

You are eligible to take the PMP® exam

Dear _____,

Thank you for your interest in the Project Management Professional (PMP®) credential. Your examination scheduling details are outlined below; please review them to ensure that all information is accurate.

Name exactly as it appears on your identification: _____

PMI Eligibility ID: _____

Exam: PMP

Language the Examination will be Administered in: English

Language aid:

Eligibility Expiration Date: _____

Please schedule your examination by following the [Exam Scheduling Instructions](#). It is recommended that you schedule your exam as soon as you determine the date that you can take it because test center seating availability is on a first-come first-served basis.

IMPORTANT NOTE:

A fee of US\$70 will be charged if you reschedule or cancel your CBT exam within 30 calendar days of the exam appointment.

There is no charge to reschedule or cancel an exam more than 30 calendar days before the appointment date. The existing policy that states you must reschedule or cancel your exam more than two calendar days prior to the appointment or forfeit the exam fee still applies.

Please read your [respective handbook](#) and the [FAQs document](#) for details.

To obtain a receipt of your payment, log in to the [online certification system](#) and click on "My Information" on the left navigation bar, then click on "View My Orders" and print your receipt.

PMI wishes you a successful testing experience. Please contact the [Customer Care Centre](#) in your region if you have questions or concerns.

Thank you,
PMI Customer Care

Tips on Preparing for Your Exam

Review the [PMP credential handbook](#)

Review the [PMP Examination Content Outline](#)

Review the [PMP Sample Questions document](#)

Read [current titles](#) in project management

Review the latest edition of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*

Enroll in a formal study course offered by [PMI chapters](#) or [Registered Education Providers \(R.E.P.s\)](#)

Form an in-person or virtual study group with colleagues or peers.

Good things happen when you stay involved with PMI