



Project Management Professional (PMP) Exam Program



Developed By:



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Introduction & Step 1

This document provides an overview of the steps required to achieve the Project Management Institute's (PMI®) Project Management Professional (PMP®) certification.

The steps to achieve PMP certification include:

Step	Description
1	Determine Eligibility and Complete Application
2	Prepare for Examination
3	Schedule and Take Examination

Introduction

Step 1

Determine Eligibility and Complete Application

- Application for PMI PMP Certification should be made online. As the application is lengthy and detailed, it is strongly suggested that you download, print, and complete a hard copy of the application (<http://www.pmi.org>) in preparation for submitting the online application.
- To be deemed eligible by PMI to take the PMP Exam, you must fill out an application that demonstrates you meet specific educational and experiential requirements. You must have:
 - A minimum of 35 hours of Project Management training in the areas of project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management. Training may consist of any applicable corporate management training (CACI Leadership Seminar, Introduction to Management, etc.) or Computer Based Training (CBT).
 - For those without a Bachelor's degree, at least 60 months and 7,500 hours of project management experience is required.
 - For those who have at least a Bachelor's degree, a minimum of 36 months and 4,500 hours of project management experience is required.

Step 2

- Click on the following website to the PMP Credential Handbook which outlines the criteria and steps for the application in detail:

http://www.pmi.org/PDF/pdc_pmphandbook.pdf

- If you possess these qualifications and you are comfortable with your paper-based version of the application, proceed to the online application through the PMI website to apply for PMP eligibility:

<http://www.pmi.org>

- When PMI has reviewed your application and determined that you have met the eligibility requirements, you will receive a Letter of Eligibility which is valid for one year. If you are not considered eligible, you will receive electronic notification with further instructions.

- Upon receipt of the eligibility letter, you must make a determination whether you feel that you are sufficiently prepared to take and to pass the PMP Exam. Having been a manager or a Project Manager for a number of years in itself will not enable you to pass the rigorous test.

- Whether you meet the 35-hour training requirement or not, you should visit CACI Virtual University (CVU) where we offer Project Management related Computer Based Training (CBT) modules, which are consistent with the Project Management Body of Knowledge (PMBOK®) Fourth Edition. The following instructions will provide you with a list of web-based courses:

1. Go to CVU Homepage
2. Click on Skillport
3. Click on CEU/PDU/Credits (top of screen)
4. Click on PMI: Project Management Institute (bottom of screen)
5. Click on [here](#) within the section What Skillsoft courses are eligible for PDU's and or Contact Hour Credit?

Step 2

Prepare for Examination

Step 2

Areas of the PMBOK

Integration Management

Scope Management

Time Management

Cost Management

Quality Management

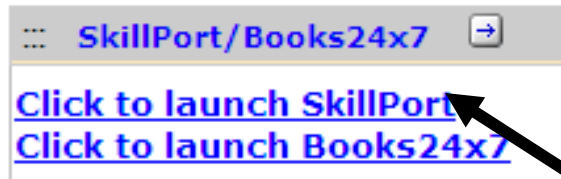
Human Resource Management

Communications Management

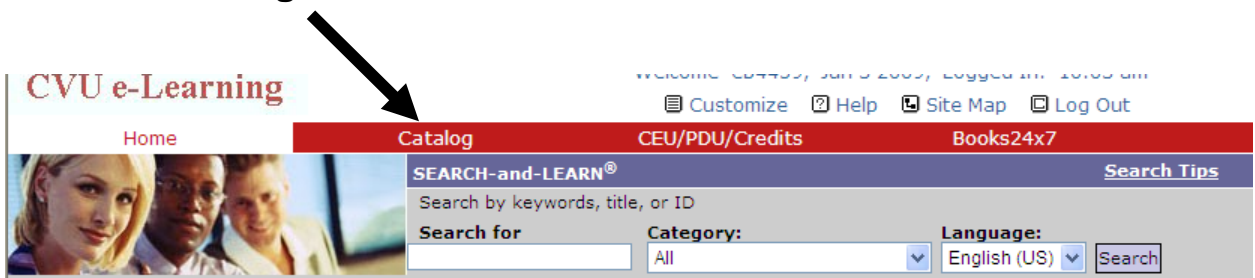
Risk Management

Procurement Management

- It is recommended that you try to do the courses that are listed in the Project Management Essentials folder in Skillport, as well as at least one CBT from each of the nine PMBOK areas listed to the left.
- To load the PM Essentials courses into your study plan in CVU, for example, login to CVU (<http://cvu.caci.com>): and follow the following steps:
 - Login to CVU using your CACI network Username and Password
 - Then, click on Skillport



- Click “Catalog” in the red menu bar



Step 2








- Click “Project Management Curriculum”

Information

[My Assignment >>](#)

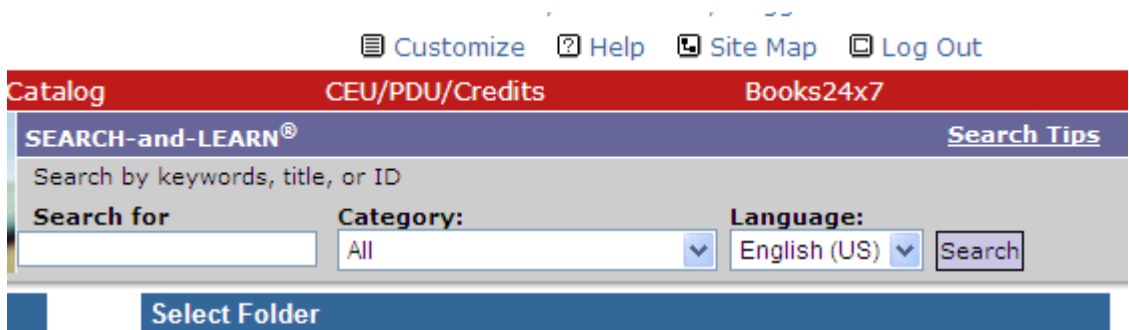
 Desktop Curricula	Add to My Plan
 IT Professional Curricula	Add to My Plan
 Express Guide View	Add to My Plan
 Test Prep View	Add to My Plan
 IT Professional Certifications	Add to My Plan
 Project Management Curriculum	Add to My Plan
 Team Building Curriculum	Add to My Plan
 Business Skills Curricula	Add to My Plan
 Live Dialogue Sessions	Add to My Plan
 NETq Curricula (English - US)	Add to My Plan

- Choose a class and click “Add to My Plan”
(make sure the class is Fourth Edition-aligned)

 Project Management Essentials - (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Integration Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Scope Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Time Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Cost Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Quality Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan
 Project Human Resource Management (PMBOK® Guide - Fourth Edition-aligned)	Add to My Plan

Step 2

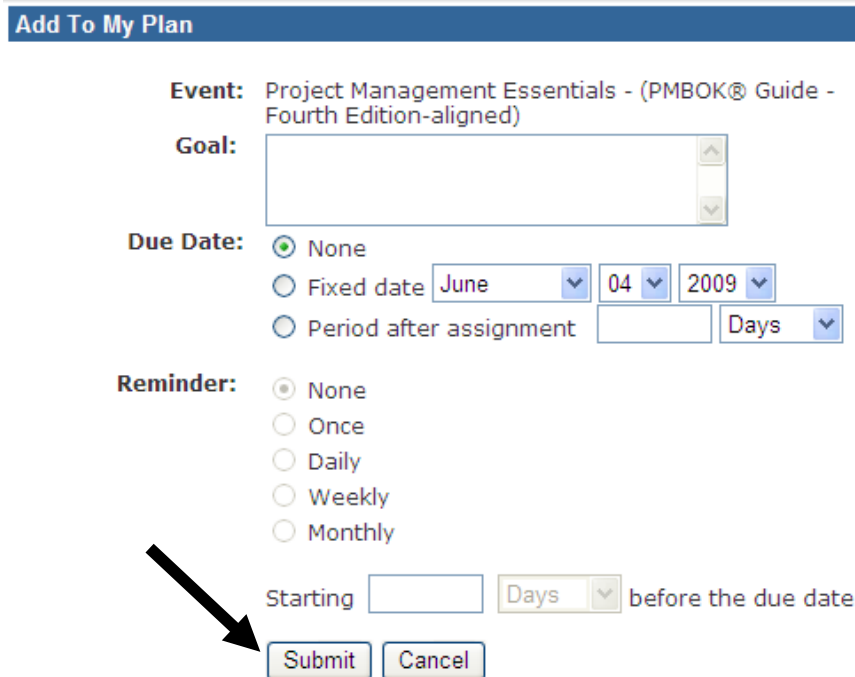
- Click “Add this item to the main MyPlan folder”



You currently don't have any items in your plan.

[Add this item to the main MyPlan folder](#)

- Click the “Submit” button



Step 2

- Click on the “Click here to go to My Plan” link

Add To My Plan

The following learning event has been added to your plan.
This is your confirmation.

Learning Event: Project Management Essentials - (PMBOK® Guide - Fourth Edition-aligned)

Goal:

Due Date: No due date specified.



[Click here to go to the Catalog](#)

[Click here to go to My Plan](#)

To modify the values for this plan entry, return to the My Plan, select this learning event and click Modify My Plan. Do not use the browser's 'back' button.

- Click on the folder or link to access the CBTs

My Plan

	Learning Event	Due	Assigned	Controls
	Project Management Essentials - (PMBOK® Guide - Fourth Edition-aligned)	n/a		

[Add New Folder to My Plan](#)


- Click “GO” to launch the class

My Plan

	Learning Event	Due	Assigned	Controls
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[My Plan](#) >> [Project Management Essentials - \(PMBOK® Guide - Fourth Edition-aligned\)](#)

[GO>](#)  [Managing Projects within Organizations](#) n/a

[GO>](#)  [Project Management Overview](#) n/a

[GO>](#)  [Project Management Process Groups](#) n/a

Step 2

Additional Training and Preparation

- CACI's management/leadership training courses can fulfill all 35 of the required contact hours of training. While these courses are CACI-specific, they also contain some of the information and knowledge that you will need to pass the PMP Exam. These courses include:
 - *Introduction to Management* 8 Hours
 - *Financial Management Workshop* 16 Hours
 - *Exploring Leadership* 16 Hours
- CACI also provides an intensive 3-day Advanced PMP Preparation course, which you may attend if supported by your management. This internal course currently costs approximately \$150 (for materials). To enroll in this course, you must:
 - Register for the Advanced PMP Prep Course in CVU. CVU will automatically send an approval notification to your manager for the \$150 course charge. This charge is automatically billed to your indirect organization code; however, your manager has the opportunity to change the code if needed. This course is held Tuesday through Thursday (8am-6pm). Typically, you would schedule your PMP Exam for Friday of that week.
- PMI randomly audits candidates immediately after you pay for the exam. To avoid delays in scheduling your exam, it is recommended that once you have determined when you would like to take the course, you should pay for the exam as soon as possible. This way, if you get audited you will have sufficient time to complete the process prior to beginning the course.

Step 3

Scheduling

- Upon receipt of the Letter of Eligibility from PMI, and when you are ready to take the exam, you must choose when and where you'd like to sit for the exam and remit payment of the examination fee. PMI only accepts major credit cards. The fee for PMI members is \$405.00; non-members fee is \$550.00. Annual membership in the Project Management Institute is \$129.00. Speak with your manager regarding reimbursement of these fees. Once cleared, you will then receive an Authorization to Test letter which provides a test code that you need to provide to Prometric (which is the testing center).
- PMI will direct you to login to the Prometric website (<http://www.prometric.com>) to schedule your examination appointment. If you are taking the CACI Advanced PMP PREP class, try to schedule your Exam for Friday the week of your course and send the test confirmation from Prometric to Karen Lenihan (klenihan@caci.com).

Taking the Exam

- The PMP Certification examination is comprised of 200 multiple-choice questions. Of the 200 questions, 25 questions are considered beta questions that are randomly placed throughout the examination and do not count. To achieve a passing score (just over 60%), students must correctly answer 106 of the 175 remaining questions. Four hours is the time allotted for this exam.

Step 3

Schedule and Take Examination

Step 3

- The CACI Advanced PMP Prep course and the examination are quite intense. It is highly encouraged that you get plenty of rest and follow a proper diet. Upon completion of the computer based test, you will immediately receive a printed copy of results indicating pass/fail status. PMI will post your certification into their registry within approximately one week of the test date.
- To update your CACI resume to reflect your PMP Certification please contact Karen Lenihan (klenihan@caci.com) when you pass the test. Your resume will be updated once your certification appears in PMI registry. Or, you may scan and attach a copy of your pass/fail results to an e-mail, and your resume will be updated.
- To update your CVU record please email or fax a copy of the PMI certificate to cvuadmin@caci.com or 703-679-6581 (fax). You will receive the certificate in the mail after you pass the exam.

Additional Information

For additional program information, or with further questions, please contact Barry Edwards at baedwards@caci.com) or 703-679-5358.