

# PMI AUTHORIZED TRAINING PARTNER (ATP)

## CERTIFICATES OF COMPLETION

- First Watch PMP 5-Day and 8-Day Attendance video
- Attendance Tracker document is required for the Certificate Request Center

## PMP® Exam Prep

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

# Certificate of Completion



The PMI application does not require that you attach a certificate of completion. You are not able to attach documents. You enter the information and confirm that it is accurate when you submit your application.

# Methods To Obtain Your PDU Certificate

## First – Meet the Attendance Requirements

- Attend all the Bootcamp sessions live



Or

- Attend the minimum number of Bootcamp sessions live and making up the remaining sessions by watching on replay for the type of Bootcamp you are attending (5-day or 8-day)




## Second – Use one of the methods below


- Method 1 – Self Serve (Percipio Users attending all sessions live)
- Method 2 – Certificate Request Center (All other users)
  - **Note: All Percipio users please use Method 1 first before using Method 2**

# Method 1 – Self Serve Steps (Percipio Users Login)

 Library 


Search...

   Step 1

 Welcome back, CM !

Assignments

Compliance

Activity  Step 3

PMI PDU

NASBA CPE

Journeys

External Learning

My Live Courses

Achievements

Digital Badges











Playlists




Skills

PMI PDU activity

Courses approved for professional credits may have multiple completion requirements.

[Download CSV](#) Step 4

TITLE 	TYPE 	STATUS 	STARTED 	COMPLETED 	HIGH... 	
<a href="#">PMP Exam Prep: PMI (ATP) Bootcamp</a>	Live Course	Completed	02/14/2022	02/18/2022		
<div>Step 5</div> <div> View Certificate</div> <div> Share</div> <div><input type="checkbox"/> Save for later</div> <div> Playlist add/remove</div>						

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Assignments

Compliance

Activity

My Live Courses

Achievements

Digital Badges

Playlists

Skills

Account Information

Help

Log Out

# Method 1 – Self Serve Steps

## Percipio New Interface 2024: For Some Users

The screenshot shows the Skillsoft Percipio interface with several steps highlighted for downloading a certificate:

- Step 1:** The user profile icon (CM) in the top right corner.
- Step 2:** The 'My Learning' option in the user profile dropdown menu.
- Step 3:** The 'Learning activity' option in the 'My Learning' dropdown menu.
- Step 4:** The 'PMI PDU' tab in the 'Learning Activity' section.
- Step 5:** The three-dot menu icon in the rightmost column of the course table.
- Step 6:** The 'Download Certificate' option in the dropdown menu.

**Learning Activity**

Standard completion **PMI PDU** NASBA CPE Journeys External learning

Courses approved for professional credits may have multiple completion requirements.

TITLE	TYPE	STATUS	STARTED	COMPLETED	HIGHEST...
PMP Exam Prep: PMI (ATP) Bootcamp	Course	Completed	7/15/2024	7/19/2024	

Download CSV

Download Certificate

Share

Save for later

Playlist add/remove

Schedule learning

# Method 1 – Self Serve Steps

## Percipio New Interface 2025: For Some Users

The screenshot displays the Skillsoft Percipio user interface. The top navigation bar includes the Skillsoft logo, a search bar, and user settings (EN-US, trophy icon, notification bell with 6 alerts, and a CM profile icon). The left sidebar contains a 'Main menu' with options: Home, Library, What's New, My Learning (highlighted with a red box and labeled 'Step 1'), Live learning (with a '2' badge), Role Advisor, Certifications, Skill Benchmarks, Practice Labs, AI Simulations, and AI Assistant. The 'My Learning' section is expanded, showing 'Achievements' and 'Certificates' (highlighted with a red box and labeled 'Step 2 - Scroll down to achievements and select Certificates'). The 'Certificates' section displays 'Completion Certificates' with a 'Certificate Type' filter showing 'Standard completion', 'PMI PDU' (highlighted with a red box and labeled 'Step 3'), 'NASBA CPE', and 'Programs'. Below the filter, the certificates are sorted by 'Newest'. A sample certificate for 'Project Management Professional (PMP) ATP...' is shown, with a 'Download' button (highlighted with a red box and labeled 'Step 4') at the bottom.

skillsoft

Search...

EN-US

6

CM

Main menu

Home

Library

What's New

My Learning **Step 1**

Live learning 2

Role Advisor

Certifications

Skill Benchmarks

Practice Labs

AI Simulations

AI Assistant

Achievements

Certificates **Step 2 - Scroll down to achievements and select Certificates**

Completion Certificates

Certificate Type

Standard completion

**PMI PDU** **Step 3**

NASBA CPE

Programs

Sort by: Newest

skillsoft

Project Management Professional (PMP) ATP...

LIVE COURSE

Dec 1, 2023

**Download** **Step 4**

# Method 2 – Certificate Request Center Steps

We recommend using Chrome to request your certificate.

<https://certificaterequest.skillsoft.com>

Welcome to the Certificate Request Center!

How to use this application

How To

Go To Certificate Request

Request

# Method 2 - Instructions



## Attention Learners:

To complete a Certificate Request, you will be asked to upload documentation that validates your course completions. Please ensure that you have the documentation available in one of the forms noted below before proceeding.

- You are required to provide documentation that verifies your course completions.
- You can upload a copy of a transcript/progress report from your Learning Management System or a test score report from within the course.  
For more information on obtaining a test score report, see instructions: [Accessing Your Test Score Report](#).
- Progress Report file must be in either of the following formats: PDF, Word, TXT, and must include your name, course title, start and completion dates, and course score.
- **Note:** Excel is not accepted and max upload file size is 25MB.

[Proceed to Request Certificate](#)

[Cancel](#)



# Method 2 – Step 1

1. Select Courses

2. Course Results

3. Upload Progress Report



4. User Profile

5. Summary

## Select Certificate Program and Course(s):

[Search and select the courses\(s\) you completed, you are able to perform multiple searches and course selections. ...Read More](#)

Certificate Program:

PMI (PDU) ▾	LLPM0015	 
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<input type="checkbox"/>	#	Course Id	Course Title
<input type="checkbox"/>	1	LLPM0015	PMP® Exam Prep: PMI (ATP) Bootcamp

[View selection\(s\)](#)   Available Course(s) : 1   Selected Course(s) : 0

Previous

Next

# Method 2 – Step 2: Completion Date and Score

1. Select Courses

2. Course Results

3. Upload Progress Report



4. User Profile

5. Summary

Enter Result:

Enter Course Completion Date and Score. You must have a score of 70% or above to receive a certificate.

1 certificate request(s) are selected:

Remove	#	Certificate	Course Id	Course Title	Completion Date	Score
	1	PMI (PDU)	LLPM0015	PMP® Exam Prep: PMI (ATP) Bootcamp	9/27/2021 	100

Previous

Next

**Note:** You cannot enter a future date. The class must have already ended.

# Method 2 – Step 3: Upload Attendance Tracker

1. Select Courses

2. Course Results

3. Upload Progress Report

4. User Profile

5. Summary

Upload Progress Report:

You are required to provide documentation that verifies your course completions.  
You can upload a copy of a transcript/progress report from your Learning Management System or a test score report from within the c  
see instructions: [Accessing Your Test Score Report](#).  
Progress Report file must be in either of the following formats: PDF, Word, TXT, and must include your name, course title, start and co  
**Note: Excel is not accepted and max upload file size is 25MB.**

\*Select File(s) to Upload:

Browse...

#	FileName	Delete
There is no file selected to upload progress report.Please select one...		

Previous

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# Method 2 – Step 4: User Profile

1. Select Courses

2. Course Results

3. Upload Progress Report

4. User Profile

5. Summary

Enter User Profile:

Please enter First Name, Last Name, Email & Organization.

\*First Name:

Candice

✓

\*Last Name:

Candidate

✓

\*Email:

testemail@test.com

✓

\*Organization:

ABC Company

✓

Previous

Next

# Method 2 – Step 5: Review and Submit

1. Select Courses

2. Course Results

3. Upload Progress Report

4. User Profile

5. Summary

## Certificate Request Summary:

[Verify your selection and submit your request.](#)

**FirstName:** Candice  
**LastName:** Candidate  
**E-mail:** testemail@test.com  
**Organization:** ABC Company  
**File(s):** Test.docx

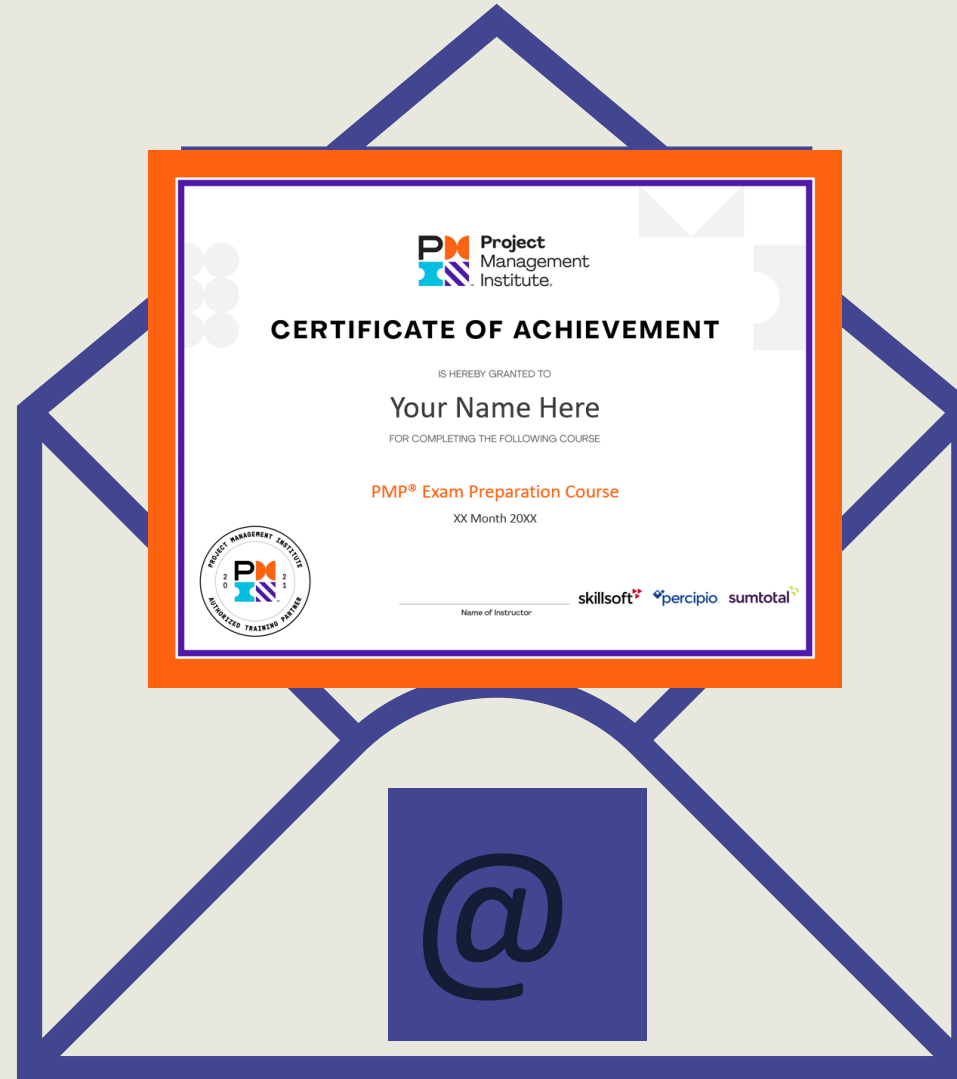
Certificate Request: [1 certificate\(s\) have been selected.](#)

#	Certificate	Course Id	Course Title	Completion Date	Score
1	PMI (PDU)	LLPM0015	PMP® Exam Prep: PMI (ATP) Bootcamp	08/02/2021	100

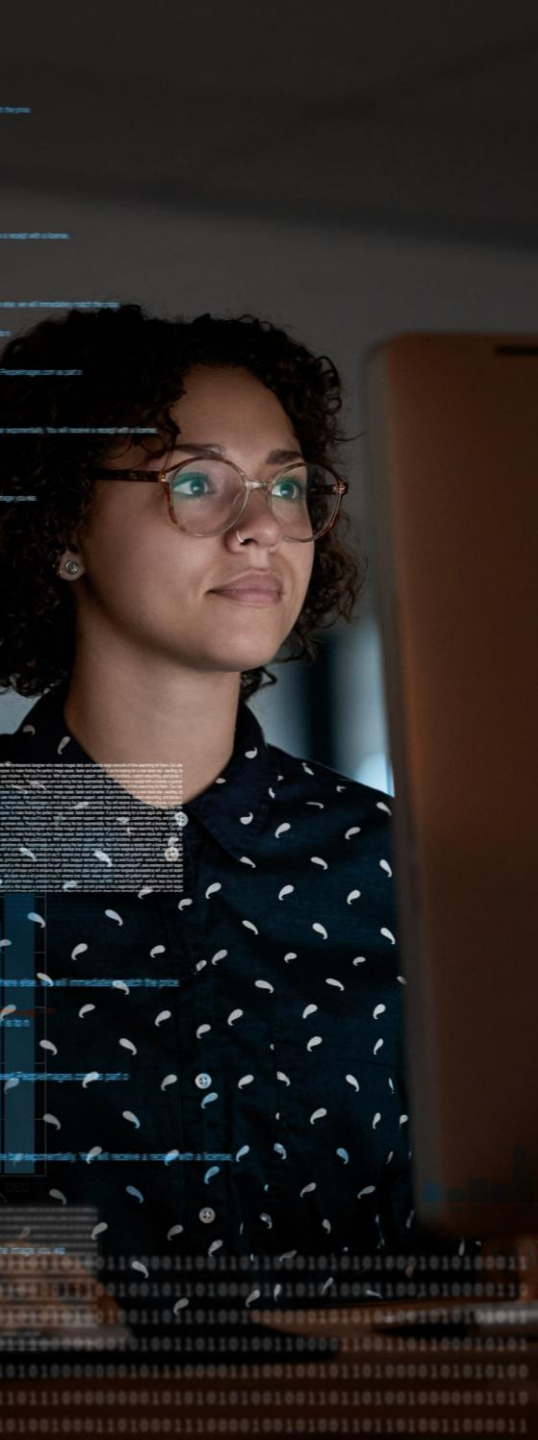
Previous

Submit

# CERTIFICATE OF COMPLETION ISSUED BY EMAIL



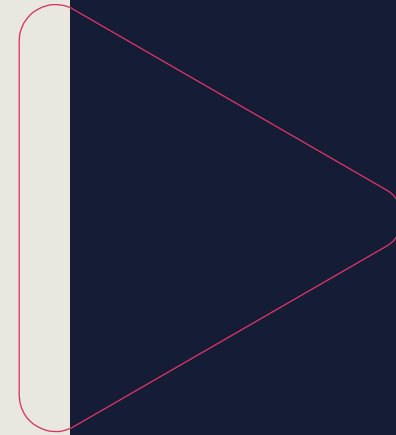
Certificate Request Inquires - Number of Business Days Expire Email: [certificate.requests@skillsoft.com](mailto:certificate.requests@skillsoft.com)



## Questions?

Please contact the  
Skillsoft Mentoring Team

[mentoring@skillsoft.com](mailto:mentoring@skillsoft.com)



## PMP® Exam Prep

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