

# PMI AUTHORIZED TRAINING PARTNER (ATP)

## CERTIFICATES OF COMPLETION

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)

# Official Certificate of Completion



You cannot attach files to your PMI application. You enter information on your application and confirm that it is accurate when you submit it. The official certificate of completion is available one you complete the Bootcamp. It looks different than what's shown above but it does include a PMI logo and 35 Training Credits or 35 PDUs. This certificate can be used if PMI requires proof, you have 35 hours of project management education.

# 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. Non-Percipio Users use Method 2.**

# Method 1 – Self Serve Steps

## Percipio Interface 2025: For Some Users

The screenshot displays the Skillsoft Percipio interface with the following elements:

- Header:** Skillsoft logo, a search bar, a language selector set to "EN-US", and user profile icons (trophy, notifications with a red "6", and "CM").
- Main menu (left sidebar):**
  - 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
  - AI Assistant
- Achievements section:** A sub-menu "Achievements" is open, showing a "Certificates" option (highlighted with a red box and labeled "Step 2 - Scroll down to achievements and select Certificates").
- Completion Certificates section:**
  - Certificate Type:** Buttons for "Standard completion", **PMI PDU** (highlighted with a red box and labeled "Step 3"), "NASBA CPE", and "Programs".
  - Sort by:** A dropdown menu set to "Newest".
  - Certificate Card:** Displays a certificate preview for "Project Management Professional (PMP) ATP...". Below the preview, it says "LIVE COURSE" and "Dec 1, 2023". A **Download** button (highlighted with a red box and labeled "Step 4") is at the bottom.

# Method 1 – Self Serve Steps

## Percipio Interface 2024: For Some Users

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

- Step 1:** The top navigation bar, specifically the user profile icon (CM).
- Step 2:** The 'My Learning' menu item in the top right navigation bar.
- Step 3:** The 'Learning activity' button 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 table row for the 'PMP Exam Prep: PMI (ATP) Bootcamp' course.
- 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




Note: Learning activity option is on a page prior to this page.


# Method 1 – Self Serve Steps

## Percipio Interface Pre 2024

 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.


TITLE ▾	TYPE ▾	STATUS ↑	STARTED ▾	COMPLETED ▾	HIGH... ▾	
<a href="#">PMP Exam Prep: PMI (ATP) Bootcamp</a>	Live Course	Completed	02/14/2022	02/18/2022		⋮ Step 4

Step 5

 View Certificate

 Share

☐ Save for later

 Playlist add/remove

[Download CSV](#)

Rows per page 10 ▾ 1 – 10 of 18 > >|

Assignments

Compliance

Activity ▾ Step 2

My Live Courses

Achievements

Digital Badges

Playlists

Skills

Account Information

Help

Log Out

# 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

Select Request to start the process to manually request your Certificate.

# 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

Review the information on this page and click Next.



# Method 2 – Step 1: Course ID for PMI (PDU)

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

Certificate Program:

PMI (PDU) ▼

LLPM0015



<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

Ensure PMI (PDU) is selected for the Certificate Program and type in LLPM0015 (Those are zeros not the letter O). Then click the magnifier icon. Select the checkbox under the PMI (PDU) field and click 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

Select the completion date based on when you completed the Bootcamp. This may have been when the last session ended OR the date on the last makeup session, type 100 for the score, and click Next. You cannot enter a future date.

# Method 2 – Step 3: Upload Attendance Tracker

Browse to the Attendance Tracker Word file that you manually filled in, select it, click Open, and click Next.

1. Select Courses

2. Course Results

3. Upload Progress Report

4. User Profile

5. Summary

## Upload Progress Report:

**i** 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. 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. **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

Next

# Method 2 – Step 4: User Profile

Fill in the name you want shown on your certificate using the First Name and Last Name fields. Enter the Email address where you want your certificate sent using the Email field. Enter your Organization's name in the Organization field. Click Next.

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:** Candicate  
**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

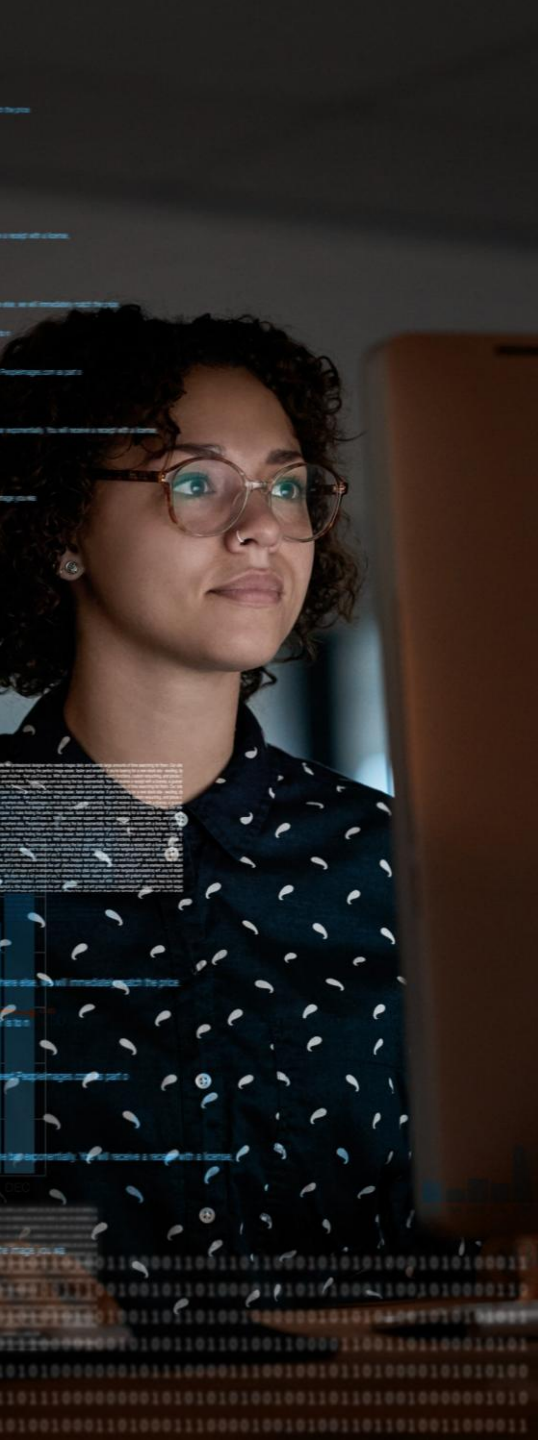
Submit

Review the Certificate Request Summary details and click Submit if everything looks correct. You'll receive an automated email indicating the number of business days to process your request.

# CERTIFICATE OF COMPLETION ISSUED BY EMAIL



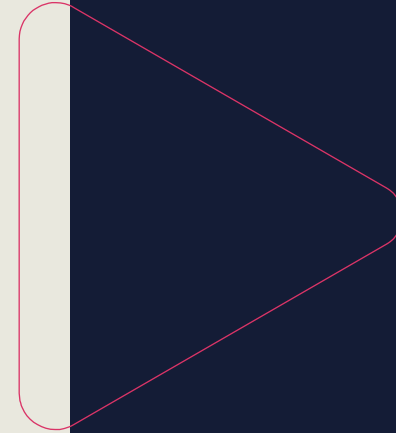
Certificate Request Inquires – If the number of business days from the automated email expire and you haven't received the email with your certificate in your Inbox, check your junk/spam folder. If the email is not there, contact our Certificates Team by email: [certificate.requests@skillsoft.com](mailto:certificate.requests@skillsoft.com)



## Questions?

Please contact the  
Skillsoft Mentoring Team

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



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for PMI's PMP Exam (2021 Update)