

PMI Certifications through Millpond

Fact Sheet

Why Train with Millpond?

Millpond is an [Authorized Training Partner \(A.T.P.\)](#) of the global [Project Management Institute \(PMI\)](#).

The Millpond Pass Rate

The combination of classroom training, self-study and engagement has resulted in excellent first-time pass rates for Millpond delegates.

Having trained hundreds of delegates from all walks of life, Millpond have the right tools for the job to help you pass PMI certifications. The combination of our training methods, facilitators, self-study, and collaboration have resulted in ongoing success and results speak for themselves.

Proof of Course Completion

A Certificate of Attendance for professional project management training with Millpond as an Authorized Training Partner (A.T.P.) of the Project Management Institute will be issued at the end of the course, so even if you choose not to sit the relevant exam, you will have evidence of having attended the course.

Earn Professional Development Units

Participants can claim the Professional Development Units (PDUs) with the Project Management Institute after completing eligible courses.

What's the difference between the PMBOK® Guide and PRINCE2®?

In short, the PMBOK® Guide contains many of the processes, tools, techniques, and templates from which you are encouraged to select those appropriate to your project.

PRINCE2® is a specific methodology developed by the government in the UK for managing low complexity IT projects. Both offer processes, but the PMBOK® Guide is a collection of experience-based knowledge, while PRINCE2® is a specific set of techniques. Where the PMBOK® Guide is informative, PRINCE2® is instructional.

If the PMBOK® Guide is a toolbox, PRINCE2® is an assembly guide. Additionally, PRINCE2® is just one of many hundreds of off-the-shelf methodologies (others include Method123, UPMM, PRISM, Scrum, XP etc.), available to an organization wishing to have an off-the-shelf solution rather than developing its own methodology. We strongly encourage developing your own appropriate project management methodology, which PMI certificated training will help you to achieve.

The PMI Certification Framework

PMI certifications show future employers that you have the practical knowledge, insights, and professional expertise to meet increasingly heightened project demands. With

certifications designed for all experience levels, there's always an optimal next step to enhance and accelerate your career.

	PMP®	CAPM®	PMI-ACP®	DASM	DASSM
PMI Certification	<u>Project Management Professional</u>	<u>Certified Associate in Project Management</u>	<u>PMI Agile Certified Practitioner</u>	<u>Disciplined Agile® Scrum Master</u>	<u>Disciplined Agile® Senior Scrum Master</u>
Who is this certification for?	For Project Managers who are skilled practitioners with 3+ years' experience	For Project Managers new to projects with 0 - 3 years' experience			
Exam Fee (PMI member)	US\$405	US\$225	US\$435	The cost of the DASM and DASSM exam is included in your Millpond Course Fee	
Exam fee (non-PMI member)	US\$555	US\$300	US\$495		
Cost to join PMI (optional)	US \$129 to join (plus US \$10 application fee) US \$129 per annum to renew				
Cost to join local PMI Chapter (optional)	PMINZ membership fees: US\$60 per annum to join/ renew Information about PMI Chapters in Australia can be found <u>here</u> PMI Australia membership fees: US\$50 – 70 per annum to join or renew				

Should I become a member of PMI?

It's not required but we highly recommend it. There is a great exam fee discount for members. Additionally, you get a free pdf of the latest edition of the PMBOK® Guide, access to the PMI Marketplace, networking opportunities, templates, newsletters, and many other benefits.

Make sure you join before paying the exam fee.

Millpond also offers a discount on the PMP® exam preparation course for PMI members. [Contact us](#) to make use of this offer!

Obtaining PMI Certification

Step One: Confirm You're Eligible

PMI® has specific conditions around the kind of tasks and time required to meet the eligibility criteria.

For a full definition of leading and directing projects, refer to the relevant PMI Certification's handbook which is available from [pmi.org](https://www.pmi.org).

Step Two: Gather Your info

When you register for a PMI certification training course, Millpond offer an offline application form in Word that you can use to help prepare, that includes tips and instructions to help ensure your application is successful.

Step Three: Register online at pmi.org

You'll need to register for a free account on [pmi.org](https://www.pmi.org) to be able to apply to sit an exam.

Step Four: Apply online at pmi.org

Millpond provides useful advice for PMP® applications in a video at [Completing Your PMP Exam Application - Millpond](#).

Most of the points covered also apply to the other PMI certifications.

Only put down the hours you require for the certification, as this will make it much easier to prove during the audit process.

Once submitted, your application will be reviewed and then you'll need to pay the exam fee if you're qualified to move forward.

Approximately 10% of applications are audited automatically and electronically. You will receive a digital pack to complete. Each project experience is emailed to a referee, nominated by you, who is asked to confirm your experience. You can include a note to the referee on what to do.

When your referee approves your experience, it auto-updates inside your PMI application.

You must also upload a digital or scanned copy of your education certificate and any university degree.

Step Five: Pay and schedule your exam time

Once approved to take the exam, you must first pay your exam fee via your pmi.org account. After payment available timeslots will be visible and you can schedule your exam. You have the option of:

A Computer based exam available at [Pearson Vue testing centres](#) around New Zealand and Australia. Search for your nearest one by entering PMI – Project Management Institute in the Ready, Set, Test search bar. **OR**

You can conveniently and easily take an exam in the comfort of your home or office while being monitored by an offsite proctor. [Learn more about online proctoring](#).

Step Six: Sit the Exam

We recommend taking the day off before any of the exams. Your exam set up and verification begins 30mins prior to your booking.

Step Seven: Get your results

You will get a pass/fail result straight away. Within 24 hours your exam report showing your performance in each domain will be available within your pmi.org account.

How Many Professional Development Units (PDU's Can I claim From Undertaking Training?

1 hour of formal training with Millpond is equivalent to 1 PDU.

Do I have to sit the CAPM® before sitting the PMP®?

No, the CAPM® is designed for people who do not have the required eligibility to sit the PMP®. If you meet the PMP® credential criteria, you should sit the PMP® exam as it proves you have project management experience as well as knowing the tools and techniques.

Why do Millpond's Classroom-based exam preparation courses span several weeks?

We know real learning and deep understanding takes time. Students must understand, appreciate, assimilate, and apply the knowledge they learn to not only pass the exam but also to retain the knowledge and be able to use it in their jobs.

Some of our competitors offer a much shorter exam preparation course, we find these courses feature a high degree of rote learning, or memorization techniques rather than a deep understanding of concepts and principles that we focus on in our training.

Millpond doesn't only measure success purely based on a pass or fail in the exam, we value real insight and advancement on your professional development.

Do I have to study any course materials before attending an exam preparation course?

No, not before the course begins but you will need to during the course period. The course is presented at a fast pace, and we assume you are familiar with the basic concepts of project management, especially if you are aiming for the PMP® certification.

Emerging project managers who are looking for the fundamentals, should first consider the 2-day Project Management Techniques course offered by Millpond.

How much will I have to study while on the course?

Yes, you will have study and exercises to complete between course days.

The amount will depend on your familiarity with the concepts, how recently you have been in an education setting, your learning style, and your other time commitments.

Work set could take anywhere from 4-8 hours between each session.

The below is an indication of the expected workload for PMP®:

- Contact hours (in-class/virtual): 35 hours
- Non-contact hours (between sessions - pre-reading, self-study, etc.): 4 – 8 hours
- Non-contact hours (study time - post course, pre-exam): 15+ hours

In other words:

- Total contact hours: 35
- Total non-contact hours: 30 – 45
- Total time investment: 65 – 95 hours of preparation

Can I pass the PMP® exam without studying?

Highly unlikely. The exam is hard and requires preparation. Your experience alone will not be sufficient to pass the exam. The Millpond exam preparation course is designed around globally recognized standards for Project Managers and covers specific techniques and methodologies you will encounter in the 4-hour closed book exam.

What if I need extra tuition?

You will get all the extra tuition you need in preparation to sit the exam. If, by some very small chance you don't pass, we will work with you, to first figure out why you didn't pass, and then to address areas requiring extra attention.

Is PMP® or the PMBOK® Guide a methodology?

Neither the PMP® nor the PMBOK® Guide is a methodology. Being PMP® certified and understanding the PMBOK® Guide means you can build your own customised methodology. There are many off-the-shelf methodologies out there, many with their own credentials, but most organizations build their own ones so that they get a good fit for their needs.

Do I have enough experience with Agile Methodologies?

Agile is very much a mind-set. An approach. It is commonly achieved via employing the most popular methodologies of Scrum or Kanban, but PMI are not asking applicants to have experience in a specific Methodology. They are looking for Agile experience.

Regarding the agile experience, most people we have come across have been able to pull together the experience from the existing work they have done. While they may not

have used Agile terms, there are several concepts that agile uses that is not too distant from “traditional” project management approaches.

PMP® Specific Questions

How long do I have to sit the PMP® exam?

3hrs 50mins to answer 180 questions.

What is the pass rate?

PMI does not disclose the pass rate. You will not receive a score and you will not know which questions you answered correctly. Your result will be scored across a range from *Needs Improvement, Below Target, Target, Above Target*.

What type of questions are in the PMP® exam?

There are three categories in the PMP® Exam – People 42%, Process 50%, and Business 8%. The PMP® exam is constructed from a bank of questions. Not everyone answers the same questions. Check out the PMP® Exam Content Outline available from pmi.org for more details.

PMP® questions are scenario-based. They give you a brief description of project state, problem and require you to select the best answer to the question, which normally refers to a solution.

Most will be multi-choice (single answer). Some will be multi-choice (multi-answer). Additionally, there can be hot spot, list or explanation methods although these are rare.

In PMP® exam questions, you'll notice some or all the answers *could* solve the problem detailed in the question. You must select the most-correct answer. This is difficult, but something we teach you during the course.

CAPM® Specific Questions

How long do I have to sit the CAPM® exam?

3hrs to answer 150 questions.

What is the pass rate?

PMI does not disclose the pass rate. You will not receive a score and you will not know which questions you answered correctly. Your result will be scored across a range from *Needs Improvement, Below Target, Target, Above Target*.

What type of questions are in the CAPM® exam?

There are 13 categories in the CAPM® Exam. The CAPM® exam is constructed from a bank of questions. Not everyone answers the same questions. Check out the CAPM® Exam Content Outline available from pmi.org for more details.

In 2022, CAPM® questions focus on terms and definitions used in the PMBOK® Guide v6*. The CAPM® exam is testing your ability to recall information learned about the PMBOK®

Guide. The exam isn't difficult, but if you're not familiar with PMI specific language you could make mistakes.

*The CAPM® exam is changing from early in 2023 and will no longer be limited to the PMBOK® Guide v6.

PMI-ACP® Specific Questions

How long do I have to sit the PMI-ACP® exam?

3hrs to answer 120 questions.

What is the pass rate?

PMI does not disclose the pass rate. You will not receive a score and you will not know which questions you answered correctly. Your result will be scored across a range from *Needs Improvement, Below Target, Target, Above Target*.

What type of questions are in the PMI-ACP® exam?

There are seven categories in the PMI-ACP® exam. The exam is constructed from a bank of questions. Not everyone answers the same questions. Check out the PMI-ACP® Exam Content Outline available from pmi.org for more details.

PMI-ACP® questions are scenario-based. They give you a brief description of project state, problem and require you to select the best answer to the question, which normally refers to a solution.

Most will be multi-choice (single answer). Some will be multi-choice (multi-answer).

DASM/ DASSM Specific Questions

How long do I have to sit the DASM exam?

1.5 hours to answer 50 questions, plus a 30min introduction/tutorial at the beginning.

What type of questions are in the DASM exam?

Check out the DASM Exam Content Outline available from pmi.org for more details.

How long do I have to sit the DASSM exam?

1.5 hours to answer 50 questions, plus a 30min introduction/tutorial at the beginning.

What type of questions are in the DASSM exam?

Check out the DASSM Exam Content Outline available from pmi.org for more details.

Online and Test Centre Questions for All Exams

What kind of room do I need to take the test at home?

You need a room that has a door and is clear of loose paper. Furniture is acceptable. A spare bedroom is good. Your open-plan dining table is not. If you have an office, you'll need to disconnect your laptop from monitors, clear everything off your desk and any

posters on the wall. As part of the exam set up you will be asked to scan the room with your web camera showing every wall, the floor, and the ceiling.

Absolutely no-one can enter your room during the exam. If you have young children, they should not be in the house during the exam. Windows do not create an issue.

Can I bring anything into the test room?

No. The only exception will be water in a clear glass. No food is allowed. Testing centres may provide you with earplugs. You cannot wear a watch, biometric wrist band, headphones, earplugs. These must be removed.

What else do I need to know about taking the exam at home?

You need a consistent internet connection. VDSL is sufficient. No one can enter the room during the test. You cannot leave the view of the web camera at any time, for any reason – except during the allocated break. If someone enters the room or you move out of view the proctor will **terminate your exam immediately**. The proctor is available to you during the entire exam, you communicate with them via the onscreen chat window.

You cannot mouth the questions while you read them. Even if you don't speak out loud. You will be warned once. Then your exam will be terminated.

A personal laptop is best as the security settings are likely to be more relaxed. The exam software you download will enable the proctor to view your desktop during the entire exam. This kind of feature is always locked on company laptops and Digital teams will be very reluctant to relax the configuration. We recommend using a personal laptop. Windows or Apple. Tablets (iPads or Android) are not suitable.

Screen shot software cannot operate at any time during the exam, i.e., Snaggit, Snipping Tool. Ensure you End Task these applications prior to starting. If they launch during the exam, ask the proctor before closing them.

If your exam unexpectedly exits mid-test the proctor can automatically re-launch your exam at the exact question you were up to.

A calculator and notepad are available within the software and can be operated simultaneously.

Feedback from hundreds of Millpond delegates and our own instructors confidently confirm the testing software is very easy to use. There is a short video explaining each function at the beginning of each exam.

Do I get a break during the exam?

The conditions are different for online and testing centres.

Testing centre, all exams – You are normally permitted to take a bathroom break at your convenience. However, we recommend you clarify this rule with the exam proctor on

arrival. If you're nervous, we recommend you call or email the testing centre direct prior to your exam.

PMP® Online – Your exam is made up of 3x mini exams containing 60 questions each. You'll answer and review the first 60 questions then submit them. A 10min break is available for you to leave the room, use the bathroom and eat or drink anything quickly. You'll then repeat this process for the next 60 questions. You cannot return to the first set of questions after the break. They are locked in for marking.

CAPM® Online – No break is available during the current exam. From January 2023 the new exam structure will permit a short break like the PMP® online process.

PMI-ACP® Online – No break is available during the exam. There are no planned changes to this.

DASM Online – Breaks are permitted during this exam. This is a non-proctored exam.

DASSM Online – Breaks are permitted during this exam. This is a non-proctored exam.

What if I take longer than 10mins within the break?

The exam time will automatically restart on the completion of 10mins. If you return after 15mins, you will have 5mins less to sit the next set of questions. If you return in less than 10mins you can select continue to begin the next set early.

What do I need to know on test day?

Have two (2) forms of ID. Driver's license and passport are suitable.

For testing centres, know where to park and exactly where your testing centre is. Allow time if you're taking the exam on a university campus, you'll need to locate the exam room.

Your exam process begins **30mins prior to your exam booking**. Don't be late! The preparation process takes at least 15mins. You need to provide ID, receive instructions, and follow the requests of the proctor. If taking the exam at home, the link to begin your exam will become active 30mins prior to your exam booking. It is access via your PMI account. Have your room set up, computer logged in and PMI account open.

Wear layered clothing for the exam. Rooms can be hot or cold.

Can I leave the exam early?

You submit your exam as soon as you finish. It's very common for delegates to finish 20-30mins early on CAPM®, PMI-ACP®, DASM or DASSM. Most PMP® delegates will finish and review any marked questions with approx. 10-15mins remaining.

Can I mark a question for review?

Yes, the introduction video shows you how to do this. You can review one or all marked questions when you are ready. Our advice is to not mark *too many* for review, just the ones you are struggling to choose between two answers. You'll be brain-tired by the end and reviewing more than 15-20 questions will be difficult.

Document Version Control

Version	Date	Authors	Summary of changes
V1	30/5/2022	Bronwyn Wyatt, Jan Harrison, Mike Roberts	CAPM exam changes
V1.1	20/9/2022	Jan Harrison	CAPM exam date changes
V1.2	29/11/2022	Jan Harrison	Updated branding and check of Millpond website links