOR CBT ADMINISTRATION

You cannot schedule an exam appointment until PMI receives payment of your certification fee.

Schedule your Examination Online

Schedule your appointment online at the [Prometric website](#). Upon arrival, you will notice that the page is divided into the two options. Under the section labeled “I want to...,” please select the left side, for PMI-SP candidates.

You will be prompted to complete the following steps:

1. Select your geographical location from the dropdown menu, and click “**Next.**”
2. Select “**Schedule my test.**”
3. Read through the examination information presented on your screen, and click “**Next.**”
4. Read through and agree to the Policies and Data Privacy Notice
5. Enter your unique PMI Eligibility ID (the number ending with an “E” located on your scheduling notification) and the first four letters of your last name (as they appear on your government issued identification). Click “**Next.**”
6. Use the tool provided to search for testing sites in your area. Select “**Schedule an Appointment.**”
7. Locate and select your exam date and time. Available dates will appear in blue on the calendar, and dates with no appointments available will be in grey. Select your date from the calendar provided, and then your time. Click “**Next.**”
8. Confirm your contact information and provide a valid email address. Please note, the email address provided will be the email that your examination confirmation will be sent to. Once your information is entered and confirmed, click “**Next.**”
9. Review your final appointment details, and then click “**Complete Appointment.**” Your appointment will not be scheduled until you click “**Complete Appointment.**”
10. Your examination confirmation, along with your 16 digit unique confirmation number, will be displayed. This information will also be sent via email to the address provided. Please retain this information for your records.

NOTE: Please maintain a copy of the CBT examination confirmation in your files in the unlikely event that there are any discrepancies. PMI will not be able to advocate for you if this confirmation notice is not provided.

Use of Your PMI-SP Certification

Schedule your Examination by Telephone

- If you live in North America, you can use the Prometric Telephone System, an Interactive Voice Response System that enables you to use a touch-tone phone to schedule, reschedule, cancel, or confirm existing examination appointments. Test center information (phone number, address and directions) can also be obtained over the telephone or online.

This telephone service is available Monday through Friday 8 a.m. to 8 p.m. (U.S. Eastern Time). Please call +1 800 268 2802 and follow the prompts. The hearing impaired may schedule by calling +1 800 529 3590.

- Outside North America: Please visit the [Prometric website for the service center information for your region](#).

NOTE: Please be advised that when scheduling by telephone, you must go to the [Prometric website](#) and follow the instructions provided to print your confirmation information.

When calling Prometric's Customer Care Center, the Customer Service Representative will ask for:

1. Testing program: (Project Management Institute)
2. Name of examination: (PMI-SP, CAPM, PfMP, PMI-ACP, PMI-RMP, PMP or PgMP)
3. PMI Eligibility ID (e.g. 1234567E1)

NOTE: Please maintain a copy of the CBT examination confirmation in your files in the unlikely event that there are any discrepancies. PMI will not be able to advocate for you if this confirmation notice is not provided.

Use of Your PMI-SP Certification

How to Schedule an Examination with Test Accommodations

If you have applied for and been granted test accommodations for the examination administration from PMI, please follow these steps:

- Candidates in North America must call Prometric Special Conditions Department at 1 800 967 1139
- Candidates who live outside North America must contact Prometric's Regional Service Center in your region. Please use the above list.

When scheduling your examination with test accommodations, be prepared to provide the following:

1. Testing program: (Project Management Institute)
4. Name of examination: (PMI-SP, CAPM, PfMP, PMI-ACP, PMI-RMP, PMP or PgMP)
5. PMI Eligibility ID (e.g. 1234567E1)

NOTE: If you neglect to apply for test accommodations at the time you complete the application and wish to do so as you schedule your exam, you must first contact PMI by email at certexamdelivery@pmi.org. **You cannot schedule the exam with test accommodations without first applying for the accommodations and getting them approved.**

Rescheduling/Cancellation Policy for CBT Exams

You can reschedule or cancel your exam at any time, as long as you do so more than two full calendar days before your scheduled exam appointment. However, because of limited seating capacity at Prometric Testing Centers, late rescheduling and cancellations will result in a fee. It is recommended that you reschedule or cancel your exam as soon as you know you won't be able to make the appointment. Please read the following policy carefully.

Within 30 Days of Your Appointment

If you reschedule or cancel your computer-based exam within 30 days of your scheduled appointment, you will be charged a fee of US\$70. This fee helps to ensure greater seating availability at Prometric Testing Centers since candidates who wait until the last minute to reschedule or cancel their exams are "reserving" seats that could be used by others.

The fee will be charged when you go online to Prometric's website to reschedule or cancel your exam within the 30-day period. The \$70 charge will appear on your credit card as a charge from Prometric.

The 30-day period does not include the day of the exam appointment. For example, if you scheduled your exam for 5 May, you must reschedule or cancel the exam on or before 4 April to avoid the fee.

For emergency situations in which you are unable to change your exam appointment before 30 days within your exam appointment, the Extenuating Circumstance Policy may apply. However, PMI will evaluate these situations on a case-by-case basis to determine if a refund of the rescheduling fee is appropriate.

Within 2 Days of Your Appointment

You need to reschedule or cancel your appointment **before** you are within two calendar days of your exam appointment. If you wait until you are within two days of your exam appointment, you will be able to cancel your appointment and you will forfeit the entire exam fee. You will not be able to reschedule your appointment at this point and will need to pay associated reexamination fees to schedule a new exam.

Use of Your PMI-SP Certification

Examples:

Date of Exam Appointment	Date that you Reschedule or Cancel	Fee Amount
30-Day Policy		
5 May	4 April (or before)	No Fee
5 May	5 April (up until 2 May)	US\$70
2-Day Policy		
5 May	2 May	US\$70
5 May	3 May (you are unable to reschedule, but can cancel the appointment)	Forfeit the entire exam fee

How to Reschedule or Cancel Your CBT Appointment

To reschedule or cancel your CBT appointment, go to the [Prometric website](#). Under the section labeled “I want to...,” please select the left hand side, for PMI-SP candidates. You should select your geographical location from the drop down menu, and click “Next.” From the menu of options provided, select “Reschedule/Cancel an appointment,” and follow the prompts. You will need your unique 16 digit confirmation number.

Please note, if you are within two days of your examination appointment, not counting the date of the appointment itself, you will be unable to reschedule your appointment. The only option presented will be to cancel. Cancellation of an appointment within two days of the examination will result in the forfeiture of the full examination fee, as dictated by the policies on the previous page.

Emails to Prometric or PMI are not acceptable forms of communication to reschedule or cancel your examination appointment.

If you have Internet connectivity problems, or experience any issues rescheduling or cancelling your examination online, you can call Prometric directly to reschedule or cancel your appointment. Contact telephone numbers for all Prometric Service Centers are located in your Examination Scheduling Instructions and in this handbook. **All candidates are instructed not to call the testing site to reschedule or cancel the examination.**

Rescheduling/Cancellation Policy for PBT Exams

To reschedule or cancel a paper-based testing (PBT) exam appointment, you must email pbtextams@pmi.org no later than 35 calendar days before the scheduled examination administration date. Include your name, your PMI identification number, group ID number, (both found on your confirmation email) and the location of the PBT event in your email. The group ID number is available on the [Prometric website](#) or from the PBT sponsor.

Use of Your PMI-SP Certification

Extenuating Circumstances

PMI understands that there are times when personal emergencies may cause you to:

1. Reschedule or cancel your exam within 30 days of the appointment,
or
2. Miss a scheduled exam appointment (resulting in a no-show status).

These are referred to as extenuating circumstances and can include:

- medical emergency,
- military deployment,
- death in immediate family,
- illness in immediate family, or
- natural disaster.

Extenuating circumstances do not include work-related circumstances.

Should a situation like this occur, PMI will examine your situation and take appropriate action.

1. If your circumstance forces you to reschedule or cancel your exam within 30 days of the appointment:

Go online to the [Prometric website](#) as soon as you know you are unable to make your scheduled appointment and reschedule or cancel your exam. You will be charged the \$70 fee; however, you can contact PMI Customer Care with an explanation and supporting documents (e.g., accident report, medical documentation, etc.) to obtain a refund on the late rescheduling/cancellation fee, if approved by PMI.

2. If your circumstance forces you to miss your scheduled exam appointment (resulting in a no-show status):

Please **Contact PMI Customer Care within 72 hours following the missed exam appointment.** You will be asked to provide an explanation along with supporting documentation (e.g., accident report, medical documentation, etc.) in order for you to reschedule or cancel your exam without penalty, if approved by PMI.

PMI will review all claims on a case-by-case basis. If your extenuating circumstance claim is not approved, you will be required to pay the full reexamination fee to sit for the exam.

No-Show Status

Failure to notify Prometric or PMI within the specified time periods to reschedule or cancel your exam and failure to meet a scheduled examination appointment will result in a no-show status. If you reach a no-show status, you will forfeit the exam fee and have to pay the full reexamination fee in order to schedule another examination.

Use of Your PMI-SP Certification

PMI Examination Security & Confidentiality

The examination, answer sheets, worksheets and/or any other test or test-related materials remain the sole and exclusive property of PMI. These materials are confidential and are not available for review by any person or agency for any reason.

Examination (pass/fail) results are confidential and will not be disclosed to anyone without candidate consent, unless directed by valid and lawful subpoena or court order. If you would like your examination results to be released to a third party, you must provide PMI with a written request that specifically identifies the types of details (e.g., examination date, pass/fail status, etc.), about the examination results that the third-party person or organization should receive.

When you submit an application, you agree to abide by PMI Certification Application/Renewal Agreement found in this handbook. Among other things, this document addresses post-examination questions and discussions. It states: “...**Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of PMI examination questions and answers, to any individual.**”

Any such discussion would be a potential violation of the Certification Application/Renewal Agreement and thus, could affect the status of your certification, up to and including revocation of your certification or permanent suspension from any PMI certification examinations.

Use of Your PMI-SP Certification

Examination Site Requirements & Instructions

In order to be admitted into the Prometric testing center, you must bring a valid and current (non-expired) form of government-issued identification. Your identification must include:

1. English characters/translation
2. your photograph and
3. your signature.

If your government-issued identification does not display a photograph or a signature, a secondary form of identification may be used, which includes a photograph and/or signature (whichever is missing from the government-issued identification), and your name printed on the identification. All identification must be current (non-expired).

All forms of identification being presented at the testing center must match your name exactly as it appears on the scheduling notification. Your identification documents must be in good condition, and cannot be bent, frayed, taped, cracked or otherwise damaged in any way. The identification documents must be the originals, and cannot be photocopies. You will not be permitted to test if the name on your identification documents does not exactly match the name on your scheduling notification, or if your identification is damaged. Neither PMI nor Prometric will make any exceptions to this policy.

If you do not provide the appropriate and/or matching identification, you will not be permitted to test. If you still wish to take the exam, you will be required to apply for reexamination and pay the reexamination fee in order to take the exam at a later date, when valid identification is available.

The following are acceptable forms of government-issued identification:

- Valid driver's license
- Valid military ID
- Valid passport
- Valid national identification card

The following are acceptable forms of secondary identification:

- Valid employee ID
- Valid credit card with signature
- Valid bank (ATM) card

The following are not acceptable forms of identification:

- Social Security cards
- Library cards

Name Change Procedure

After submitting your examination payment, you will receive an eligibility letter from PMI via email. This eligibility letter will confirm the way your name will appear on the day of your examination, under the "Name exactly as it appears on your identification" field. If you will require an update or change for your name for the purposes of taking the certification examination, you must contact PMI as soon as possible in order to request the change.

Email: CertQuestions@pmi.org

Fax: +1 610 482 9971

Attn: Name Change for Exam

Along with your request, please include the following information, exactly as it appears on the government issued identification documents that you plan to present at the testing center:

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- First Name [Given Name]
- Middle Name
- Last Name [Surname/Family Name]

Please send any name change information as soon as possible. **PMI is unable to guarantee that any updates can be made to the name within five business days of a scheduled examination.**

Check-in procedure

On the day of your examination, please arrive **a half hour before your scheduled appointment**. You must sign in, present the required identification, and provide your unique PMI Eligibility ID. You may also be asked to provide the confirmation number received when scheduling the appointment.

PROHIBITED from the Testing Center:

You may NOT bring anything and anyone into the testing area or to the desk where you take the exam. This includes, but is not limited to:

food	beverages	book bags
coats	sweaters	luggage
calculators	eyeglass cases	paggers
cellular telephones	tape recorders	dictionaries
watches	wallets	medication
eye drops	any other personal items	

Items such as sweaters and jewelry may be worn into the testing center, but cannot be removed once you have entered the testing room.

You will be provided with a locker on the day of your examination to store your personal belongings. Once your items are stored, you will be unable to access your locker until you have completed your examination appointment.

If you will require any personal items in the testing room due to a medical condition, such as food, beverages or medication, you will need authorization from PMI prior to scheduling your examination appointment. Please review the Test Accommodations policy on page 22 for additional information on obtaining authorization.

What to Expect at the Testing Center

On the day of your examination, please arrive a half hour before your scheduled appointment. Candidates who arrive late to an appointment will not be permitted to test. You will be asked to sign into the testing center and present your identification documents. You may also be asked to provide your examination confirmation. The Testing Center Administrator will ask you to empty your pockets and roll up your sleeves, and will scan you with a metal detecting wand. You will be provided with your locker and key, and will be asked to relocate all personal items to your secure locker. The Testing Center Administrator reserves the right to ask you to relocate any and all personal items in your pockets to your locker. The only items that may remain on your person at all times are your government-issued identification and your locker key. Once your items have been stored, you will be unable to access the locker again until your examination appointment has been completed.

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Once you have completed the check-in process, the Testing Center Administrator will provide you with **either** a booklet of scratch paper and two pencils **or** two erasable marker boards, two markers and an eraser. Which of these two note taking items is provided is dependent on the testing center's available supplies; candidates will not have a choice between scratch paper and the marker board. Calculators are built into the CBT exam; however, you may raise your hand at any time during the examination and request a hand held calculator. Hand held calculators will be provided to all candidates taking a PBT exam. If you require additional scratch paper at any time during the examination, you may raise your hand and request it. The Testing Center Administrator will remove the used scratch paper and provide you with a fresh booklet. Candidates may only have either one booklet of scratch paper or two marker boards at their testing terminal at any given time.

You will then be escorted into the testing room by the Testing Center Administrator, who will seat you at your workstation and begin your examination. On the first screen, you will be asked to verify both your name and the examination you are taking. Once this information is verified, the examination tutorial will begin. A clock is built into the CBT exam, and will begin to count down as soon as the tutorial has begun. A candidate may exit the tutorial at any time; if a candidate does not voluntarily end the tutorial, once the 15 minute time window has elapsed, the tutorial will automatically end and the examination will begin. There are no scheduled breaks during the examination. If you wish to take an unscheduled break, you may get up from your terminal at any time and exit the testing room. All candidates will have to sign in and out of the testing center and present their government-issued identification documents upon each entrance and exit.

All examination appointments are monitored by continuous audio and video recording.

If you observe any irregularity in the testing center, or experience any issues during your examination appointment, you are required to raise your hand and inform the Testing Center Administrator as the issue is occurring.

Test candidates are prohibited from bringing calculators and scrap paper into the test site. However, **these items will be provided for you by Prometric on the day of the exam:**

- Calculators are built into the CBT exam and will be provided to those candidates taking a PBT exam
- Writing materials for taking notes during the examination, either:
 - Scrap paper and pencils, *or*
 - Erasable board and markers

Termination of Examination Administration/Grounds for Dismissal

You are expected to conduct yourself in a professional manner at all times at the testing center. Any person who violates the PMI Test Security & Confidentiality Policy will be subject to disciplinary action(s) by the PMI Certification Department.

The test center administrator/supervisor or proctor is authorized to dismiss you from an examination administration and the PMI Certification Department may cancel your scores, or take other appropriate action, when there is a reasonable basis for concluding that you have engaged in any of the following conduct:

1. Using or attempting to use someone else to take the test
2. Failing to provide acceptable personal identification, as outlined on the preceding page
3. Having access to or using notes or any prohibited aid related to the test

Use of Your PMI-SP Certification

4. Creating a disturbance (disruptive behavior in any form will not be tolerated; the test administrator/supervisor has sole discretion in determining whether specific conduct constitutes disruptive behavior)
5. Communicating, in any manner, with another person other than the test administrator/supervisor or proctor about the test during the administration, including attempting to give or receive assistance
6. Attempting to remove scrap paper from the testing room, or tearing the scrap paper
7. Eating or drinking in the testing room
8. Leaving the testing room or test center vicinity without permission
9. Removing or attempting to remove, examination-related material, or portions of a test in any format from the testing room
10. Attempting to tamper with a computer
11. Engaging in any dishonest or unethical conduct, such as cheating
12. Failing to follow any other examination administration regulations set forth in PMI Certification Program policies given by the test administrator/supervisor, or specified in any examination materials

The PMI Certification Department reserves the right to take all action including, but not limited to, barring you from future testing and/or canceling your scores, for failure to comply with the test administrator/supervisor's directions. If your scores are cancelled, you will be notified of such action and its basis, and your examination fees will not be refunded.

Although tests are administered under strict supervision and security measures, examination irregularities may sometimes occur. You are required to contact PMI as soon as possible to report any observed behavior that may lead to an invalid score—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the examination, or using notes or unauthorized aids. All information will be held in confidence.

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Examination Report

Upon completion of the computer-based examination, you will receive a printed copy of your test results. In addition to the overall pass/fail status, important diagnostic information on your performance is provided for each domain. This information provides specific guidance for both passing and failing candidates.

Candidates who take a computer-based examination receive the exam report at the test center the day they sit for the examination. You can also access your exam report on the online certification system no later than 10 business days after your examination date. You will receive an email notifying you when your exam report is available online.

Candidates who take a paper-based examination will NOT receive the exam report the day of the exam. You will be able to access your exam report on the online certification system approximately six to eight weeks after your examination date. You will receive an email notifying you when your exam report is available online.

Establishing the Passing Score

The passing score for all PMI exams is determined by sound psychometric analysis. PMI uses subject matter experts – project professionals from around the world and many different disciplines – to determine how many questions you must answer correctly to pass the exam. Each scored question on the exam is worth one point; and your final score is calculated by totaling the points you have earned on the exam. The number of questions you answer correctly places you within one of the performance rating categories you see on this report.

Use of Your PMI-SP Certification

Reexamination

You are granted a one-year eligibility period in which to pass the examination. During the eligibility period, you may take the examination up to three times because candidates do not always pass the examination on their first attempt. Gauge your time carefully to leave enough time during the eligibility period to retake the examination if needed.

Reexamination fees apply to the second and third attempts to pass the examination.

Exam Administration Type	PMI Member Status	US Dollars	Euros
Reexamination CBT/PBT	member	\$335	€280
Reexamination CBT/PBT	nonmember	\$435	€365

If you fail the examination three times within your one-year eligibility period, you must wait one year from the date of your last examination to reapply for the certification. However, after failing a certification examination three times, candidates may opt to apply for any other PMI certification. For example, a candidate who failed the PMI-SP examination three times in his or her one-year eligibility period must wait one year to reapply for the PMI-SP. However, he or she can apply for the CAPM, PMI-RMP, PfMP, PMI-ACP, PMP or PgMP at any time.

Reexamination fees apply to the second and third attempts to pass the examination during each eligibility period. If your eligibility period expires without you having passed the examination, you must reapply for the certification.

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Certification Complaints Process

All certification related complaints must be made in writing and sent to PMI:

- Via email at certcomplaints@pmi.org or
- Via postal mail at 14 Campus Boulevard, Newtown Square, PA 19073-3299, USA

Any supporting documentation should be included with the complaint letter.

We will review all certification related complaints and conduct any necessary validation in a constructive, impartial and timely manner. A record of the complaint, including any subsequent action(s) taken, and the decision made will be maintained. All information pertaining to the complaint will remain confidential.

Certification Appeals Procedure

All challenges to PMI's Certification Program are governed by the PMI Certification Appeal Procedures. This appeal process is the only method to review decisions made by PMI regarding certification applications, eligibility, examinations, test administration and results, Continuing Certification Requirements (CCR), and other certification issues and/or challenges.*

All certification related appeal requests must be made in writing and sent to PMI Office of Certification Appeals:

- Via email to certappeals@pmi.org or
- Via postal mail to 14 Campus Boulevard, Newtown Square, PA 19073-3299, USA

We will review and validate all certification related appeals and render the final decision in a fair and timely manner. A record of the appeal, including any subsequent action(s) taken, and the decision made will be maintained. All information pertaining to the appeal will remain confidential.

*Disciplinary decisions made by PMI regarding persons already certified are evaluated under [PMI's Ethics Complaints Process](#).

Use of Your PMI-SP Certification

Once you pass the examination, you are granted the PMI-SP certification. You may refer to yourself as a PMI-SP certification holder as long as you have an active certification status. You are authorized to use the PMI-SP designation in block letters after your name on business cards, personal letterhead, resumes, websites and in your email signature.

Please note that as part of the application process, you agreed to adhere to the PMI Code of Ethics and Professional Conduct and the Certification Application/Renewal Agreement. This means, among other things, that you will only use the PMI-SP designation in the manner stated above and that you will not use the PMI-SP designation in company names, domain names, product names, or any other unauthorized manner.

Certificate Package

Within six to eight weeks, you will receive a certification package that includes:

- Congratulatory letter
- Information on how to maintain and renew your certification
- Certification certificate

Use of Your PMI-SP Certification

Both of these documents list your:

- Certification number—a unique identification number used by PMI to maintain your individual certification records
- Your certification cycle dates

You will want to file this information in a safe and easily accessible location. You will need to refer to it in order to report professional development activities to maintain your certification.

Until you receive your certificate package, you may use your exam report (available online through the certification system) to validate your certification status.

Online Certification Registry

The online [Certification Registry](#) automatically lists names of all certification holders. This feature allows verification of certification holders for the benefit of employers, service purchasers and others. Users can search for certification holders by first name, last name, or by country.

Certification holders can choose to be removed from the registry, so the absence of your name in the registry does not necessarily mean that you are not certified. You can opt out of inclusion in the registry or update your demographic information by visiting [PMI.org](#).

Continuing Certification Requirements (CCR) Program

CCR Program Overview

PMI's Continuing Certification Requirements (CCR) program supports the ongoing educational and professional development of our certification holders so they are always prepared to meet the demands of today's complex business environment. The purpose of the CCR program is to:

- Enhance continuous learning and development among certification holders
- Provide direction in development areas to ensure relevancy of certified practitioners
- Encourage and recognize individualized learning opportunities
- Offer a mechanism for attaining and recording professional development activities
- Sustain the global recognition and value of PMI certifications

Everyone who earns a PMI certification (with the exception of the CAPM® certification) must actively maintain their certification(s) through participation in the CCR Program and renewal of their certification(s) every 3 years.

Partaking in professional development and learning activities allows certification holders to earn Professional Development Units (PDUs), fulfilling the continuing certification requirements and ultimately growing and developing as a practitioner.

We know that each individual has different professional needs and desires. The CCR program is designed to be flexible so that it can adapt to those needs and allow you to customize your CCR activities. The CCR program provides a general framework and guidance—you determine your ultimate CCR and development path.

For details and instructions on how to earn and track PDUs in CCR, download the [CCR Handbook](#).

PMI Code of Ethics and Professional Conduct

Ethics is about making the best possible decisions concerning people, resources and the environment. Ethical choices diminish risk, advance positive results, increase trust, determine long term success and build reputations. Leadership is absolutely dependent on ethical choices.

PMI members have determined that **honesty, responsibility, respect and fairness** are the values that drive ethical conduct for the project management profession. PMI's Code of Ethics and Professional Conduct applies those values to the real-life practice of project management, where the best outcome is the most ethical one.

All PMI members, volunteers, certification holders and certification applicants must comply with the Code.

Please visit the [Code of Ethics](#) page to download and read our code.

PMI Certification Application/Renewal Agreement

- 1) I agree to satisfy and conduct myself in accordance with all PMI certification program policies and requirements, including this Agreement and the PMI Code of Ethics and Professional Conduct (as they may be revised from time to time); and I shall maintain confidentiality of PMI examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of PMI examination questions and answers, to any individual.
- 2) I agree that I shall at all times act in a truthful and honest manner and provide truthful and accurate information to PMI. I agree that any intentional or unintentional failure to provide true, timely and complete responses to questions in this application or renewal form may lead to further investigation and/or sanctions by PMI. I also agree to promptly report to PMI any possible violations of the terms of this Agreement or the PMI Code of Ethics and Professional Conduct by PMI members or by persons who have applied for a PMI certification or have been awarded a certification by PMI.
- 3) I agree to notify the PMI Certification Department in a timely manner of changes concerning the information I have provided, including my current address and telephone number.
- 4) I have reported, and will continue to report, to the PMI Certification Department, within sixty (60) days of occurrence, any matters, proceedings, lawsuits, settlements and/or other agreements, administrative agency actions, or organizational actions relating to my profession or occupation, including all complaints relating to my professional activities as a project management practitioner, and matters or proceedings involving, but not limited to certification, certifying, malpractice, disciplinary ethics or similar matters. I also agree to promptly report, within sixty (60) days of occurrence, any felony criminal charges, convictions, or plea agreements or other criminal charges, convictions, or plea agreements relating to acts of dishonesty or unethical conduct.
- 5) I agree that if my compliance with any of the terms of this agreement requires or includes an explanation and supporting documents, I will provide a complete and accurate explanation and true copies of the materials to the PMI Certification Department with this application.
- 6) I agree that the PMI Certification Department has the right to communicate with any person, government agency or organization to review or confirm the information in this application or any other information related to my application for PMI certification. Further, I agree to and authorize the release of any information requested by the PMI Certification Department for such review and confirmation.
- 7) I agree that the PMI certification status does not imply licensure, registration or government authorization to practice project management or to engage in related activities.
- 8) I agree that all materials that I submit to the PMI Certification Department become the property of the PMI Certification Department, and that the PMI Certification Department is not required to return any of these materials to me.
- 9) I agree that upon achieving the PMI certification, my name may be posted on the PMI website as part of an Online Registry to be created and maintained by PMI.

- 10) I agree that information related to my participation in the PMI certification process may be used in an anonymous manner for research purposes only.
- 11) I agree that all disputes relating in any way to my application for a PMI certification and/or my involvement generally in a PMI certification program, will be resolved solely and exclusively by means of PMI Certification Department policies, procedures and rules, including the Appeals Process.
- 12) PMI reserves the right to suspend or revoke the certification of any individual who is determined to have failed to uphold, or otherwise breached this Agreement, or committed a violation of the PMI Code of Ethics and Professional Conduct.
- 13) I release and indemnify PMI and the PMI Certification Department from all liability and claims that may arise out of, or be related to, my project management and related activities.
- 14) I hereby release, discharge and indemnify PMI, its directors, officers, members, examiners, employees, attorneys, representatives, agents and the PMI Certification Department from any actions, suits, obligations, damages, claims or demands arising out of or in connection with this application, the scores given with respect to the examination or any other action taken by PMI with regard to certifying, testing and professional development including, but not limited to, all actions related to ethics matters and cases. I understand and agree that any decision concerning my qualification for any certification, as well as any decisions regarding my continuing qualification for any certification and my compliance with the PMI Code of Ethics and Professional Conduct, rest within the sole and exclusive discretion of PMI, and that these decisions are final.

This Agreement may be updated or revised from time to time. It is your responsibility to obtain the most up-to-date copy online. Agreement last updated October 2016.