

PMI Certification Program

Paper-Based Testing (PBT) Handbook



Contains information for sponsors and candidates regarding the administration of Paper-Based Tests

Making project management indispensable for business results.®



PAPER-BASED TESTING (PBT) HANDBOOK

Introduction

The purpose of the Paper-Based Testing Handbook is to supplement PMI's credential handbooks in providing specific information as it relates to paper-based testing (PBT) administrations, also called PBT events. The credential handbooks detail all candidate requirements for each of PMI's credentials and the policies and procedures related to attaining those credentials. For information on specific credentials please visit the Certification Program section of www.PMI.org.

The Paper-Based Testing Handbook is developed for PBT sponsors in areas of the world in which computer-based testing (CBT) is not available, and to corporate partners.

Information for Sponsors

A sponsor is any individual who chooses to organize a PBT event. Registered Education Providers (R.E.P.s) and organizations that provide project management training are NOT permitted to organize PBT events. PMI offers PBT administrations to the following:

- Candidates who live at least 186.5 miles/300 km from a Prometric CBT site
- Corporate leaders who wish to test several employees at one time
 - there is no restriction on radius or distance to the Prometric CBT testing site
 - only employees of the corporation may test at these events

NOTE: A minimum of ten candidates are required at any PBT event or PMI reserves the right to cancel the event.

Once a PBT group administration request has been submitted and once date and location have been confirmed, it is the sponsor's responsibility to promote awareness of the administration event and its date to test candidates. A minimum of 125 days is required to set up a PBT event.

Sponsors are strongly encouraged to request PBT events well in advance to allow a greater window for candidates to apply as well as to accommodate candidates that may be selected for PMI's audit process as part of the application process. Rules for the application audit can be found in the credential handbooks.

Candidates who are selected for an audit and do not satisfy the audit requirements by the date listed on their audit notification, or at least 40 days prior to the scheduled PBT event, whichever comes first, will not be allowed to sit for the examination. Please refer to the timelines on the following page.

If the sponsor chooses to collect and submit the examination fee on behalf of candidates, the candidates should complete all but the payment portion of their credential application using PMI's online certification system.

Candidates who must apply using paper application forms should submit the completed forms to the sponsor. Sponsors must contact PMI's certification processors at certquestions@pmi.org before submitting bulk (more than ten) paper applications to ensure appropriate support throughout this process.

Examination Scoring and Results

The PBT examination answer sheet is computer scanned and graded. All examinations undergo a statistical analysis to verify the performance of each test question and the scoring key is also verified. If errors or ambiguities are detected, the examinations will be rescored to eliminate the effects of such errors on the candidate's final results.

A minimum of six weeks is required before candidates' results are available. Candidates can access their exam reports online through PMI's certification system. Exam reports will only be mailed if requested by the candidate.

Timeline for Sponsors

Deadlines	Action
125 days before PBT event	PMI must receive the PBT Administration Request Form from sponsor.
40-60 days from receipt of sponsor's request	PMI will provide confirmation of PBT examination date and location.
60 days before PBT event	Notification of PBT examination cancellation must be provided to PMI or cancellation charges may be imposed on sponsor.
45 days before PBT event	All paper applications and examination fees must be received by PMI. Sponsors submitting more than ten paper applications must contact PMI beforehand. Submission deadline dates may vary.
40 days before PBT event	If sponsor is sending payment in bulk, payment must be received 40 days before the event to ensure it is processed by the roster deadline date. Bulk payment can be sent to PMI by check, money order, wire or credit card. If bulk payment is not received 40 days before the PBT event, PMI reserves the right to cancel the event.
35 days before PBT event	Examination roster is locked. Applications, cancellations and reschedules no longer accepted for the PBT event.

Timeline for Candidates

Deadlines	Action
40-60 days from request	Candidates will be able to schedule examination.
60 days before exam	Requests for special accommodations must be received by PMI. Requests can be made through the online certification system or by mail. Request forms can be found with the online or paper application forms.
50 days before exam	All paper applications and examination fees must be submitted to PMI.
40 days before exam	Candidates who have been selected to participate in the audit process must have fulfilled all audit requirements and passed the audit.
36-40 days before exam	During this time candidates may only apply online, and must submit payment and schedule their PBT examination at the time that they submit their application. PMI's audit selection process is random. If a candidate applies during this limited window and is selected for an audit, the candidate will not be permitted to sit for the scheduled PBT examination. The candidate will be permitted to reschedule and sit for the examination after they have complied with audit program requirements.
35 days before exam	Examination roster is locked. Applications, cancellations and reschedules no longer accepted for the PBT event.
20-25 days before exam	PMI e-mails examination location and schedule information to candidates.
6 weeks after exam date	Examination reports are available to candidates who applied online through the certification system.

PMI® Paper-Based Testing (PBT) Information for Candidates

Sponsors, please add your organization's contact information below and provide copies of this page and the next page to PBT examination candidates.

Sponsor: Name _____
Address _____
Phone _____ Fax _____
E-mail _____ Web Address _____

PMI offers PBT administrations to the following:

- Candidates who live at least 186.5 mile/300 km from a Prometric Computer-Based Testing (CBT) site
- Corporate leaders who wish to test several employees at one time
 - there is no restriction on radius or distance to the Prometric CBT testing site
 - only employees of the corporation may test at these events

Candidates who are interested in applying for a PMI credential should contact the appropriate sponsor to learn when and where the next PBT group administration event will be held. A sponsor is any individual who chooses to organize a PBT event.

All candidates are required to review the appropriate credential handbook for full details on the policies and procedures before applying for a PMI credential. For information on specific credentials or to access a credential handbooks online, please visit the online certification system at www.PMI.org.

The information provided here is an addendum to the credential handbooks and is intended for PBT candidates only. Candidates who opt for a PBT examination will be held to different submission deadlines than those applying for a CBT examination. (See the Timeline for Candidates.)

Candidates for PMI credentials are advised to apply online for more efficient application processing. To apply online, go to the certification system at www.PMI.org, and select the application form for the appropriate credential. Individuals who are unable to apply online may apply using the paper applications located in the credential handbooks.

Candidates are strongly advised to maintain documentation that supports the project management experience and education they are reporting on their applications. Candidates who are selected for PMI's audit process and who do not satisfy the audit requirements by the date listed on their audit notification, or at least 40 days prior to the scheduled PBT event, whichever comes first, will not be allowed to sit for the examination.

Rules for the application audit can be found in the credential handbook. Please remember the audit window for PBT events may be significantly less than that of a CBT event.

Timeline for Candidates

Deadlines	Action
40-60 days from request	Candidates will be able to schedule examination.
60 days before exam	Requests for special accommodations must be received by PMI. Requests can be made through the online certification system or by mail. Request forms can be found with the online or paper application forms.
50 days before exam	All paper applications and examination fees must be submitted to PMI.
40 days before exam	Candidates who have been selected to participate in the audit process must have fulfilled all audit requirements and passed the audit.
36-40 days before exam	During this time candidates may only apply online, and must submit payment and schedule their PBT examination at the time that they submit their application. PMI's audit selection process is random. If a candidate applies during this limited window and is selected for an audit, the candidate will not be permitted to sit for the scheduled PBT examination. The candidate will be permitted to reschedule and sit for the examination after they have complied with audit program requirements.
35 days before exam	Examination roster is locked. Applications, cancellations and reschedules no longer accepted for the PBT event.
20-25 days before exam	PMI e-mails examination location and schedule information to candidates.
6 weeks after exam date	Examination reports are available to candidates who applied online through the certification system.

Administration Application for PBT Sponsors

As a sponsor you are required to agree to and confirm your understanding of the policies for requesting and hosting a PBT event as contained within this handbook. Please read the following information carefully before completing the PBT Administration Application.

Print or type all information in English and return this page, fully executed, along with the completed PBT Administration Application, to PMI by mail or fax. Incomplete applications will not be accepted and will be returned to sender.

As a service to our stakeholders, PMI provides its sponsors PBT administrations at no additional cost as long as there are a minimum of ten candidates scheduled to test. The following conditions apply to the administration of a PBT event:

- PMI will work with our vendor (Prometric) to make every effort to schedule the examination on the sponsor's preferred date, however, a minimum of three dates are required as part of the request.
- If the examination is administered at a closed (not open to all candidates) corporate location, PMI reserves the right to have the facility inspected for compliance with PMI's examination delivery guidelines. Sponsors are required to state on the PBT Application Forms that their proposed event will be closed.
- PMI's goal is to secure an administration site that is within 75 miles/121 km of the requested vicinity. In the event that a site location cannot be located within the 75 miles/121 km radius, PMI will confer with you, the sponsor, to determine the nearest mutually agreeable site location.
- An accurate estimation of the expected attendance for an event is required. PMI reserves site locations and room size based on the sponsor's estimation. We cannot guarantee that seats will be available for examination candidates above the sponsor's estimated number. PMI reserves the right to cancel the event if the final number of applications received prior to the application deadline is less than ten.
- Sponsors will work with PMI to ensure that candidates apply proactively, and will be available to act as liaison between PMI and credential candidates, as necessary.
- A sponsor may secure a location at their own expense, provided that the test site location meets PMI's examination delivery guidelines. PMI reserves the right to inspect and/or deny a proposed examination location. PMI will not pay any expenses incurred by the sponsor to secure a test site location. Sponsors may not require candidates to pay for these expenses; these expenses are the sole responsibility of the examination administration sponsor.
- Examination results take up to six weeks to process and post to candidates' transcripts. All candidates can access their examination reports using PMI's online certification system. Exam reports will only be mailed if requested by the candidate.

Do you understand and agree with the above conditions? Y ☐ N ☐

By checking YES you indicate your understanding and agreement to the conditions outlined above. Please complete the application forms and submit them to the address or fax number provided. If you have questions with the conditions outlined above please e-mail us at pbtexams@pmi.org.

Changes to this document may occur. For the most current information please access the document using the web link provided instead of referring to a previously saved copy of the handbook.

Examination Dates and Location

*Please provide, in order of preference, three possible dates for your PBT administration. Include the city and country. The sponsor must provide **three** test dates or the application will be returned.*

PMI will be unable to guarantee dates if the application is not received at least 125 days prior to the examination dates requested.

Preferred date (MM/DD/YYYY)



City

[illegible]

Alternative date 1 (MM/DD/YYYY)



State/Province

[illegible]

Alternative date 2 (MM/DD/YYYY)



Country

[illegible]

Will this event be a closed/corporate event? (not open to the public)?

☐ Yes ☐ No

Estimated total number of candidates for the CAPM examination?

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Estimated total number of candidates for the PMI-SP examination?

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Estimated total number of candidates for the PMI-RMP examination?

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Estimated total number of candidates for the PMP examination?

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Estimated total number of candidates for the PgMP examination?

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How will payment be provided?	Bulk payment (via the Sponsor)
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☐ Bulk payment (via the Sponsor)

Candidates to pay individually

☐ Candidates to pay individually

If this event is going to be held at corporate headquarters or at a site that you (the Sponsor) are going to secure and assume responsibility for, please fill in the test site information below.

Name of Facility

[illegible]

Street Address

[illegible]

City

[illegible]

State/Province

[illegible]

Zip/Postal Code

[illegible]

Country

[illegible]



Sponsor Affidavit

The information I have provided, hereafter, to PMI is true and correct. I will adhere to PMI's practice, which prohibits sponsoring organizations from charging candidates with additional examination administration fees. Additionally, I hereby declare:

- I am not associated with or employed as a Registered Education Provider or a Trainer of any of the PMI credentials.
- I understand that, unless this is a corporate sponsored event, the administration of PMI credential examinations is open to any eligible candidate regardless of affiliation.
- I further understand that if my organization does not comply with PMI policies, procedures and criteria related to the administration of PMI's credential examinations, PMI reserves the right to deny any future requests to administer their credential examinations.
- PMI reserves the right to initiate disciplinary procedures against individuals violating PMI's policies, procedures and criteria related to the administration of their credential examinations, and/or pursue financial/legal remedy for compromised, lost or stolen examinations, answer sheets or other examination related materials or any other resulting damage to PMI due to non-compliance.

Name (print)

Title

Signature

Date (MM/DD/YY)

Return the completed PBT application forms, by postal mail or fax, to:

Project Management Institute
Attn: PBT Examinations
14 Campus Boulevard
Newtown Square, PA 19073-3299 USA

Fax number: +1 610 771 4085



Making project management indispensable for business results.®



- ☐ Add
- ☐ Update
- ☐ Delete

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$$\boxed{} \boxed{} / \boxed{} \boxed{} / \boxed{} \boxed{} \boxed{} \boxed{}$$

☐ Open

☐ Closed to the Public?

☐ Test Supervisor only

☐ Test Site and Supervisor

[illegible]

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[illegible][illegible]