

Frequently Asked Questions

1. What will be the exam fees if I take the PMI-ACP exam through this Group Testing Event?

The fee structure for an individual taking the Computer Based Testing is - USD 495(Non Member Fee) and USD 435(Member Fee). Through this Group Testing option, apart from making it convenient for candidates to take the exam on a weekend, an option currently not available, PMI is offering a **rebate of 20% on exam fees**.

2. How do the candidates apply and how will the rebate be processed?

- a. The candidate submits an application for the PMI-ACP.
- b. When notified of eligible to pay status, the candidate submits payment for the full exam fee. If the candidate submits an application by postal mail, payment is expected to be received with the application.

If the candidate submits an application online, the candidate may submit payment by the following ways:

- Online—The candidate may use the online certification system to submit credit card payment. This will enable PMI to process the payment more quickly. OR
 - By Postal Mail—The candidate may mail a check, money order, credit card information or wire payment information to PMI. For all mail-in payments, the candidate must download and complete the Payment Form and submit the completed form with payment. The candidate should include his or her PMI identification number and user name.
- c. PMI's Application Processing team will issue a rebate for 20% of the original exam fee payment for each candidate identified in the exam list. The refund will be processed to the original form of payment. (For example, if the candidate paid by credit card, the refund will be processed to the same credit card.) The rebate will be processed within two business weeks from the exam date.

Additional Notes:

- If a candidate scheduled the exam for the 31 May PMI-ACP Bangalore Group CBT Event but later rescheduled to a different exam date, the candidate will not receive a rebate.

3. How do I complete the application?

The credential application is available online at www.pmi.org/Certification.aspx . Click on the "Apply for a Credential" button on the certification web page. Please note that any missing information on the application will delay processing.

4. How is this application process different from the normal Computer Based Testing(CBT) currently offered by Prometric Testing Centres, and how do I schedule the exam?

The application process remains the same till the payment stage. After application approval & payment processing, you will be issued an **eligibility code by PMI**. You should forward this eligibility code to pmi.india@pmi.org in the format given below. Prometric will schedule you under this group testing and send confirmation email to you.

First Name	Last Name	Email ID	Eligibility Code	Contact Number	PMI ID Number

5. What supporting documentation should I send with my application?

When submitting an application, you do not need to send any documentation. However, you will be required to send supporting documentation if your application is selected for a random audit. To find out more about PMI's audit process, refer to the credential handbook and the audit FAQs.

6. When and where will this Group Testing be scheduled?

This Group Testing will be conducted at the Prometric Centre – Bangalore. The address is given below:

Prometric Testing Pvt Ltd,
3rd Floor Tower B Prestige ShantiNiketan,
White Field ITPL Road, Bangalore South Taluk

Date – Sunday, 31st May 2015

Time – 10.00 hrs - 13.00 hrs

7. What is the exam cancellation policy?

RESCHEDULE OR CANCEL YOUR EXAM...			
Timing	31 days or more before the exam	Within 30 days – 3 days of exam	Within 2 days of the exam*
Fee	No fee	US\$70	Forfeit the full exam fee
	*You are able to cancel your exam within 2 days of the appointment but you will not be able to reschedule your exam at this point. If you cancel your exam within 2 days of the appointment, it will result in a no-show status and you will forfeit the exam fee.		

Refer PMI-ACP Handbook for Cancellation policy for further details.

For detailed information on the exam application process, please refer the PMI-ACP Handbook available at - http://www.pmi.org/en/Certification/~media/PDF/Certifications/PMI-ACP_Handbook.ashx

8. If I have any further questions, whom should I contact?

Please call the PMI India Service Centre at 0124-4517140 for queries, if any.