

# Project Management Professional (PMP) Certification FAQs

## GENERAL QUESTIONS

### How is Effective Flow Connections (EFC) associated with Project Management Institute (PMI)?

EFC is an Authorized Training Partner (ATP) of PMI. We are approved to deliver PMP Exam Prep Courses using PMI developed content. You will need to work directly with PMI on the PMP application and exam scheduling, as we do not have a role in the PMP (electronic) application or testing process. You can find a list of all ATPs on PMI's website [HERE](#).

### Can I get a digital copy of the PMBOK® Guide?

Yes, if you become a PMI member you can download a copy of the *PMBOK® Guide*. PMI membership is \$129 per year plus an application fee. To access the *PMBOK® Guide* after becoming a member, visit [www.pmi.org](http://www.pmi.org) and log in. Scroll over the main menu item "PMBOK® Guide and Standards," then click the sub-menu item titled "Foundational Standards". From this page, you will find the current version of the *PMBOK® Guide* and be able to navigate to download a free copy of this publication.

## COURSE-RELATED QUESTIONS

### How long is the PMP Exam Prep course?

The course is a total of 35 classroom hours over five days.

### Does the cost of the course include the cost to take PMI's PMP Exam?

No, it does not include the cost of PMI's PMP® Certification Exam. PMI and EFC are separate organizations. EFC provides the course and PMI provides the PMP® certification test. PMI requires the exam application to be completed by the individual requesting to take the PMP® certification exam. The application can be found online at [www.pmi.org](http://www.pmi.org). The application is very detailed, and it may take many weeks to gain approval to sit for the PMP® Certification Exam.

### How much does it cost to take the PMP Exam?

- PMI Member Price: US \$405
- Non-Member Price: US \$555

## What course materials will I receive?

You will receive PMI's PMP Exam Prep Student Guide, plus access to an online portal with spotlight videos and project management templates. These electronic materials will be accessible via an Access Code provided by your instructor. You will also receive a copy of the PMBOK 6<sup>th</sup> edition, which is the version the Exam is based on.

## Will this course teach me to be a Project Manager?

The ***intent of this course is to teach students content that will support passing the PMP Certification Exam.*** The course is fast-paced and must stay on track to ensure students receive all the valuable content during the five sessions. While you will take away Best Practices for managing projects, the intent of the course is not to teach you to be a Project Manager.

## APPLYING FOR THE PMP CERTIFICATION EXAM

### Where can I find more information about applying for the PMP Certification & Exam?

PMP has a dedicated website with detailed information on how to apply to become a PMP [HERE](#).

### Can I apply for the PMP Exam prior to attending the PMP Exam Prep course?

You can apply for the PMP exam before attending the course, provided you have already completed the required 35 hours of Project Management (PM) training needed to sit for the exam. Many students wait until the course is completed, at which time they will have earned the necessary 35 hours to apply for the exam.

### What are the PMP Certification Exam Eligibility requirements?

PMP Eligibility requirements can be found on PMI's website found [HERE](#). Current requirements include:

- A four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® Certification

### — OR —

- A high school diploma or an associate's degree (or global equivalent)
- 60 months leading projects
- 35 hours of project management education/training or CAPM® Certification

### **How soon after the course should I take the exam?**

Each student is different, so there is no "one-size-fits-all" approach. We recommend students take the exam within four weeks of course completion, or immediately upon approval of your application. Students should plan to spend adequate time studying after class to make sure they are ready.

### **What are the timelines associated with getting PMP certified?**

The timeline of the PMP certification processes can be found on page four of PMI's Project Management Professional Handbook found [HERE](#).

### **How far back can my experience go when applying for the PMP?**

All project management experience must have been accrued within the last **eight consecutive years**, prior to your application submission.

### **How do I prove my experience?**

You will document your experience in your online application ([www.pmi.org](http://www.pmi.org)). You must list projects you have worked on, but your job title need not be "project manager." You will need to show that you were leading and directing project activities. To keep everyone honest, PMI audits about 5-10% of candidates.

### **PMI requires 35 hours of Project Management training before you can apply to take the PMP® Exam – can I take this course to meet that requirement, then take the exam?**

Yes, PMI's PMP Exam Prep Course has been pre-approved to issue the 35 contact hours required to sit for the PMP exam. Upon completing the required PMI Post-Class Survey (instructions are provided in-class and in your Learning Portal), your 35 hours will also populate in your PMI profile to streamline your application process. For extra assurance, we will provide you with a certificate of completion at the end of the course that you can submit to PMI if you get audited.

### **What supporting documentation should I send with my application?**

When applying, you do not need to send documentation. However, you will be required to send supporting documentation if your application is selected for a random audit. To find out more about PMI's audit process, refer to the certification handbooks and the audit FAQs on PMI's website ([www.pmi.org](http://www.pmi.org)).

## PMP CERTIFICATION EXAM & CONTENT OUTLINE

### Where can I access the information on what will be covered on the PMP Exam?

The Examination Content Outline (ECO) includes the following breakdown via three domains:

Domain	Percentage of the Items on Test
1. People	42%
2. Process	50%
3. Business Environment	8%

For more specific information on the ECO, you can access the PMP ECO [HERE](#).

### How many questions are on the PMP Exam and how long does it take to complete?

- **180** questions
- **230 minutes** to complete the exam
- **Proctored** or **in-person** testing
- A combination of multiple-choice, multiple responses, matching, hotspot and fill-in-the-blank.

### Once I pass the PMP Exam, what is next?

You may refer to yourself as a certification holder, although your certificate package can take six to eight weeks to arrive in the mail. Please refer to the "Use of Your PMI Certification" section of the Project Management Professional Handbook found [HERE](#) for more details.

### If I fail the exam, can I take it again?

If you fail the exam on your first attempt, you can re-take it two more times within your one-year eligibility period. Fees are associated with re-examination. Details for re-examination can be found in the Project Management Professional Handbook found [HERE](#).

### Are there practice exams?

Your instructor will provide you with links to practice questions for the PMP® Certification Exam. You can also purchase access to the [PMI® Authorized Online PMP® Practice Exam](#) for \$99.00.

## What resources should I study to prepare for the PMP Exam?

The PMP Exam incorporates questions from the following 10 project management resources:

1. Agile Practice Guide
  - Author: Project Management Institute; Publisher: Project Management Institute
2. A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – **7<sup>th</sup> Edition**
  - Author: Project Management Institute; Publisher: Project Management Institute
3. Project Management: A Systems Approach to Planning, Scheduling, and Controlling
  - Author: Harold Kerzner; Publisher: Wiley
4. Effective Project Management: Traditional, Agile, Extreme, Hybrid
  - Author: Robert K. Wysocki; Publisher: Wiley
5. Fundamentals of Technology Project Management, 2<sup>nd</sup> Edition
  - Author: Colleen Garton with Erika McCulloch; Publisher: MC Press
6. Project Managers Portable Handbook, 3<sup>rd</sup> Edition
  - Author: David Cleland and Lewis Ireland; Publisher: McGraw-Hill
7. Information Technology Project Management, 7<sup>th</sup> Edition
  - Author: Kathy Schwalbe; Publisher: Cengage Learning
8. Essential Scrum: A Practical Guide to the Most Popular Agile Process
  - Author: Kenneth S. Rubin; Publisher: Addison-Wesley
9. Project Management: The Managerial Process
  - Author: Erik Larson; Publisher: McGraw-Hill
10. The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right
  - Author: Tom Kendrick; Publisher: AMACOM