

PMI AUTHORIZED TRAINING PARTNER (ATP)

PMP® ATTENDANCE 5-Day Cohort and 8-Day Cohort

- best practices for attendance
- attendance requirements for the PMP® ATP 5-day Bootcamp and 8-day Bootcamp
- how to request a recording in case of an absence or for study purposes
- how to manually track your attendance
- address a commonly asked question
- how to contact the Skillssoft Mentoring Team for any additional questions.

PMP® Exam Prep

This course will assist learners in preparing for PMI's PMP Exam (2021 Update)

Best Practices for attendance!



You are here!

PMI requires your **live attendance** in class.

DOs

- The method used for joining the Bootcamp must include your first and last name
- Check to make sure your first and last name is correct in your Learning Portal
- If it's not, please reach out to Customer Support by emailing support@skillsoft.com and include
 - First and last name
 - The name of your training organization
 - The link used to access your learning portal
 - Your username

Best Practices for attendance!



You are here!

Need to join through Zoom directly?

- Request the Zoom details in the Q&A during the live session. The details should be the same for the duration of your cohort.
- When joining Zoom using the browser link include your first and last name.
- When joining Zoom using the desktop client or app be sure you log in with your Zoom account, which you can create at <https://zoom.us/>

Best Practices for attendance!



You are here!

DON'Ts

- Log in with a group of participants

IS LIVE ATTENDANCE REQUIRED: 5 Day?

YES, if you are taking this training to register for the PMP exam, live attendance is required.

However, this is the exception rule for the 5 Day Bootcamp – **You are allowed to miss one session if you make up the session by watching the replay.**

A missed session means you are logged out of a session for **more than 15mins.**

If you miss more than 15 mins at any time during any additional sessions (including during breaks) beyond the one session allowed, you will need to make it/them up by attending the live session(s) in a different 5-day cohort*.

***Please see the Bootcamp calendar**
<http://calendar.skillsoft.com/>
for information about upcoming sessions.



IS LIVE ATTENDANCE REQUIRED?

- **YES**, if you are taking this training to register for the PMP exam live attendance is required.
- However, this is the exception rule for the 8 Day Bootcamp – **You are allowed to miss up to two sessions if you make up the sessions by watching their replays.**
- A **missed session means** you are logged out of a session for **more than 15mins.**
- If you miss more than 15 mins at any time (including during breaks) beyond the two sessions allowed, you will need to make it/them up by attending the live session(s) in a different 8-day cohort*.

*Please see the Bootcamp calendar at <http://calendar.skillsoft.com/> for information about upcoming sessions.



IN CASE OF ABSENCE

You can access a replay online for a previous session by following these steps 24 to 48 hours after the session ends.

Step 1. Go to: <https://github.com/Skillsoft-Content/PMPReplay>

Step 2. Click on the PMP Replay Zoom Links file for the year you attended the Bootcamp. And then click the Download option.

Step 3. When the file opens, and you are prompted enter the following password. Those are zero's not the letter O. The password is case sensitive.

pmpB00tcampReplay!

Step 4. Locate the worksheet that corresponds with the Cohort you attended and use the provided link and passcode on the worksheet to access the Replay through your browser.

Note: The password to open the Excel file is NOT the passcode to access the replay.

***Replays will be available for 1 year. They are not available for download.**

NO LIMIT FOR REPLAYS:

For the Bootcamp you are attending, there is no limit on accessing the replays for study purposes.

Replay Session (aka Recording)

Skillsoft shared a recording with you

Fill out the form below to watch the recording

Topic	Project Management Professional (PMP) ATP Bootcamp: 5 Day Cohort
Date	Nov 28, 2022 08:55 AM Eastern Time (US and Canada)
Meeting Duration	481 minutes

* Required information

First Name*

John

Last Name*

Smith

Email Address*

john.smith@home.com

Confirm Email Address*

john.smith@home.com

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.



I'm not a robot



reCAPTCHA
Privacy - Terms

Register

Access to the Session Recording Requires the Following Provided by the Mentoring Team:

- Link
- Passcode (Case Sensitive)

ATTENDANCE TRACKER: Table

Bootcamp Title	PMP® Exam Prep: PMI (ATP) Bootcamp			
Course ID	LLPM0015			
Cohort Attended				
<i>Ex < 5 Day NA Sep 2023> or <8 Day UK Sep/Oct/Nov 2023></i>				
Live Session #	Your Display Name	Original Live Date (Mon Day Year)	Instruction Time Missed (min)	Date(s) accessed or attended for makeup session?
Session 1				
Session 2				
Session 3				
Session 4				
Session 5				
Session 6				
Session 7				
Session 8				

It is helpful to keep a record of every session in your Attendance Tracker.docx file. Don't rely on your memory!

ATTENDANCE TRACKER: Example One

Cohort Attended		5 Day NA Sep 202		
Live Session #	Session Display Name	Original Live Date (Mon Day Year)	Instruction Time Missed (min)	Date(s) accessed or attended for makeup session?
Session 1	Jane Smith	Sep 18 2023	10	
Session 2	Jane Smith	Sep 19 2023	35	Replay: Sep 24 2023
Session 3	Jane Smith	Sep 20 2023	0	
Session 4	Jane Smith	Sep 21 2023	0	
Session 5	Jane Smith	Sep 22 2023	90	Live: Dec 01 2023

ATTENDANCE TRACKER: Example Two

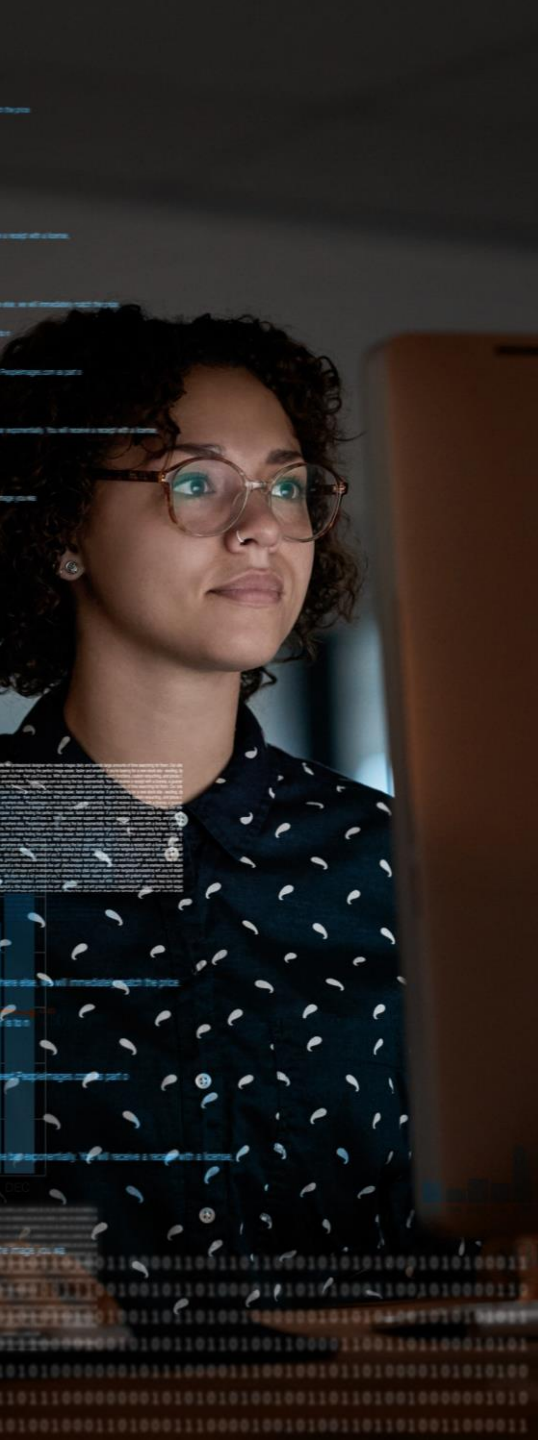
Cohort Attended		8 Day NA Aug/Sep/Oct 2023		
Live Session #	Session Display Name	Original Live Date (Mon Day Year)	Instruction Time Missed (min)	Date(s) accessed or attended for makeup session?
Session 1	John Smith	Aug 21 2023	5	
Session 2	John Smith	Aug 28 2023	0	
Session 3	John Smith	Sep 05 2023	25	Replay: Sep 15 2023
Session 4	John Smith	Sep 11 2023	10	
Session 5	John Smith	Sep 18 2023	120	Replay: Oct 20 2023
Session 6	John Smith	Sep 25 2023	0	
Session 7	John Smith	Oct 02 2023	0	
Session 8	John Smith	Oct 10 2023	60	Live: Dec 04 2023

Commonly Asked Question

Can you confirm my attendance for a certain date, time, or session?

Attendance is not verified on a per-session basis. If you are in class and logged in with your first and last name, the reporting will be accurate.

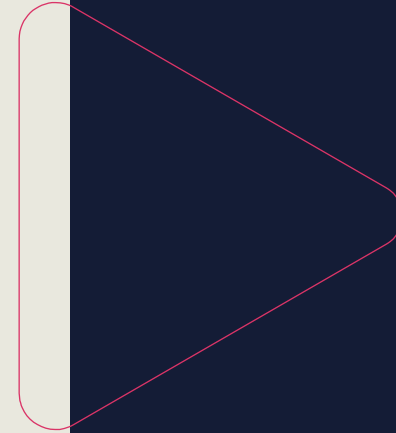
Please track your attendance using the Attendance Tracker provided in your Bootcamp resources. If you have to manually request a certificate, your attendance will be verified at the end of the cohort, during the Certificate Request Process.



Questions?

Please contact the
Skillsoft Mentoring Team

mentoring@skillsoft.com



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