

TEST CENTER INSTRUCTIONS FOR PMI'S CREDENTIAL EXAMS

Check-in procedure:

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

IMPORTANT Information about Your Identification:

In order to be admitted into the testing center, you must bring a government-issued identification. Your identification needs to 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, an additional, secondary identification may be used, which includes a photograph and/or signature (whichever is missing from the government-issued identification).

Your identification must exactly match your name as it appears on your scheduling notification.

If the name on your identification and scheduling notification does not exactly match, you will not be permitted to test, and will have to pay the re-examination fee in order to reschedule.

There will be NO exceptions made to this policy.

The following are acceptable forms of government-issued identification:

- Valid driver's license
- Valid passport
- Valid military ID
- Valid national identity 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

Items PROHOBITED from the Testing Center:

You may NOT bring anything into the testing area or to the desk where you take the exam. This includes:

food	beverages	book bags
coats	sweaters	luggage
calculators	eyeglass cases	paggers
cellular telephones	tape recorders	dictionaries
or any other personal items		

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- Calculators are built into the CBT exam.
 - Calculators will be provided to those candidates taking a PBT exam by the testing administrator on the day of the exam.
 - Scrap paper will be provided to ALL credential candidates by the testing center administrator on the day of the exam.