

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

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 through your settings or checking for a completion certificate.
- If it's not correct, please reach out to your training coordinator to see if it can be corrected.

Best Practices for attendance!



You are here!

DO's

- Each participant needs to be logged into the session on their own device with video and audio.
- If audio is lost when joined through a web link or app, stay logged in for the video and feel free to also use the dial in number for audio.

DON'Ts

- Do not log in with a group of participants using a single device.
- Attendance does not count if you use a dial in number by phone for the audio only.

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/>

IS LIVE ATTENDANCE REQUIRED: 5 Day Cohort?

- **YES**, if you are taking this training to register for the PMP exam or collect PDUs, live attendance is required.
- A **missed session means** you are logged out of a session for **more than 15mins (including the short breaks)** **except during the 1-hour lunch break which won't count against your missed time.**
- However, this is the exception rule for the 5 Day Bootcamp – **You are allowed to miss one session in your Cohort if you make up the session by watching the replay.**
- If you have more than the one missed session allowed, you will need to make those additional missed session(s) 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: 8 Day Cohort?

- **YES**, if you are taking this training to register for the PMP exam or collect PDUs live attendance is required.
- A **missed session means** you are logged out of a session for **more than 15mins (including the short breaks)**.
- However, this is the exception rule for the 8 Day Bootcamp – **You are allowed to miss up to two sessions in your Cohort if you make up the sessions by watching their replays.**
- If you have more than the two missed sessions allowed, you will need to make up those additional missed session(s) 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.



NO LIMIT FOR REPLAYS:

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

IN CASE OF ABSENCE

The replay session link will be available in the Excel file within 2 Business days after the session ends.

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

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

Step 3. When the file downloads and you open the file, you are prompted to 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.**

REPLAY SESSION (AKA RECORDING)

Access to the Session Recording: Example

Requires the following provided on the worksheet for your Cohort in the Excel Replay file:

- Link
- Passcode (Case Sensitive)

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

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

ATTENDANCE TRACKER: Is it necessary?

Here is what you need to understand about attendance and attendance tracker file.

1. Everyone's attendance is ultimately being tracked by Zoom.
2. Percipio users are also tracked through Percipio via Zoom.
3. If Percipio users join "every" session through Percipio, meet the attendance threshold for "every" session AND their organization hasn't turned off certificates, their certificate should autogenerate within 72 hours after the last session ends.
4. Otherwise Percipio users will need to manually request their certificate, requiring the Attendance Tracker.docx to be filled in.

Note: Since we cannot predict all the factors over the duration of your Cohort, we ask everyone to manually track their attendance and add it their attendance tracker file. Percipio users will only need to manually request their certificate if it does not autogenerate within 72 hours after the last session ends.

5. Non Percipio users will have to submit an attendance tracker to get their certificate.

ATTENDANCE TRACKER: Tables

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				

Fill in the Cohort Attended field in the top table and the details for each live sessions in the bottom table as soon as possible. Don't rely on your memory! Get a copy of the **Attendance Tracker.docx** file in your Bootcamp resources.

ATTENDANCE TRACKER: 5-Day Example

Example for fictitious attendee Jane Smith – Attended a 5-Day Cohort, but missed 2 sessions.

Cohort Attended		5 Day NA Sep 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	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

Note: In this example there are a total of 2 missed sessions (logged out of each session for more than 15 mins). Since it is a 5 day Cohort, 1 session can be made up on Replay and the remaining session made up by attending Live in another 5-Day Cohort.

ATTENDANCE TRACKER: 8-Day Example

Example for fictitious attendee John Smith – Attended an 8-Day Cohort, but missed 3 sessions.

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

Note: In this example there are a total of 3 missed sessions (logged out of each session for more than 15 mins). Since it is an 8 day Cohort, 2 sessions can be made up on Replay and the remaining session made up by attending Live in another 8-Day Cohort.

ATTENDANCE TRACKER: Example - How to calculate instruction Time Missed (min)

On Page 1 of your Attendance Tracker
for each session:

- **Record total missed time**
- Or
- **Record 0, zero**, if you have not missed time in a session.

Note: Instruction Time Missed includes time missed during the short 5 min or 10 min breaks and counts against the 15 mins of the missed time allowed. In the 5-Day Bootcamp if you miss time during the 1-hour lunch break add it to your total with a note of how much was missed during the 1-hour lunch break; it won't count against the 15 mins of missed time allowed.

Calculation Example

Session Starts

- Disconnected: 11:00 AM
Rejoins: 11:05 AM

- Disconnected: 1:15 PM
Rejoins: 1:17 PM

Session Ends

Time Missed 11:05 - 11:00 = **5 mins**

Time Missed 1:17 - 1:15 = **2 mins**

Instruction Time Missed = 7 mins

Commonly Asked Question 1

When do I upload my Attendance Tracker File?

Use the Attendance Tracker to document total missed time for each session. You only upload it through the Certificate Request Process to get the official certificate in these 2 cases after your last session.

- You are a non-Percipio user
- You are a Percipio user, but your certificate does not autogenerate in Percipio within 72 hours of the last session ending.

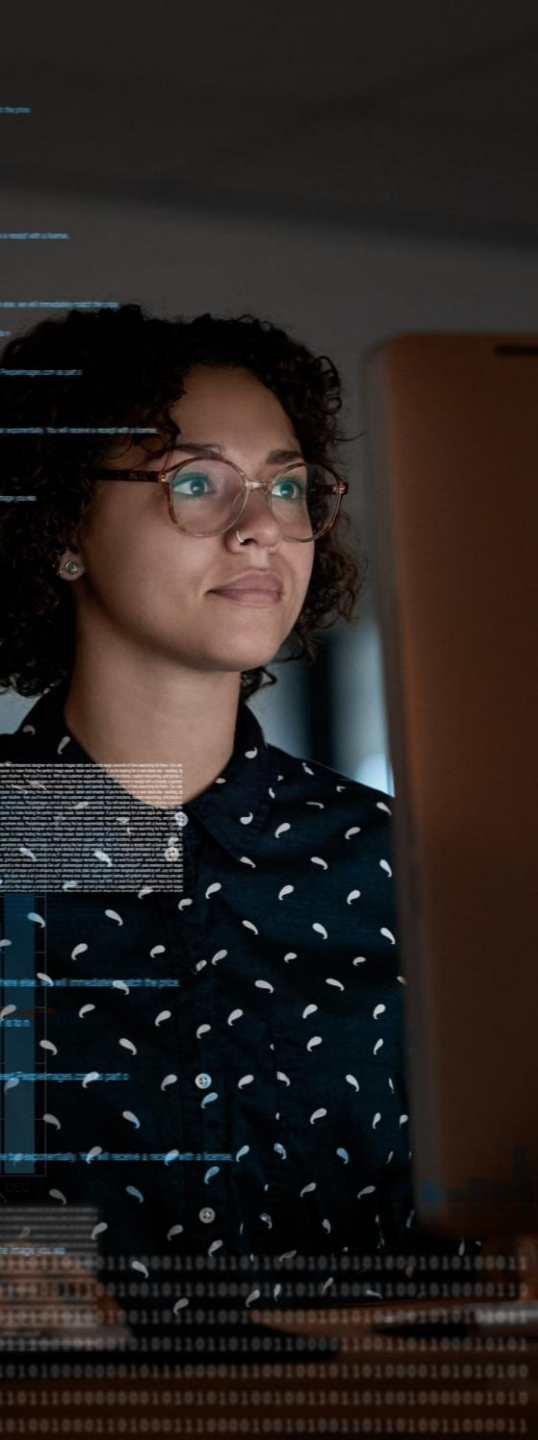
Note: Percipio users don't have to submit anything if the certificate autogenerates in Percipio after their last session. For steps on how to check if your certificate autogenerated see the PMP Certificates of Completion PDF in your Resources.

Commonly Asked Question 2

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

We cannot confirm your attendance for any date, time, session or indicate how much time you missed for any date or any session. In addition, Percipio does not typically show your attendance on a per session basis. If you are in class and logged in with your first and last name, the reporting will be accurate.

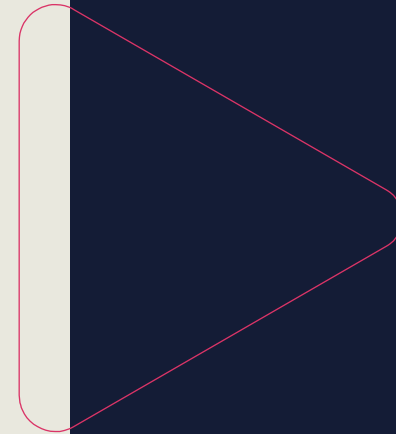
Please track your attendance using the Attendance Tracker.docx file provided in your Bootcamp resources in case you need to submit it through the Certificate Request Process to get your certificate. Your attendance will be verified during this process only.



Questions?

Please contact the
Skillsoft Mentoring Team

mentoring@skillsoft.com



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