Best Practices for attendance!

You are here!

DOs

- When entering the classroom, use your correct first and last name

DON'Ts

- Log in with a group of participants

PMI requires your **live attendance** in class.

IS PERFECT ATTENDANCE REQUIRED?

- Your live attendance **IS** required in order to receive a certificate of completion for the course.

- If you miss more than 15 mins in any given session, you will need to make it up by attending the live session in a different cohort or watching on replay*.

* Replays are available on a case-by-case basis, and must be requested from the Skillsoft Mentoring team at skillsoft_mentoring@skillsoft.com. There is a limit to how much content can be watched on replay.

IN CASE OF ABSENCE

There is **a maximum of two missed sessions** to be eligible to receive your certificate of completion. **"Missed" means any block of time that is more than 15 minutes.**

A missed session must be made up by requesting the replay link from the Skillsoft Mentoring team at skillsoft_mentoring@skillsoft.com.

If you miss more than the amount stated above, you will need to make it up by attending the live session in a different 8-week cohort. Please see the Bootcamp calendar at http://calendar.skillsoft.com/ for information about upcoming sessions.

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REPLAY LIMIT

ATTENDANCE TRACKER

Session 1

Zoom Display Name (This should be your first and last name. Use the same name every time you log in. But if you used different ones add as necessary)	Date of Attendance	Log in Time (Eastern Time)	Log out Time (Eastern Time)

It is helpful to keep a record of every session. Don't rely on your memory!

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

Attendance is not verified on a per-session basis. If you are in class and logged in with your full name, the reporting from Zoom will be accurate.

Please track your attendance using the Attendance Tracker provided for your records. Your attendance will be verified at the end of the cohort, during the Certificate Request Process.

Certificate of Completion

The PMI application <u>does not</u> 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.

STEPS TO REQUEST YOUR CERTIFICATE

After you have attended all live sessions, you are eligible to send a certificate request through the Certificate Request Center.

https://certificaterequest.skillsoft.com

Welcome to the Certificate Request Center!

How to use this application

How To

Go To Certificate Request

Request

STEPS TO REQUEST YOUR CERTIFICATE

skillsoft 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]

STEPS TO REQUEST YOUR CERTIFICATE

| **1.** Select Courses | **2.** Course Results | **3.** Upload Progess Report | **4.** User Profile | **5.** Summary |

Select Certificate Program and Course(s):

ℹ 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 | ⊗ | 🔍 |

☐	#	Course Id	Course Title
☐	1	LLPM0015	PMP® Exam Prep: PMI (ATP) Bootcamp

View selection(s)   Available Course(s) : 1   Selected Course(s) : 0

| Previous | Next |

STEPS TO REQUEST YOUR CERTIFICATE

1. Select Courses	**2.** Course Results	**3.** Upload Progess 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.

STEPS TO REQUEST YOUR CERTIFICATE

1. Select Courses	**2.** Course Results	**3.** Upload Progess 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
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	Next

USER PROFILE

| **1.** Select Courses | **2.** Course Results | **3.** Upload Progess Report | **4.** User Profile | **5.** Summary |

Enter User Profile:

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

*First Name:

Candice ✔

*Last Name:

Candidate ✔

*Email:

testemail@test.com ✔

*Organization:

ABC Company ✔

Previous | Next

USER PROFILE

1. Select Courses | **2.** Course Results | **3.** Upload Progess Report | **4.** User Profile | **5.** Summary

Certificate Request Summary:

ℹ **Verify your selection and submit your request.**

FirstName: Candice
LastName: Candidate
E-mail: testemail@test.com
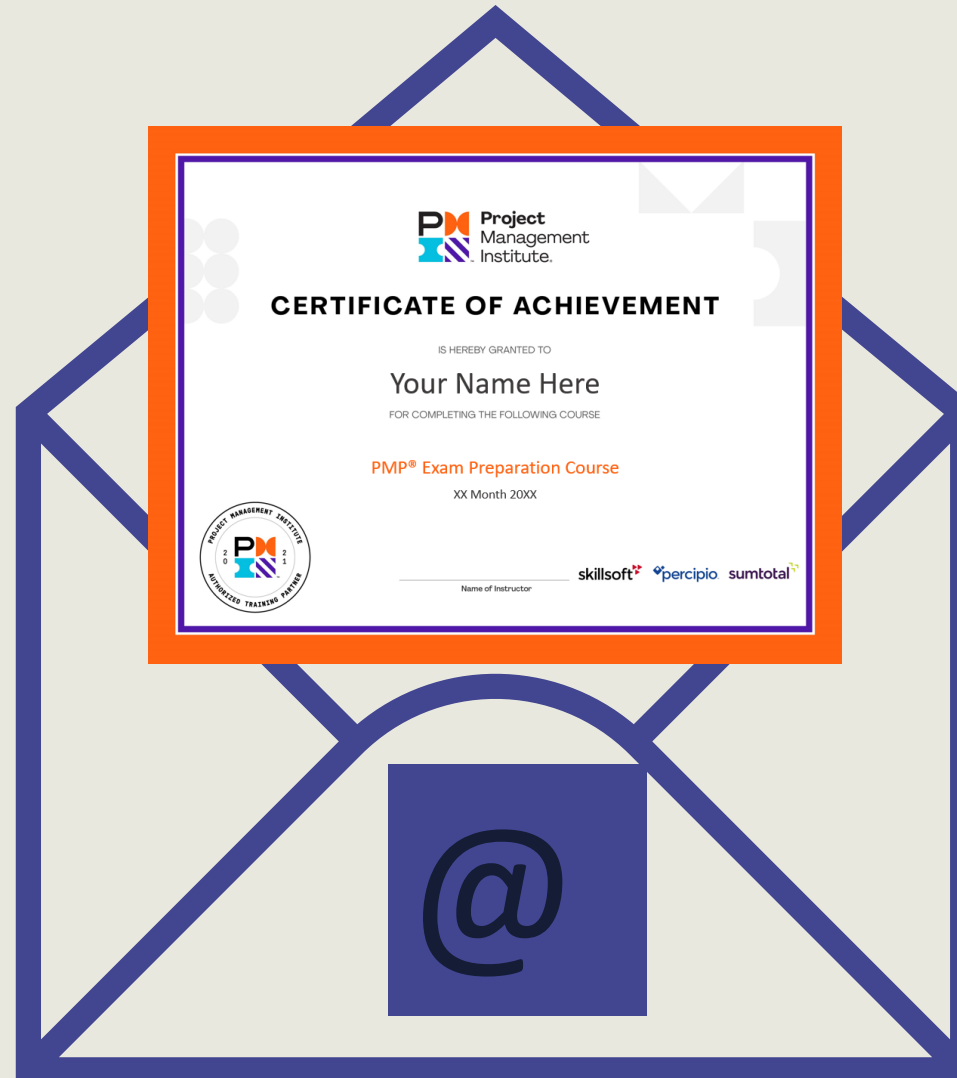**Organization:** ABC Company
File(s): Test.docx
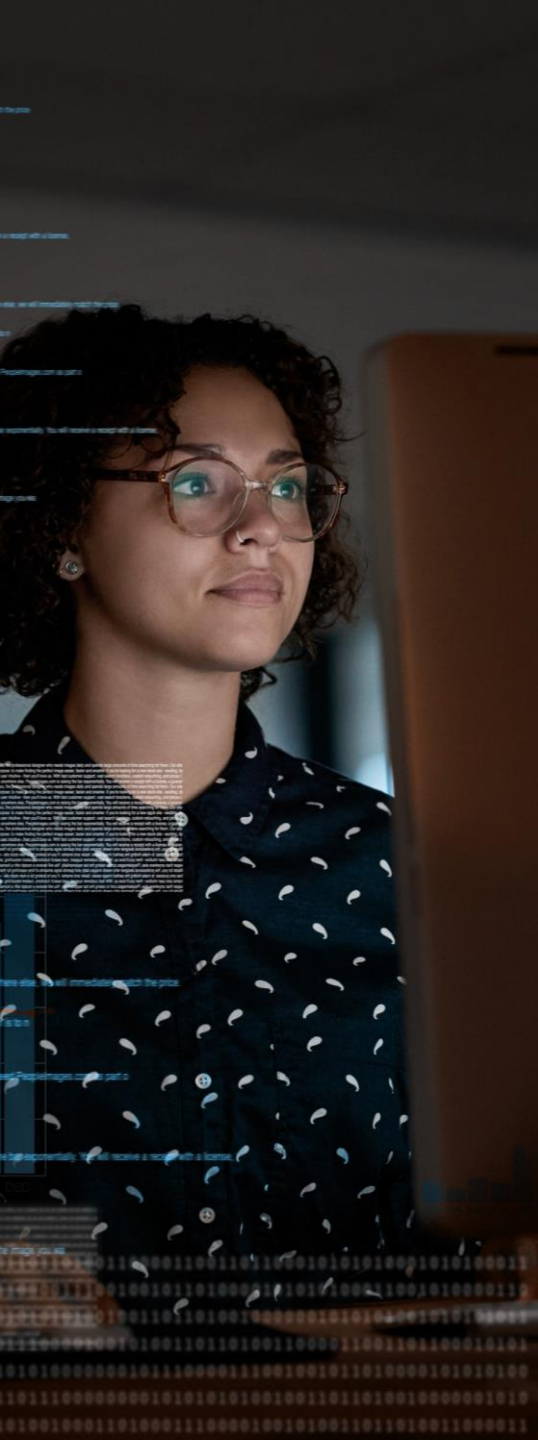
Certificate Request: 1 certificate(s) have been selected.

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

Previous   Submit

Questions?
Please contact the
Skillsoft Mentoring Team

skillsoft_mentoring@skillsoft.com

PMP® Exam Prep

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