

# Your Certification Study Timeline

## Goals in Writing Are Dreams with Deadlines

People who write down their goals are 42% more likely to achieve them. Download this worksheet, click through the links provided, and then print it out or draw your own version, filling in the blanks as you set your goals. You can do IT! We're here to help.



### Take Inventory

#### ☐ PRE-ASSESSMENT: HOW READY ARE YOU RIGHT NOW?

The more experience you have in the subject area, the less time you will likely need to prepare for your IT certification. Answer the questions below for some general guidance.

	YES	NO
Have you taken a CompTIA exam before?		
Do you have the minimum recommended experience for the certification, as listed in the exam details of the <a href="#">certification webpage</a> ?		
Do you have any or all of the certifications listed under the exam details of the certification webpage?		

If you answered **YES** to at least two of the questions above, **you may be able to subtract up to 30 days from the recommended preparation time!** It's always best to give yourself too much time rather than not enough, but know that by meeting some (or all) of the above qualifications, you're ahead of the game.



### Get Started

#### ☐ PURCHASE AN EXAM VOUCHER

You'll need to purchase an **exam voucher** unless you've received one from your employer or school. **Looking for a discount? [Check out this article.](#)**

#### ☐ SCHEDULE YOUR EXAM

Set a date to hold yourself accountable. **If you have a basic understanding of the skills, give yourself about 8 weeks to prepare.** If not, give yourself more time.

I want to take the exam **in person** on \_\_\_\_\_.

I want to take the exam **online** on \_\_\_\_\_.

#### ☐ DOWNLOAD THE EXAM OBJECTIVES

Find the **exam objectives** for your IT certification and print them out. This is your roadmap!



**Not sure how to use exam objectives? [Here are some tips.](#)**

**I am going to earn** \_\_\_\_\_

(certification name)

**by** \_\_\_\_\_

(exam date)

## Start Studying



### CHOOSE YOUR STUDY METHODS

CompTIA offers a variety of training options that are designed around the exam objectives and fit different learning styles and timelines. Select the options that best meet your needs. **We recommend giving yourself at least 3 to 6 months to get through the material.**

#### ☐ eLearning with **CompTIA CertMaster Learn** (approximately 40-50 hours to complete)

Use this to learn the exam objectives for the first time and to deep dive into the topics covered by your certification. CertMaster Learn uses video, flashcards, performance-based questions and more, along with a customizable learning plan.

#### ☐ Interactive labs with **CompTIA Labs** (approximately 20-30 hours to complete)

Use this once you're familiar with the exam objectives but need to practice the hands-on skills you may be tested on during your certification exam. CompTIA Labs gives you access to real tools in a virtual environment so you gain the experience you'll need on the job.

#### ☐ Exam prep with **CertMaster Practice** (approximately 13-16 hours to complete)

Use this once you're confident in the material to practice the types of questions and activities that will be included in your certification exam. CertMaster Practice gets you exam ready and sets you up for success.

#### ☐ Books, eBooks and study guides

Use the **Official CompTIA Study Guide** on its own or to supplement other training activities.




#### ☐ Instructor-led training

If classroom training is more your style, check out **CompTIA live online training**, **CompTIA classes offered by authorized partners** and the **CompTIA Tech Career Academy**

#### ☐ Your own study materials

Did you find a new book, use a digital flashcard app or follow a subject matter expert on YouTube? Ask around and supplement your studying with your own ideas here.

How Long Will It Take You to Use CompTIA Training Solutions?


	CertMaster Learn	40-50 hours
		+
	CertMaster Labs	20-30 hours
		+
	CertMaster Practice	13-16 hours

**Total Time: 73-96 hours**



### CREATE YOUR STUDY PLAN

Consider the information above and write your own study plan below. Here's some ideas to get started:

- ☐ Decide how many hours each week or each day you are going to dedicate to studying.
- ☐ If you are utilizing multiple study options, write down an estimated completion date for each one.
- ☐ Studying is a unique experience. Make your experience uniquely yours.
-  ☐ Check out **this article** for some study tips.

Tag us on social with **#CompTIA** as you study so the entire CompTIA community can cheer you on!

	STUDY TOOLS/ACTIVITIES	SCHEDULE <small>(Which Days and How Many Hours)</small>
WEEK 1		
WEEK 2		
WEEK 3		
WEEK 4		
WEEK 5		
WEEK 6		
WEEK 7		
WEEK 8		

## Get Ready

### CHECK IN WITH YOURSELF

As you progress through training, be honest with yourself about how ready you are for your exam. You have the ability to change your exam date, or even cancel all together, but you need to plan ahead.

[Learn more about CompTIA's reschedule and cancellation policies.](#)

### I'M READY TO TAKE THE EXAM

If you created a plan and stuck to it, you should feel ready to take your exam!

#### Calm your nerves by planning ahead

- ☐ Review the **test policies** before your exam.
- ☐ Have the appropriate forms of **identification**.
- ☐ Get your **workspace ready** if you're taking the exam online.
- ☐ Map out how to get to the test center and allow enough time to get there, if you're taking the exam in person.

#### Did you pass? Congratulations!

You're certified! Your planning and hard work paid off. Tag us on social with #CompTIA so we can celebrate together.

#### If you didn't pass, don't give up.

CompTIA exams can be overwhelming, and many people don't pass on the first go. Give yourself time to regroup and consider trying again. Use your score report and this worksheet to make a new plan for your retake.

### I'M NOT QUITE READY TO TAKE THE EXAM

Life can be unpredictable and not everything goes according to plan. That's ok! If you're not yet feeling ready to take the exam, you can reassess! Head back to the top of this worksheet and figure out what you need to achieve your goal.

- ☐ Evaluate your plan – what's been working and what hasn't?
- ☐ Take inventory of the tools you've been using and determine if you need something else.
- ☐ Make the changes you need to succeed – do you need more time, different study tools or both?

Then decide if you want to push back your exam date or if you need to cancel all together.



**Reschedule your exam.** You must do this at least 24 hours prior to your exam date/time.



**Cancel your exam.** You must do this at least 24 hours prior to your exam date/time.

**Have questions?** We can help. Our help page provides answers to common questions and contact information for our customer service team.