



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 once 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 shows the skillsoft Percipio interface with a red sidebar on the left and a main content area on the right.

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

Completion Certificates:

Step 2 - Scroll down to achievements and select Certificates

Step 3 PMI PDU

Step 4 Download

The main content area displays the "Completion Certificates" page, which includes a search bar, language selection (EN-US), and user notifications (6). It shows certificate types: Standard completion, PMI PDU (selected and highlighted with a red box), NASBA CPE, and Programs. The certificates are sorted by newest, showing a sample certificate for a Project Management Professional (PMP) ATP course from skillsoft, dated Dec 1, 2023.

Method 1 - Self Serve Steps

Percipio Interface 2024: For Some Users

The screenshot shows the Skillsoft Percipio interface. A red box labeled "Step 1" highlights the CM icon in the top right corner. A red box labeled "Step 2" highlights the "My Learning" link in the navigation bar. A red box labeled "Step 3" highlights the "Learning activity" button. A red box labeled "Step 4" highlights the "PMI PDU" completion type. A red box labeled "Step 5" highlights the three-dot menu next to the certificate table. A red box labeled "Step 6" highlights the "Download Certificate" option in the context menu.

skillsoft

Search...

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Home

Library

What's New

My Learning

Live learning

Role Advisor

Certifications

Skill Benchmarks

AI Simulations

My Learning

Learning Activity

Standard completion

PMI PDU

NASBA CPE

Journeys

External learning

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

Download CSV

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 Certificate

Share

Save for later

Playlist add/remove

Schedule learning

Method 1 - Self Serve Steps

Percipio Interface Pre 2024

The screenshot shows the skillsoft Percipio interface with a red box highlighting the 'Activity' section in the sidebar. A user profile icon 'CM' is at the top right. The main area displays a 'PMI PDU activity' table with one row:

TITLE	TYPE	STATUS	STARTED	COMPLETED	HIGH...
PMP Exam Prep: PMI (ATP) Bootcamp	Live Course	Completed	02/14/2022	02/18/2022	[More Options]

A context menu is open over the last column of the table, with Step 5 pointing to the 'View Certificate' option. The sidebar also includes links for 'Assignments', 'Compliance', 'NASBA CPE', 'Journeys', 'External Learning', 'My Live Courses', 'Achievements', 'Digital Badges', 'Playlists', and 'Skills'. The right sidebar lists 'Assignments', 'Compliance', 'Activity' (Step 2), 'My Live Courses', 'Achievements', 'Digital Badges', 'Playlists', 'Skills', 'Account Information', 'Help', and '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



Certificate Request Center

Home

About

Certificate Request

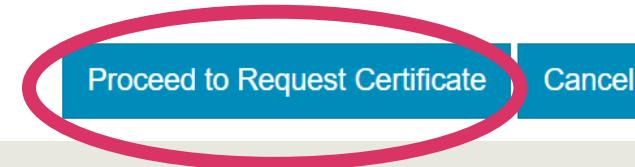
Attention Learners:

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 courses\(s\) 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 checked="" 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](#)

The screenshot shows a user interface for entering course completion details. At the top, there are five tabs: '1. Select Courses', '2. Course Results' (which is highlighted in blue), '3. Upload Progress Report', '4. User Profile', and '5. Summary'. Below the tabs, the text 'Enter Result:' is displayed. A note below it says 'Enter Course Completion Date and Score. You must have a score of 70% or above to receive a certificate.' A message indicates '1 certificate request(s) are selected'. A table lists one certificate request: 'PMI (PDU)' with 'Course Id' 'LLPM0015' and 'Course Title' 'PMP® Exam Prep: PMI (ATP) Bootcamp'. The 'Completion Date' is set to '9/27/2021' and the 'Score' is '100'. Both the 'Completion Date' and 'Score' columns are circled with a yellow oval. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button being circled with a pink oval.

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 system. 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: 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**

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



Questions?
Please contact the
Skillsoft Mentoring Team
mentoring@skillsoft.com

PMP® Exam Prep

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