

# Paper PMP® Exam in Regina

## Saturday December 3, 2016

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### Location and Times

Intouch Career College Ltd [See the Intouch  
Suite 700G 4400 Fourth Avenue website for directions  
Regina access is tricky]

8:00 am Room opened  
8:30 am Candidates must be present for sign in and  
instructions  
9:00 am Exam starts  
1:00 pm Exam ends

### Application Process – First Writing

Download the *Credential Handbook* and the supplementary instructions for paper exam candidates from:

[http://www.walter-wawruck.com/pdc\\_pmphandbook.pdf](http://www.walter-wawruck.com/pdc_pmphandbook.pdf)  
<http://www.walter-wawruck.com/PMPApplicationForm.pdf>  
[http://www.walter-wawruck.com/PBT\\_Handbook.pdf](http://www.walter-wawruck.com/PBT_Handbook.pdf)

In these three documents you will find instructions and additional guidance on completing an exam application. The paper application forms do not match the on-line forms identically, but they do provide an overview of the information required.

Submit your application for the paper exam on-line at: <https://certification.pmi.org/>. Sign in using your PMI membership ID and password; otherwise you may not qualify for the reduced member rate for the exam fee.

The on-line application can be completed in a series of separate sessions. The information you enter will be saved, and can be edited and changed in subsequent sessions. However, once you submit your completed application or payment you may no longer have access to the data which you submitted. Therefore, you should print (paper or PDF) each page for your records before submitting.

There are two separate submittal steps, each with its own set of web page forms.

### Step 1. Application. Submit no later than October 21, 2016.

If you have a university degree, be sure to complete the Attained Education page before moving on to the Requirements pages, or else your eligibility under Category 1 will not be recognized.

**PM Experience.** You must complete a separate Project Management Work Experience Form for EACH PROJECT for which you are claiming qualifying experience. If several projects were carried out for the same employer or client, and were part of a common or related initiative, you may wish to label them as a single PROGRAM with a distinct name, and prepare a single experience form for the program.

**PM Education.** Up to the date of your application, you must have received 35 hours of project management education. This means 35 hours of classroom time receiving instruction in the ten PMBOK® knowledge areas.

There is no limit on how far back in time you can go, but the education must have been specific to project management. It may have been received during a college or university course, or through a seminar or company training program. However, if your application is audited, you must be able to provide a certificate, transcript, or letter of attendance to support your claim.

A separate Project Management Education Item form must be prepared for each Institution or Provider from which you are claiming Contact Hours. Use as many forms as needed in order to make up the 35 hours.

### Claiming for the Certification Preparation Seminar

If you claim for the hours of instruction that you have received through the Certification Preparation Seminar, here is the information you should report:

**INSTITUTION:** Walter A. Wawruck, PMP, Management Consultant

**COURSE:** Certification Preparation Seminar

**DATES:** Actual start and finish dates for period of attendance claimed

**CONTACT HOURS EARNED:** Enter your actual hours of attendance in the seminar up to the application date. A maximum of 7.5 hours can be claimed for each day of attendance in the Certification Preparation Seminar.

## **Step 2. Schedule and Pay. Submit as soon as you are accepted, but no later than October 29, 2016.**

Within five working days of submitting your application you should receive notice of acceptance and eligibility to pay for and schedule your exam. You will again log in to the on-line application pages, where you will encounter a new set of web page forms.

You will be asked to select your exam type. Choose paper-based exam. Indicate that you have a **Group Testing Number**, and enter the following:

**0038120316**

**Payment.** Payment must be made on-line by credit card. There are no arrangements for vouchers or company codes. The fee for the paper exam for a PMI member is \$250 US, plus GST (5%). If any other amount is shown, your status as a member has not been recognized. You must contact PMI to get this corrected before proceeding.

Submitting your payment is an irrevocable step. The deadline for cancelling the scheduled paper exam is November 1, 2015 and no refund will be paid except for cancellation due to an emergency.

## **Application Process – Re-Write**

You should have received re-examination instructions with your letter if you did not pass a previous attempt of the exam. Apply on-line for re-examination.

The re-examination application must be submitted within your original one-year eligibility period.

## **Eligibility Letter**

Shortly after submitting your payment, you should receive by e-mail an Eligibility Letter from PMI. The letter will contain specific information on the exam time and location, and instructions on what to bring on the day of the exam. The letter itself must be presented when you sign in for the exam.

If you do not have this letter by November 18, 2016, contact PMI.

## **Audit of Application**

After submitting payment, you may be randomly selected for audit. Fulfilling the audit requirements is a straightforward matter of providing signatures from referees and documents to confirm the claims made in your application, and can normally be completed in less than two weeks. If you are selected, you will be permitted to write the paper exam, however your score on the exam will not be released and your PMP designation will not be awarded until the audit is closed. This is current PMI policy only for paper exam candidates as of March 8, 2007, and reverses the policy set out in the Handbooks.

## **Questions, Problems, and Further Information**

Contact Alma Bingnear at 610-356-4600, ext. 1041 or e-mail [alma.bingnear@pmi.org](mailto:alma.bingnear@pmi.org) with your questions about the application process or the disposition of your application. In your communications with PMI, always include your PMI ID Number.

If an issue cannot be resolved with Alma Bingnear, contact Walter Wawruck. He will assist you by suggesting alternative actions and if necessary will intervene on your behalf.

Walter Wawruck, PMP  
604-879-8752  
[wawruck@telus.net](mailto:wawruck@telus.net)

December 31, 2015