**A close-up of a logo

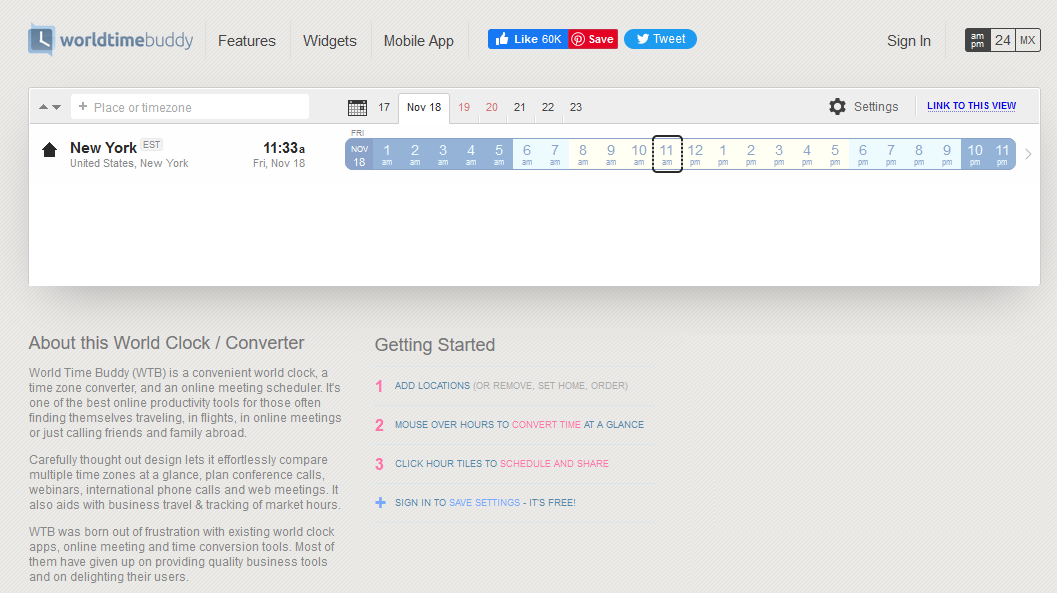
Description automatically generated with low confidence**

FY20 Build

**Project Management Professional Certification (PMP)**® **(2021 PMI ATP Aligned)**

**PMP**® **Attendance Tracker**

* Click **Enable Editing** if you see the information bar at the top.
* Since attendance is required by PMI, **everyone** please use the tables below in the **Template Instructions** section to manually maintain a log of your attendance.
* This template uses the Eastern Time Zone. You can use the following tool, World Time Buddy (see the link and screenshot below), to determine your time zone with respect to New York Eastern Time.
* [Time Converter and World Clock - Conversion at a Glance - Pick best time to schedule conference calls, webinars, online meetings and phone calls. (worldtimebuddy.com)](https://www.worldtimebuddy.com/)



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# Template Instructions:

**Step 1.** Enter the title for the Bootcamp you attended in the table labeled **Bootcamp Title and Dates Template**. For consistency, please use the format below including 5 or 8 Day, AU, NA, or UK, year, and the word Cohort. If you are attending a 5-Day Cohort, only fill-in the tables for Session 1 through 5 and delete the remaining tables. If you are attending an 8-Day Cohort fill-in tables Session 1 through 8. Should you have to attend another Cohort live to make up for additional missed sessions beyond the allowed exceptions, please fill the second table labeled **Bootcamp Title and Dates Template Makeup Live**. Otherwise, you can leave the second table blank.

**Step 2**. Fill in the Session tables. There are multiple rows included in case you accidently leave the session or are disconnected. Just keep the following attendance rules in mind. If needed, you can add additional rows. There is also a Comments section at the end to add any additional details related to your attendance.

**Note:** The last few pages of this document includes the descriptions for each table field, the attendance requirements, how to request a replay (recording), and guidance on accessing your certificate.

# Bootcamp Title and Dates Template:

|  |
| --- |
| **Bootcamp Title** |
|  |
| **Bootcamp Scheduled Start and End Dates** |
|  |

# Bootcamp Title and Dates Template Makeup Live:

|  |
| --- |
| **Bootcamp Title** |
|  |
| **Bootcamp Scheduled Start and End Dates** |
|  |

# Day 1 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 2 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 3 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 4 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 5 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 6 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 7 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Day 8 Session Template:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |
| Choose an item. | Choose an item. |  |  |  |  |  | Choose an item. |

# Comments Section:

Session 1 Comments:

Session 2 Comments:

Session 3 Comments:

Session 4 Comments:

Session 5 Comments:

Session 6 Comments:

Session 7 Comments:

Session 8 Comments:

# Sample Tables:

|  |
| --- |
| **Bootcamp Title** |
| PMP ATP Bootcamp: April/May/June NA Cohort |
| **Bootcamp Scheduled Start and End Dates** |
| Apr 19 – Jun 6, 2022 |

Session 1:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Live or Replay** | **Join Method** | **Display Name** | **Email Address** | **Date of Attendance (Short Month, Day, Year)** | **Join Time (Eastern Time)** | **Leave Time (Eastern Time)** | **Reason for joining late or leaving the session** |
| **Live** | **Percipio** | **James Smith** | jsmith@work.com | Apr 19 2022 | 12:58 PM | 1:28 PM | Technical Issue With Percipio |
| **Live** | **Percipio** | **James Smith** | jsmith@work.com | Apr 19 2022 | 1:30 PM | 3:15 PM | Technical Issue With Zoom |
| **Live** | **Zoom Desktop Client** | **James E Smith** | jsmith@home.com | Apr 19 2022 | 3:30 PM | 5:00 PM | Session Ended Normally |
| **Replay** | **Other** | **James Smith** | jsmith@work.com | April 22 2022 | 9:00 AM | 12:45 PM | Session Ended Normally |

Note: Notice the following from the above table for the Session 1 for an 8-Day Cohort.

1. Total Possible Time = 4 hours (including breaks)

1. Total Time Missed based on the Join Time in row 2 and the Leave Time in row 1 = 1:30 – 1:28 = 2 min

2. Total Time Missed based on the Join Time in row 3 and the Leave Time in row 2 = 3:30 – 3:15 = 15 min

3. Total Time Missed for the Live Session = 15 min + 2 min = 17 min

# Sample Tables Cont’d:

**Result:** Because the total time missed for the session in the above example is more than 15 mins, the student must make up the session by watching the Replay. Please note, we only included an example for 1 session. Had there been an additional missed session, the student must make up the additional session by watching the Replay. Had there been more than 2 missed sessions in the 8-Day Cohort, the additional missed session(s) beyond the 2 missed sessions would need to be made up live in a future 8-Day Cohort.

Had the example been based on a 5-Day Cohort, the student must make up the session by watching the Replay. Had there been more than one missed session in the 5-Day Cohort, the additional missed session(s) beyond the 1 missed would need to be made up live in a future 5-Day Cohort.

For more information see the Attendance Exception Rules section below.

# Table Field Descriptions:

**First Table:** The first table is used by everyone

**Bootcamp Title –** This is the title for the Bootcamp. Here are some examples for the format

PMP ATP Bootcamp: 5 Day NA Sep 2022 Cohort

PMP ATP Bootcamp: 8 Day NA June/July/August 2022 Cohort

PMP ATP Bootcamp: 8 Day UK Sep/Oct/Nov 2022 Cohort

PMP ATP Bootcamp: 8 Day AU Sep/Oct 2022 Cohort

**Bootcamp Scheduled Start and End Dates** – Include the Start and End Dates including the Year. Please use the following format: Oct 17, 2022, to Dec 5, 2022

**Second Table:** The second table is only used if you must attend live to make up missed sessions beyond the allowed exception.

**Bootcamp Title –** This is the title for the makeup Bootcamp. Here are some examples for the format

PMP ATP Bootcamp: 5 Day NA Sep 2022 Cohort

PMP ATP Bootcamp: 8 Day NA June/July/August 2022 Cohort

PMP ATP Bootcamp: 8 Day UK Sep/Oct/Nov 2022 Cohort

PMP ATP Bootcamp: 8 Day AU Sep/Oct 2022 Cohort

**Bootcamp Scheduled Start and End Dates** – Include the Start and End Dates including the Year. Please use the following format: Oct 17, 2022, to Dec 5, 2022

# Table Field Descriptions:

**Session Tables:**

**Live or Replay** – For each row choose/indicate Live if the details relate to attending the session Live. If you are making up a session, choose/indicate Replay along with its details.

**Join Method** - For each row choose/indicate whether joined through Percipio, Skillport, Other LMS, Zoom Desktop Client, Zoom Tablet/Phone App, Zoom Browser Link, or Other. Choose Other for watching on Replay or for a different method used.

**Display Name –** For each row indicate your name as it shows up in the session (based on your join method). For example, if you join through Percipio, your display name will be based on your name in Percipio. You may be able to test during the Live session in the Zoom Q&A to see your display name. However, the support staff will dismiss test messages.

**Email Address –** Your email address linked to your join method. For example, if you join through Percipio, include the email address associated with Percipio. If you join through Zoom client, include the email address associated with your Zoom account.

**Date of Attendance (Short Month, Day, Year) –** For each row indicate the date of attendance. Please use the following format: **Oct 03, 2022**

**Join Time (Eastern Time) -** For each row indicate the time you joined the session. Please use the following format with AM and PM. For example, **10:00 AM, 4:00 PM**.

**Leave Time (Eastern Time) -** For each row indicate the time you left the session. Please use the following format with AM and PM. For example, **10:00 AM, 4:00 PM**.

**Reason for joining late or leaving the session –** Select a reason if you joined later **or** left early for each row. If you joined late **and** left early, choose Other (Explain in the Comments Section). Here are the selectable options.

Change in Schedule Date/Time, Technical Issue with Percipio, Technical Issue with Skillport, Technical Issue with My LMS, Technical Issue with Zoom, Session Wasn’t Started By Skillsoft, The Session Ended Prematurely, The Session Ended Normally, Other (Explain in the Comments Section).

# Attendance Exception Rules:

Attendance requirements for the 5-Day Bootcamp – If you are unable to attend all the live sessions for whatever reason, you must attend at least 4 of the 5 live sessions and make up the missed session by watching the replay. A missed session means you missed **more than 15 mins** (being logged out) of the **entire 8-hour session**. If you miss more than 1 session, you will have to make up any additional sessions beyond the one by attending live in the next run for the 5-Day Bootcamp. You can't mix sessions between the 5-Day and 8-Day Bootcamp to get the 35 hours.

Attendance requirements for the 8-Day Bootcamp – If you are unable to attend all the live sessions for whatever reason, you must attend at least 6 of the 8 live sessions and make up the 2 missed sessions by watching the replay. A missed session means you missed **more than 15 mins** (being logged out) of the **entire 4-hour session**. If you miss more than 2 sessions, you will have to make up any additional sessions beyond the two by attending live in the next run for the 8-Day Bootcamp. You can't mix sessions between the 8-Day and 5-Day Bootcamp to get the 35 hours.

**Note:** You must request a Replay session by emailing [**mentoring@skillsoft.com**](mailto:mentoring@skillsoft.com)

# Guidance on accessing your certificate:

Once the template is filled out, follow these instructions based on your situation.

**Situation 1** – Percipio users attending all sessions live

If you attended all the sessions live through Percipio, a PDU Certificate should have been automatically generated for you. These are the steps to follow to access this certificate for the Bootcamp you attended.

1. Login to Percipio, click your name, andselect**Activity**. Then from the left navigation select the **PMI PDU** option.
2. From the More Actions column, select **View Certificate.** The certificate displays in your browser window.

You can download the **PDU Certificate** as a PDF file. It displays your name, the name of the course, date of completion, and the PMI training credit value. Keep this certificate in the event your application is audited, and PMI requires proof you completed the training.

If you attended all the live sessions, but don’t see your certificate, please contact the Skillsoft Customer Support Team using the contact details on the following web page and see Situation 2 below for instructions on getting your PDU Certificate.

<https://support.skillsoft.com/percipio/>

# Guidance on accessing your certificate cont’d:

**Situation 2** - Percipio users not attending all sessions live **OR** Non-Percipio users

If you are a Percipio user that didn’t attend all the live sessions through Percipio or use a learning portal other than Percipio, please use the following detailed instructions on how to **request** your **PDU Certificate.**

**Step 1.** Using Chrome, navigate to the following web page, click the Request button, read the information, and click Proceed to Request Certificate.

<https://certificaterequest.skillsoft.com/>

Leave the Certificate Program as PMI (PDU). In the Search by Course Id or Course Title field copy and paste the following **Course ID** that starts with LLPM.

Course ID: **LLPM0015**

Next, click the checkbox for the course and click the magnifying glass.

You should now see the following course title.

Course Title: **PMP® Exam Prep: PMI (ATP) Bootcamp**

Finally, click the checkbox under PMI (PDU) and click Next.

**Step 2.** Select the Completion Date for the Bootcamp based on the date of your last live session attended and enter 100 for the score. Do not include a % symbol if the form allows it; it should just be the number. If you had to make up a session or two on replay, put in the date of the last recording watched. Use the Calendar picker if your browser includes it to select the Completion Date. If you must manually enter the Completion Date, try the following formats.

For **Days 1 – 9**, try **this format first**

12/2/2022

If it **doesn't work** for **Days 1 - 9**, then try **this format**

12/02/2022

For **Days 10 – 31**, use **this format**

12/30/2022

# Guidance on accessing your certificate cont’d:

**Step 3.** Provide a copy of your attendance tracker. Your attendance tracker is a Word document file that is part of your Bootcamp resources that you can use to manually keep track of when you joined or left a session as well as when you watched the recording to make up for missing one live session (if you attended a 5-Day Bootcamp) or recordings to make up for missing up to two live sessions (if you attended an 8-Day Bootcamp). If you used different names on different days, be sure to record these in the Display Name field. To upload a copy click Browse, navigate to the file, and upload it. If you had to make up a session by watching the recording, be sure to include the date and indicate in one of the fields that you watched the recording.

**Note:** You can ignore the message that says to upload your activity report as the attendance tracker is being used in its place.

**Step 4.** Fill in your user profile and click Next. Be sure to include your first name, last name and email address used from your learning portal and or Zoom. If you used different names/email addresses on different days, be sure to use the name/email address you want on your certificate and where you want your certificate emailed to respectively. If the person processing your certificate request has any questions, they will reach out to you.

**Step 5**. Review the information and submit your request.

Note: Once submitted you will see a generic response to the effect of **“We have received the uploaded progress report(s) with your submission, and your certificates will be processed within the next 14 business days. We will contact you if we have questions regarding the reports you provided.”**. So please check your Spam or Junk folder of the email address you used for your user profile in Step 4 above, in case you were sent an email with questions or your certificate, and it was delivered there instead of your Inbox. And just note the number of business days in the message may change. If there is no email, you can use the following site to calculate the business days between two dates.

<https://www.timeanddate.com/date/workdays.html>

If you haven't received your certificate by the end of the 14th business day or whatever the number of days indicated are, and it's not in your Spam or Junk folder, please email **certificate.requests@skillsoft.com** for a status update.