Welcome To Your PMP® Smart Start Guide
• Guaranteed to Pass the PMP Exam
• Accelerated Prep in only 4 days
  • 98% Pass Rate
• 17 Year Track Record
Why Do Cheetah Students Become The Most Successful PMPs?

Cheetah students pass the PMP exam after only four days of prep. Without Cheetah, most students spend six months studying and have a 40% failure rate.

As a result of Cheetah’s proven accelerated learning techniques, our students become top earners in their field. Cheetah’s PMP students typically earn $250k more (in 15 year period) than other PMPs who did not go through Cheetah.

According to Corporate Annual Reports, 90% of public companies who use Cheetah Learning increase corporate earnings and improve profitability within one year of implementing Cheetah’s Accelerated Approach to the PMP.

Independent Academic Researchers have found Cheetah students significantly increase their abilities to achieve their other life goals after taking the course.

The Cheetah Learning Accelerated Exam Prep program is transferable, practical, and applicable - empowering every area of your life.
Let's Get Started...

Congratulations, you’ve taken the first step to becoming PMP certified.

How Will This Guide Help Me?
This Smart Start Guide will quickly get you up to speed on everything you need to become PMP certified. It’s the only FREE resource of its scope out there, today. It’s practical, comprehensive, and up-to-date (we update it several times each year as new information and regulations are rolled out).

We share it with you so that you fully understand what is required to pass the PMP exam before committing to our highly-focused, immersive 4-day course. We trust you’ll find it useful - the valuable content is why millions of engineers and project managers have downloaded and used this guide since its very first release in July 2001!

How to Get The Most Value:
Take 30 minutes to sit down and have a look through this guide. Settle into your favorite chair, grab a delicious beverage, and perhaps a notepad or tablet to take some notes.

For easy navigation, we’ve divided this document into five sections to quickly guide you through each vital part of the PMP exam. If you feel like you already grasp one area, feel free to skip to the section you’re most interested in. Subsections and page numbers provided in the table of contents on the following page.

Section 1: What is a PMP?
Section 2: Why is becoming a PMP valuable?
Section 3: How Do I Become PMP Certified?
Section 4: How do I prepare for the Exam?
Section 5: What is the Cheetah Difference?

We understand life is busy.
If you don’t have the time to read this document, call a Cheetah Success Coach for a free PMP Readiness Assessment:
855-286-9900
# TABLE OF CONTENTS

**Section 1: What is a PMP?** ................................................................. 6
- The Science of Project Management ...................................................... 7
- The PMP Credential ........................................................................... 8

**Section 2: Why Becoming a PMP is Valuable** ......................................................... 10

**Section 3: How do I Become PMP Certified?** .................................................. 13
- Educational and Experiential Requirements ........................................... 14
- Project Management Body of Knowledge ............................................. 16
- Accelerating your PMP Application Process ......................................... 18
- Experience Verification Form ................................................................. 19
- Application Processing Time .............................................................. 20
- Eligibility Duration ............................................................................ 20
- Contact Hours of Project Management Education ................................... 21
- PMI Professional Development Program ............................................. 22

**Section 4: How Do I Prepare for the PMP Exam?** ............................................. 24
- Computer-Based Examination Administration ...................................... 24
- Passing Score ..................................................................................... 28
- Re-Examination ................................................................................ 30
- Exam Questions ................................................................................ 30
- Preparation and Study ..................................................................... 35
- Updates to the PMP® Certification Exam ............................................ 40
- Self Study or Commercial Prep .......................................................... 41
- Types of Courses ............................................................................. 42

**Section 5: What is the Cheetah Difference?** ....................................................... 46
- Joining PMI ..................................................................................... 49
- About Cheetah Exam Prep for the PMP ............................................... 49
- Class Offerings ............................................................................... 50
- Cost Comparison and EMV .............................................................. 50
- What Does it Take to Be a Cheetah Student ....................................... 53
- Covered Costs ............................................................................... 54
- Exam Scheduling is important ......................................................... 55
- Cheetah’s Guarantee .................................................................... 56
- Retaking the PMP exam with Cheetah ............................................... 58
- Cheetah’s Success Rate ................................................................. 59
- Cheetah Learning is You Best Chance to Pass the PMP ..................... 60
- How to Register ............................................................................. 61
What is a PMP®?

PMP stands for Project Management Professional, which is the most prestigious and globally recognized certification in Project Management. You’ll find that once you obtain your PMP certification you’ll be in demand in almost any industry, because all industries need project managers.

Even more importantly, becoming a PMP can improve your self-efficacy (your belief in your ability to achieve your goals) and can significantly impact your life in a positive way - that is, if you do it correctly.

For example, two years ago, a PhD candidate did their doctoral thesis on how becoming a PMP improved self-efficacy, and the only company with a sufficient sample size was Cheetah Learning.

During her research, she discovered that those who completed our comprehensive and immersive 4-day program dramatically improved students’ self-efficacy.

Healthy self-efficacy is an incredibly valuable skill, which is why many Cheetah Learning alumni: have become leaders in their respective industries, and why the largest and most prestigious organizations count on Cheetah Learning to both
help their staff become PMP certified and improve individual self-efficacy at the same time.

When publicly traded companies hire Cheetah onsite to help their staff become PMP certified, they improve their return on equity by at least 20% - this is why we do very little advertising and 95% of our business is word-of-mouth.

The Success of our Cheetah Students speaks for us.

The Science Of Project Management

There is no “secret” to Project Management success - it’s the science of getting things done. To understand how it works, it’s helpful to look at its history and evolution over time.

As long as humans have walked the earth, projects have existed and evolved with us. Project Management was born in the days of World War II, maturing with the emerging space program.

As you can imagine, the space program had enormous unknowns and overwhelming logistics to overcome - it needed Project Management. And the brains behind those efforts developed new methods of planning, execution, and control for their expansive projects. These techniques were the very first vestiges of standardized Project Management - some of those concepts and tools are still used today!

Did You Know?

According to PMI’s Project Management Salary Survey Sixth Edition, despite recessions affecting many professions, Project Managers have reported salary increases. The survey indicated that PMP certification clearly carries added value. Overall, PMPs earned on average a 20% higher salary than non-PMPs.
The PMI and PMBOK

In 1969, the Project Management Institute (PMI) was established to advance the science of Project Management, create industry standards, and promote professional responsibility.

Fifteen years later, a small handful of Project Managers became the world’s first PMPs, and shortly after that, the PMI published the industry’s first comprehensive set of accepted Project Management standards, known as The Project Management Body of Knowledge (the PMBOK Guide).

Since then the PMBOK® Guide has been updated every 4-5 years, with the most recent update in January 2018 with the release of The PMBOK® Guide – Sixth Edition.

ANSI and Industry Standards


Although the ANSI Standard was quickly embraced worldwide by industries, governments, institutions, and academia, there is still a lot of catching up to do. PMI estimates there are 20 million professionals currently working in Project Management throughout the world; however, less than 5% are PMP certified.

The PMP Program

The PMI does extraordinary work to advance the science and application of modern Project Management. Its most significant accomplishments and ongoing programs is the formal certification of Project Managers: the Project Management Professional program.
This PMP program helps ensure the highest professional and ethical standards within the community of practicing Project Management Professionals.

**Earning the PMP credential:**
- increases career options
- gives you ability to influence the successful outcome of projects you undertake
- provides more opportunities for increasing your salary.

It also offers similar benefits for organizations who employ people who are PMP certified.

**What does all this mean for you?**
It means there is a rapidly growing demand for Project Management Professionals to lead the world’s industries using effective Project Management techniques. If you want to see the real scope, check out a few of the large, web-based employment sites and search for “PMP” or “PMI” and see how many employers are looking for PMP/PMI-certified Project Managers.

The numbers may surprise you, and if you check back again in a week, most likely the number will have grown. Many governments around the world will only pursue contracts for projects that are run by PMP's. And most of the big national and international companies have mandates which require their Project Managers must be PMP certified.

**The PMP is now THE TICKET to entry for the Project Management profession for the best jobs worldwide. And for good reason - PMPs deliver consistent, measurable value.**

**Did You Know?**
In Harold Kerzner’s must-read book, “In Search of Excellence in Project Management,” he studies 200 of the world’s top corporations. His findings indicate that only 29 of the 200 companies achieve his highest rating as “excellent or on the right track.” We have a long way to go before a high Project Management maturity level is achieved throughout the industry as a whole.
Why Becoming a PMP is Valuable

While Information Technology has led the way in Project Management certification, ALL organizations and sectors in today’s fast paced, business-oriented world can benefit tremendously by adopting modern Project Management techniques to quickly and efficiently reach milestones and complete projects.

For example, take a look at the marketing department in a standard company.

Marketing expenditures typically account for 10-20% of a company’s gross revenue, so a company generating $100 million in revenue spends $20 million in marketing. However, most marketing professionals have minimal Project Management skills, yet they’re managing multi-million dollar projects!

Over the past 30 years, research studies consistently show that projects managed without using modern Project Management techniques have a 75% failure rate.
Couldn’t marketing professionals drive significant improvement in their organizations’ marketing projects by becoming certified in Project Management? Definitely!

And it’s not just the marketing department that could benefit. The same can be said for professionals who work in engineering, product development, and facilities management – all areas of an organization where projects are the lifeblood of the business.

At Cheetah Learning, we have helped people from a wide variety of professions become PMP certified and have some amazing success stories about how people have dramatically improved their careers with this certification.

✔ Jim the HR manager who, on a whim, decided to become PMP certified and in two years became the Executive Director of Human Relations with a $40,000 pay raise.

✔ Elijah, an Environmental Consultant, who became PMP certified to improve business and saw a jump in revenue from $250,000 to $750,000 in just six months.

✔ Leslie, the middle-school teacher, who went through the program and is now leading curriculum development projects for her school district.

Obtaining the PMP credential was the unifying critical element that enabled these professionals to launch into their successful career paths.
This table shows which parts of an organization gain the most by having certified PMPs.

<table>
<thead>
<tr>
<th>Department</th>
<th>Time Spent on Projects Overall</th>
<th>Money Spent On Projects</th>
<th>Value Of PMPs In The Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Product Development</td>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Marketing</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Sales</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Engineering</td>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Manufacturing &amp; Production</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Information Technology</td>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Finance</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Accounting</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Administration</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Legal</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>

**Did You Know?**

Various studies indicate that only 25% of all projects worldwide succeed in achieving budget, schedule, and quality objectives. However, these same studies indicate a 75% success rate for projects that employ modern Project Management concepts, tools, and techniques. These facts, coupled with the now ANSI standard, are the driving forces behind today's enormous interest in modern Project Management.
How Do I Become PMP Certified?

The stated purpose and goal of PMI’s Project Management Certification Program is the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based, professional certification program of the highest caliber.

In 2006, the PMP credential process received ISO 17024 accreditation.

The certification program supports the international community of Project Management Professionals and is designed to objectively assess and measure professional knowledge. This is no trivial matter. Can you imagine a world where everyone spoke a different language in how to get things done? It would be very difficult to work together. When you all speak the same language, it is much easier to organize and complete projects across organizational lines and cultures.

When you study to become a PMP through Cheetah Learning, you develop a strong foundation in the agreed-upon terminology and processes that are internationally accepted for practicing project management.

Joining the community of PMPs worldwide is a significant step in your ability to deliver outstanding value. And it’s a crucial skill to have in today’s globally-connected age.
Educational and Experiential Requirements

To achieve PMP certification, you must satisfy all the educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge about Project Management that is tested by the PMP certification examination.

Our accelerated online or classroom programs, Cheetah Exam Prep® for the PMP®, assists you every step of the way to move you quickly and easily through the exam prep process, starting with eligibility requirements.

You’ll learn how to position your project efforts using the correct PMI terminology to ensure your valid experience meets the rigid eligibility requirements from the PMP Exam. Once we help you confirm your eligibility, we thoroughly prepare you for the exam which you sit for the fifth and final day of class.

You can choose to qualify in one of two categories:

Requirements for Category 1

At the time of application, you must...

• hold a baccalaureate or equivalent university degree
• have a minimum of 4,500 hours of Project Management experience within the five Project Management Process groups (These groups are explained later in this section)
• have Experience Verification Form(s) which show a total of at least 4,500 hours have project dates which indicate you have at least three years of Project Management experience within an eight year period prior to the application
• indicate at least 36 unique (non-overlapping) months of Project Management experience on the Experience Verification Form(s) to satisfy the three year requirement.
The required documentation is...
• the date of completion of your baccalaureate or equivalent university degree
• an Experience Verification Form(s) meeting criteria listed above
• thirty-five (35) hours of PM training prior to applying for PMP eligibility

Cheetah Tip!
If you register for Cheetah’s Accelerated Exam Prep for the PMP online or classroom course, we offer an online course that when successfully completed (as verified by a course completion certificate) may be used to satisfy this requirement, if needed. This is only available to people who register and pay for Cheetah’s Exam Prep for the PMP course.

Requirements for Category 2
You can qualify under this category if at the time of application, you...
• do not hold a baccalaureate or equivalent university degree but instead hold a high school diploma or equivalent secondary school credential
• have a minimum of 7,500 hours of Project Management experience within the five process groups (These groups are explained later in this section)
• have Experience Verification Form(s) which show a total of at least 7,500 hours
• have project dates which indicate that you have at least five years of Project Management experience within the eight year period prior to the application
• indicate at least 60 unique (non-overlapping) months of Project Management experience on the Experience Verification Form(s) to satisfy the five year requirement
The required documentation is...

- an Experience Verification Form(s) meeting criteria listed above
- thirty-five (35) hours of PM training prior to applying for PMP eligibility

**Cheetah Tip!**

If you register for Cheetah’s Accelerated Exam Prep for the PMP online or classroom course, we offer an online course that when successfully completed (as verified by a course completion certificate) may be used to satisfy this requirement, if needed. This is only available to people who register and pay for Cheetah’s Exam Prep for the PMP course.

If you are unable to meet the requirements to sit for the PMP exam, consider earning your CAPM® certification. Our Project Management Fundamentals Online Certificate Program is designed to help you prepare for, and pass, the CAPM® exam. Then, you’ll be one step ahead and will be ready to successfully pass the PMP Exam once you meet the requirements.

**Project Management Body of Knowledge**

**PMBOK**

The Project Management Institute created an ANSI standard document called the Project Management Body of Knowledge (PMBOK) - now in its sixth edition.

**Initially, this document may seem quite daunting.**

The PMBOK includes the tools, techniques and processes required by a Project Manager and breaks these processes into the various stages necessary to best manage projects.
To pass the PMP exam, you will need to know not only the contents of this document but also how to apply it as a practicing Project Manager.

Cheetah Learning specializes in helping you learn just that in our 4-day Accelerated Prep Course. As one of our former students said, “The techniques Cheetah uses is like tattooing the PMBOK on your frontal lobes.”

**Project Management Process Groups**

**Initiating Processes:** Recognizing that a project or phase should begin and committing to do so.

**Planning Processes:** Devising and maintaining a workable scheme to accomplish the business needs that the project was undertaken to address.

**Executing Processes:** Coordinating people and other resources to carry out the plan.

**Monitoring and Controlling Processes:** Ensuring that project objectives are met by monitoring and measuring progress and taking corrective action when necessary.

**Closing Processes:** Formalizing acceptance of the projector phase and bringing it to an orderly end.
Knowledge Areas

There are ten knowledge areas with tools, techniques, and processes you must know - not only what they are, but how to use them correctly at various project stages. The PMP exam is designed so that you will be able to synthesize your practical working knowledge with all the contents of the PMBOK as well as a number of other industry standard references.

Just understanding the PMBOK is not sufficient to pass the PMP exam.

You must also have real world experience doing projects, and guess what - most people do. Completing projects is a part of life, but being able to translate that experience is a crucial skill to passing this exam. The Cheetah Accelerated Exam Prep Program gives you this ability and includes over fifty other references to make sure you have the best chance of passing the exam.

Accelerating Your Application Process

As mentioned above, the eligibility application includes your examination application with appropriate fee and your Experience Verification Forms which will detail your Project Management work experience and educational background.

Your application and documentation must be in English and must be thorough and accurate. With the Cheetah process we show you how to reduce the time needed to file your application from eight hours to two hours.

For example, meet Daisy, a marketing executive for a specialty pet food company. She, and her fellow execs, were encouraged to become PMP certified, but she had a hard time getting her application accepted and stressed over it for several hours.
Here’s what she had to say about using Cheetah Learning:

“My eligibility application got audited by PMI. As you can well imagine, being in marketing, and not traditional project management I was worried! Thank god, Jean of Cheetah Learning had reviewed my eligibility application. It was just matter of submitting the documentation I had already done. It passed with flying colors.”

Experience Verification Form

The Experience Verification Form has to summarize your project experience (including project names and companies). However, your project experience must be summarized within the framework of the 5 Project Management Process Groups, outlined above.

**Cheetah Tip!**

If you are already a Cheetah student and you have questions about filling this out, contact our Cheetah Success Coaches for help or send your questions to askjean@cheetahlearning.com.

Click on our Work Verification Spreadsheet link to see a sample in your pre-course material for your Cheetah Exam Prep program.
File Your Information Online

Go directly to PMI’s PMP Certification website. This online form is available through PMI to file your application. It’s best to first become a member before filing this form as the exam fee drops for members.

Application Processing Time

PMI states it will process your certification application within 5 to 10 working days. You will find it usually is much faster when filing online. Occasionally, PMI does experience delays during “peak demand” periods. At those times, it can take up to six weeks to process your application.

Once your application is submitted you will be asked for exam payment (you pay PMI directly for the exam as they grant the certification). They will respond to your exam payment with an Eligibility Letter that includes information you will use to schedule your exam at www.prometric.com.

NOTE: Approximately 10% of those completing the eligibility application are selected for a random audit that must be completed before your eligibility is confirmed. To ensure you pass the random audit, you should have one of our trained Cheetah Success Coaches review your eligibility application prior to submitting it.

Eligibility Duration

You must take the PMP exam within one year of receiving your approval to test. When the one-year test window expires, you have to apply and pay again. You can request a partial refund if you decide not to take the exam after you have been approved. PMI will, however, retain $200 to cover processing costs.
Contact Hours of Project Management Education

You are required to have a minimum of 35 hours of formal Project Management training prior to applying for eligibility, and these contact hours must be documented and completed at the time of application. Training from a wide variety of sources is considered valid, so most likely you already have some form of Project Management training.

If you don’t have the 35 hours, we offer a free online course that satisfies this requirement. People must register and pay for our online or classroom Cheetah Accelerated Exam Prep Program to qualify and must successfully complete the course (as verified by a course completion certificate) before reporting and submitting an application to PMI.

The course hours may include content on project quality, scope, schedule, cost, resources, communications, risk, procurement, and integration management. You can satisfy the educational requirements by demonstrating the successful completion of courses, workshops and training sessions offered by one or more of the following types of education providers:

1. PMI Component Organizations (Courses offered by PMI R.E.P.s, PMI Components (chapters, specific interest groups, colleges), or PMI, are pre-approved for contact hours in fulfillment of the educational eligibility requirement).

2. Employer/company-sponsored programs

3. Training companies or consultants

4. Distance-learning companies, including an end-of-course assessment

The Gold Standard in PM Education
**NOTE:** One hour of classroom instruction equals one contact hour. If you have completed a university or college course on Project Management that met for three hours per week for 15 weeks, you would document 45 contact hours. If only a portion of a course dealt with Project Management, then only the hours spent on project management can be applied toward the total.

PMI Chapter meetings and self-study does not satisfy the education requirements. However, if at least one hour of a chapter meeting is spent conducting a learning activity, the hours(s) spent in that activity can be counted towards the educational eligibility requirement. Refer to the PMI Credential Examination Policies & Procedures section in this handbook for details on next steps after you submit your application.

**PMI Professional Development Program**

Once you have successfully completed the process and passed the PMP exam, you are officially PMP certified.

*Keep in mind that you must still satisfy PMI’s Professional Development Program to maintain your certification.*

You must earn a minimum of 60 Professional Development Units (PDUs) every three years, including meeting hours in PMI’s Talent Triangle categories, and agree to adhere to PMI’s Project Management Professional Code of Professional Conduct.
Cheetah Learning offers online, cutting-edge Project Management courses that allow you to earn your PDUs whenever it’s convenient, including a prepaid option which helps you easily earn your 60 PDUs.

Detailed information on the program is included in the email you receive from Cheetah Learning once you pass the exam. Those PMP's who support their credential by taking Cheetah's PDU courses are some of the highest paid Project Managers - earning twice what their counterparts make with the same experience level.

It makes sense why - the more relevant professional continuing education translates into more effectiveness. When you are a PMP for over a decade, it means you’ve been through three professional development cycles.

We also offer a number of free career development tools to our PMP students. Our goal is to ensure that our students are the most successful people on the planet. Be sure to share our goals along with your own when you meet with your employer to discuss your PMP training options.
How Do I Prepare for the PMP Exam?

Once you get your eligibility letter, it’s time to focus on the PMP exam. For many PMP candidates, the exam is the most challenging part of the certification process. So let’s take a look at what you’ll encounter.

Computer-based Examination Administration

The PMP exam is offered via computer at approximately 1,700 testing centers worldwide, with 300 in North America. The testing centers in North America are operated by the Prometric organization.

Your PMP eligibility letter will contain detailed testing information you’ll need to schedule your test session. Once you have this, it’s your responsibility to schedule your exam with a Prometric testing center. This can be done by telephone, or by going to www.prometric.com once Prometric has processed your online application.
Upon arrival at the testing facility, you’ll be asked to sign in, and you’ll be called by the exam proctor in the order you signed in. You must present your eligibility letter and two forms of ID to begin the test.

One form of identification must be government-issued, with a picture and a signature (driver’s license, passport), and the other can be a credit card or PMI membership card, as long as it contains a signature.

We guarantee you will pass the PMP exam - we do more than just teach you about Project Management. While our methodologies may seem unusual compared with conventional professional education, they’re well proven and probably not like anything you’ve experienced before. Trust in our process and proven success, and you will pass the PMP exam - guaranteed.

Cheetah Tip!

There is a science to preparing people for the PMP exam. The key is not in the “what”, it’s in the “how” of using accelerated learning in our curriculum design. Others may offer a 4 day “boot camp”, but that is not what Cheetah’s program is.
You will be given a locker outside the testing rooms for storing personal belongings. Many testing centers also require you to completely empty your pockets before testing; this means no keys, no writing instruments, no wallets - nothing at all in any pockets. Many testing centers also deny you access to storage lockers during the exam, so any snacks and water (you will need these) should be kept outside or on top of lockers.

Once personal belongings are stowed away, you’ll be given earplugs, scratch paper, and two pencils (or an erasable tablet and suitable pen). PMI has added a calculator function to the exam, and will not allow you to bring a programmable calculator to the test. The proctor then takes you to your specific testing station, which is separated from the other stations by partitions that look like office cubicle walls.

Depending on the testing center, the room may be dimly or brightly lit, and you may have a desk lamp. It might be hot or cold, so dress in layers just in case. The computer screen is normally 19” to give you a large viewing area, and the test questions are presented one at a time in plain black and white to avoid screen clutter. Some candidates find the screen to be little too close for easy viewing, so bring any glasses or reading aids you might need.
If you have special considerations, such as ADD, a visual impairment, cerebral palsy, etc., you can contact PMI and request special consideration. You will usually be asked to provide a doctor’s note specifying the condition and request additional time or help - such as a reader if you have a visual impairment. In our experience, PMI is generous about giving extended time for the test and providing any necessary resources. The consideration must be approved and in place before you receive your eligibility. The testing center cannot provide special consideration unless you are verified beforehand as eligible. Do not be shy about requesting this consideration, as you want to pass the test the first time.

Once you’re situated at your testing station, your proctor will help you begin the examination process. You’ll be given the option to use a computer tutorial prior to beginning the exam, which we highly recommend. Time spent on the tutorial does not count against your allotted test time, and the tutorial can greatly help you get acclimated to the testing environment. As you begin the exam, a clock also starts to show you how much time you have remaining to complete the exam. Total allotted time for the exam is 4 hours.

**Cheetah Tip!**

When people can absorb new information in at least three different formats and contexts, they can more quickly and easily recall that information. When studying for the PMP exam, find a variety of formats that present the information on the test and review your study material as least three times.
Passing Score

The PMP exam has 200 multiple-choice questions, with 175 of those items scored and 25 un-scored. All questions are drawn randomly from a bank of thousands of possible questions, and therefore no two exams will be identical.

**NOTE:** The 25 un-scored items are placed randomly throughout the exam and not counted against your grade. However, you will not know which questions are un-scored.

There are two levels of information provided on your score sheet. One is the overall examination results, which tells you whether you passed or failed. The other is a diagnostic representation of your proficiency level in different domains. Each domain is accompanied by one of three possible proficiency levels: proficient, moderately proficient, or below proficient. There is not a minimum or maximum number of domains in which you need to demonstrate proficiency in order to pass the exam - pass/fail is determined by overall score only.

Professionals from our Cheetah Exam Prep for the PMP course who score very high on the exam have a wide range and depth of PM experiences. They have the ability to completely immerse themselves in the four-day classroom or four-week online program, and also properly implement the techniques taught in the program to relax and focus during the exam.
Cheetah Tip!

When people submit their PMP eligibility application online with PMI, it takes approximately 5-10 days for PMI to respond by requesting payment for the exam. You will pay PMI for the exam as they grant the certificates. Once you pay PMI for your exam, you will either be informed you were chosen for a random audit or be issued an eligibility letter which includes information you need to schedule your exam at [www.prometric.com](http://www.prometric.com).
Re-examination

If you don’t pass the exam on your first attempt, you can take it again. You will just need to submit a re-examination form to PMI. There is no waiting period to submit the form or to retake the exam, and you can usually reschedule your exam within two weeks. However, there is a time limit to submit re-examination forms; **forms must be submitted within one year from the original test date.**

Once PMI processes the re-examination fee, they’ll send you a new eligibility letter containing testing information and identification code. You are allowed to test three times per year, and if you don’t pass in these three attempts, you must wait a year to reapply to sit for the exam again. The re-examination fee is $275.00 USD for PMI members and $375.00 USD for non-members.

Exam Questions

Be careful if you’re practicing with an exam database that gives you short questions with five answers. That is the previous format when the exam was 320 fact-oriented, multiple-choice questions, and is not applicable to the current exam format. Thank goodness PMI took a different approach!

With the old exam, candidates were given eight hours to complete the exam. So if you knew your facts and figures, you could whip through the exam questions pretty easily. With the new format, all of this has changed.

Today’s exam is designed to fully test your understanding of modern Project Management concepts, standards, tools, and techniques – not to see if you can regurgitate a boatload of facts and figures. The questions are designed to test both your understanding of concepts and your practical application abilities, so you will see a wide variety of question types.
Exam Tip!

Being relaxed is the best way to pass this exam. Eat an adequate high protein, low carb meal before the exam, learn stress-reduction techniques for when things get tense. Drive to the exam location several days before your exam to be sure you know how to get there. Lastly, make sure to bring healthy snacks and water for your breaks.

The exam includes some simple, factual questions such as these two examples:

Which of the following is used to ensure the description of the product of the project is correct and complete?

A. Verify Scope  
B. Procurement Audit  
C. Configuration Management  
D. Project Management Information System

Your most recent project status report contains the following information: 
EV=3,500, AC=4,500 and PV=4,200. The schedule variance is:

A. +1,000  
B. +700  
C. -700  
D. -1,000
Many questions will require you to eliminate the incorrect answer, such as:

**Inputs to develop schedule include all of the following except:**

A. Network Diagrams  
B. Risk Register  
C. Activity Resource Requirements  
D. Project Scope Statement  

**PMIS is a tool in which of the following processes:**

A. Perform Integrated Change Control  
B. Direct and Manage Project Execution  
C. Monitor and Control Project Work  
D. Develop Schedule
There are also some fill-in-the-blank type questions. The examples up to this point represent the easier types of questions on the exam. The more difficult questions, which comprise most of the exam, are those that present a hypothetical situation and then ask you for the best response. Here is an example:

You’ve been hired to manage a multinational team of engineers to build a bridge across an isthmus. The team completed the project on time and within budget. At the ribbon cutting ceremonies, you are presented with the keys to the city and a vacation package for two. Your most appropriate action would be to:

A. Gracefully accept both
B. Accept the key to the city but decline the vacation for two
C. Accept both but return the vacation for two in private after the ceremony
D. Decline both

These questions can be very challenging, especially if you’re anxious and tired. First, the question itself is long and drawn out, then it requires you to make a judgment call rather than offering concrete answers. With this type of question, you must stay focused, clearly understand what is being asked, and use a combination of your training and practical experience to select the best answer.

In the example question above, all four options are logical, but one is better than the others. Here the best answer is the second one, according to PMI’s Code of Ethics and Professional Conduct. Many candidates get this type of question wrong because they either fail to fully understand what the question asks, or they don’t understand the concepts behind PMI’s Standards. Our programs will have you well familiar with these types of questions and ready to navigate the exam with confidence.
If you have studied the right materials, know The PMBOK® Guide, can draw on a solid experiential background in Project Management, and stay focused throughout the exam, you will do fine with all question types.

Cheetah Tip!
You do not have to start the exam when you first sit down. We recommend you do the tutorial first, then start the exam. Cheetah test takers are able to quickly record the key PM concepts and equations on scratch paper provided by the test center when they first arrive. This keeps them calm when they encounter difficult questions that require working through complex calculations or thought processes. It also makes them feel less rushed to get their answers down before they forget them.
Preparation and Study

There is an unlimited amount of advice within the Project Management community concerning what to study and how to prepare to successfully pass the PMP exam, including scores of good reference books and commercial exam prep courses available.

Regardless of the approach and sources of information you decide to use, there are two basic musts:

1. You must have an effective combination of both practical experience and formal training in modern Project Management to pass the PMP exam. You cannot succeed without both.

2. Assuming you satisfy the experiential criteria for certification, you must acquire formal training in modern Project Management concepts, standards, tools, and techniques. Most candidates who take the exam have solid experience and training in several Project Management areas.

Exam Tip!

During the test, mark the questions on the computer if you don’t immediately know the answer, so you can easily find them when you go back to check them later. By the time Cheetah students get to the exam, they’re already in the habit of recording whether they knew the answer immediately, could narrow their choices or had no idea. This allows them to focus on the questions they know and move through the exam quickly, leaving time to go back to the ones they marked. Not only does this save time during the exam, but it builds your confidence as you answer the easier questions first and your mind is clear for the more difficult ones.
The PMP exam requires a thorough understanding in all areas of Project Management in order to pass. As relatively few candidates have a comprehensive understanding of all areas of Project Management, chances are you'll need some formal training to reinforce your weaker areas and ensure you're up to date on the proper PMI terminology.

A general outline of areas in which you must have a thorough understanding is provided by the current PMBOK® Guide:

- Project Management Context and Framework
- Project Management Processes and the Five Process Groups
- Multiple sets of Inputs/Tools and Techniques/Outputs
- 49 Defined Project Management Processes
- 45 Common Project Management Acronyms
- Over 385 Project Management Term Definitions
- All Ten Project Management Knowledge Areas
  1. Project Integration Management
  2. Project Scope Management
  3. Project Schedule Management
  4. Project Cost Management
  5. Project Quality Management
  6. Project Resource Management
  7. Project Communications Management
  8. Project Risk Management
  9. Project Procurement Management
  10. Project Stakeholder Management

The Gold Standard in PM Education
A thorough understanding of and working skills with:

- Network Diagramming
- Earned Value Analysis
- Project Scheduling
- General Management Practices
- Change Control Systems
- Work Authorization Systems
- Work Breakdown Structures
- Strategic Business Planning
- Project Task Interdependencies
- Estimating
- General Accounting Standards
- Quality Control
- Quality Assurance
- Conflict Management
- Motivation Theory
- Communications Management
- Risk Management
- Contracts Administration
- Procurement Management
- PMP Professional Responsibility

Cheetah Tip!

Make sure the PMP exam method that you use reflects the information in the PMBOK Guide - Sixth Edition. This is the most recent PMBOK book and the basis of the current PMP exam.
There are many sources of information and training available to help you prepare for the exam. The important thing to recognize is that your sources need to include all of the listed items.

The PMBOK® Guide is essential in preparing for your PMP exam. You must know it inside and out, understanding that The PMBOK® Guide is an industry standard. It is not a teaching guide or textbook, so it may initially be difficult to read and intuitively understand, but remember that it is crucial for success. You cannot learn modern Project Management from The PMBOK® Guide alone, but it is an indispensable tool you must be familiar with.

Successful preparation requires supplementing your PMBOK® Guide studies with other materials that address the basics of modern Project Management. There are many excellent texts and desk references available, written by experts in Project Management - some offer in-depth and comprehensive information, while others are good for quick answers to common Project Management tools and techniques. *Project Management: A Systems Approach to Planning, Scheduling and Controlling* (8th edition, 2001) by Harold Kerzner, Ph.D., provides most of the supplementary information you'll need to be successful. It is a 1,200-page, small-print text that takes some time to master, so plan to spend lots of time with this book. It is also a good idea to focus your supplemental study only on those areas that track with The Gold Standard in PM Education.
The PMBOK® Guide. Use The PMBOK® Guide to identify the areas you need to study and then go to the other PM references for that supplemental information. About 1/6th of the questions on the PMP exam address Professional Responsibility. The best single source of study material in this area is PMI’s Code of Ethics and Professional Conduct, available at PMI’s web site. The concept and practice of respecting cultural differences is an integral part of Professional Responsibility, so any material that addresses this topic may be a good source for supplemental study.

**Exam Tip!**
You have a little more than one minute per question during the exam. The best strategy is to answer the easy questions first since you don’t score more points by answering the hard ones.
Updates to the PMP® Certification Exam

PMI updated the PMBOK to the sixth edition in 2017, and they released the newest exam March 25, 2018.

The Sixth Edition continues to reflect the evolving knowledge within the profession of project management and represents generally recognized good practices in the profession. The major changes from the 5th edition to the 6th edition PMBOK are the following:

• Two Knowledge Area names were changed to reflect the work that is done: Time Management was changed to Project Schedule Management, and Human Resource Management was changed to Project Resource Management to address both team resources and physical resources.

• Some processes were eliminated, moved or added: Close Procurements was eliminated; Estimate Activity Resources was moved to Project Resource Management; and Manage Project Knowledge, Control Resources, and Implement Risk Responses were added.

• Each Knowledge Area now includes material on key concepts, trends and emerging practices, tailoring considerations, and input on agile/adaptive environments.

• Nine process names were changed to improve consistency across the process and improve clarity.
Self Study or Commercial Prep

Surveys indicate that 10% of all candidates take the self-guided study approach. With this method, you get back what you put into it - if you're confident you can learn and assimilate all the material you need to know to clear the exam, and you can put in several hours per day for several months, you may want to try this route.

It’s not the fastest, but if you have more time than money (and you can’t make money from your time), then it’s the way to go. The worst that will happen is you spend three-to-six months studying and don’t pass the exam. Self-guided study certainly works for some candidates, but for most, it represents the longest and riskiest path.

Cheetah Tip!

Find out the qualifications of the company offering the exam prep. How many years have they been in business? How often do they cancel classes? How often do their teachers teach their PMP prep course? How often do they update their training material and how do they do it? How often do they update their exam questions? Don’t just believe what you read - find out from former students, colleagues, friends, and family what they have heard.
Types of Courses

If passing the exam after investing hours of study time is important to you, then you should consider a prep course. But make sure your time is well spent - some prep courses provide the same information you get in this guide and not much more, and there are many seminars and development courses from which to choose.

There are a variety of options for commercial training, and there are pros and cons to consider with each approach. For example, the majority of PMP prep courses are two or three days in length, cost about $1,700 (without travel costs), and promise the world in their promotional materials. However, all they really do is direct you on what to study and provide you with their recommended study materials, much of which we cover in this guide - you will likely have to spend a few hundred hours studying on your own.

Before signing up for one of these programs, talk directly with the provider to clearly understand what you’re getting.

Many guarantee that you will pass using their method, but there are all types of hoops you have to jump through to validate the guarantee in terms of precourse and post-course studying.

They also over promote their pass rates and simply rely on their students to accurately report their own scores.
We have also discovered over the years (as did the PhD candidate studying PMP exam prep providers) - all the other PMP exam prep providers just do not hold all that many courses per year. If they did, she would have included them in her research. Yet their websites list numerous courses with venues that are TBD. Buyer beware here - if the venue is TBD, there is a high probability they will take your money, cancel the class for which you registered, and talk you into taking one they will be holding at a later time. Also, there is very much a science to preparing for this exam, and it’s not the type of thing you can teach once or twice a year and give your students the best chance of passing. You need a coach that lives and breathes PMP.

At Cheetah Learning, our PMP coaches teach the PMP course fifteen to thirty times a year. Additionally, their pay is based, in part, on whether their students pass (which we verify with PMI). So our pass rates are the ONLY documented pass rates in the industry that undergo a full, internal audit. Ask the provider you’re considering about their instructors: not just how often they teach, but also how they are compensated and audited.
Several providers offer hundreds of sample exam questions, typically available online or on mobile phone apps, to help you prepare. Practicing with sample test questions is a valuable and very effective technique to help prepare for the exam and should be included in any PMP exam-prep program. However, this is certainly not an effective stand-alone study method.

Be careful of any commercially available exam questions as many are based on old exams - we have had numerous students come to us through the years that had used these exam banks, were doing very well on their practice exams, yet still failed the real exam. It can be very disorienting to prepare extensively using outdated test question and then find a completely different types of questions on the exam. Imagine spending all those hours studying the wrong stuff...

Remember that no commercial training groups know what questions are on any given exam. If they claim to or claim they have written the exam, be careful. If you use their material you may violate PMI’s Code of Ethics and Professional Conduct and lose the PMP certification you worked so hard to attain. PMI has very strict rules against sharing with others what was on the exam.

It is much more important to fully understand the standards, concepts, tools, and techniques, and how to synthesize your experience related to the PMI way. This way, you are prepared to effectively tackle any question presented in any format. If you’re using one of these tools to prepare and you easily score in the high 90s, then the questions are not representative of what you’ll see on the exam, and your resource is not going to help you much.
Some providers offer online options to get you through the certification process. These approaches give you access to their content and some are even instructor backed. You must be disciplined to complete these programs, and some recommend you set aside at least 16 weeks to go through them.

It is important that you clearly understand what you’re getting into with a PMP Exam Prep program.

More than one-third of our students come to Cheetah after having gone through someone else’s exam prep course and finding it ineffective.

Knowing your options is important, especially when deciding with your employer which PMP prep is right for you and your organization.

Cheetah Tip!

We participate in a variety of social media forums where we hear a number of different “takes” on the PMP exam. Some people say the first 50 questions are the hardest; others say the first 10 questions were especially challenging or that there were many long and complex questions throughout. Each PMP exam is randomly generated so there is no “typical” test. To ensure Cheetah students are prepared for whatever is on their particular exam, we prepare them in two ways.

First, they learn how to stay relaxed and focused even under difficult situations. Second, Cheetah instructors and training developers are constantly reviewing the most current edition of The PMBOK® Guide and integrating fresh, updated material into our course. For these reasons, we believe Cheetah offers you the best chance to pass the PMP exam.
What Is The Cheetah Difference?

With our complete immersion approach, Cheetah Learning is your hands-down-best chance to pass the PMP, and it’s what our students from the largest and most prestigious companies from around the world know.

Cheetah Exam Prep classes for the PMP (both online and classroom courses) are designed to prevent the retention leaks that occur when you continually start and stop the study process. In our four-day classroom course, you study the right material in the most efficient way to stimulate instant recall and accelerate learning.

One of Cheetah’s alumni, Pat McNabb, commented about the Cheetah Exam Prep course:

“....the attitude of importance, encouragement, and 24-hour-a-day focus is like a wave that sweeps you up and helps carry you through the exam. Someone asked me what I thought about taking a series of Saturday classes in prep for the exam. My thought is that this kind of learning would be too diluted to have the same impact of the solid four-day infusion that Cheetah delivers.”
Cheetah's four-week online course follows the same accelerated learning principles and delivers the same successful results.

Cheetah Tip!

There are a number of honest and reputable companies that offer PMP exam prep programs, but don’t fall for deceptive advertising tactics. Ask the following questions:

1. Do you guarantee I will pass the exam? If so, find out the terms of their guarantee.

2. How do you document your pass rates? Many companies make undocumented claims about pass rates. If they don't verify each student's results, be careful. Also, ask how their instructors are compensated. Cheetah PMP coaches are compensated based on verified pass rates for their students, and the Cheetah pass rate is internally audited.

3. Do most people take the test immediately after the prep program? If the prep provider doesn’t encourage you to take the exam immediately following the course, be guaranteed that you will have to do more studying after their program.

4. Do I need to purchase extra prep material in addition to what I get in class? With Cheetah, all you need is a copy of the PMBOK Guide (which many Project Managers already have). Most other training companies give you a large list of materials you need to purchase, then leave you on your own to study. This can end up costing you more money and time than you initially budgeted, and may reduce your chances of passing the exam. At Cheetah, you learn how to pass the PMP exam - guaranteed. You just need to show up.
Cheetah Alumni, Jon Stevens, said:
“...by the time I finished the course, I was averaging just below 90% on the practice tests and feeling very confident for the exam... I would recommend the Cheetah online PMP exam-prep course to anyone.”

Cheetah’s approach is modeled on accelerated learning techniques that have been proven over the course of 40 years, and it is supported by more than a dozen certified Cheetah PMP coaches - the most in the industry - who are certified in coaching people using accelerated learning principles.

Cheetah’s method offers the highest level of assurance that you will pass the exam, even with your busy schedule. Cheetah’s very first accelerated exam prep course launched the week of 9/11 in 2001 - and we all remember the tragic events of that day. As our nation mourned and came together with a singularity of purpose that superseded all other priorities at that moment in time, our first group of students all passed the PMP exam. Even with all your responsibilities and obligations, Cheetah will get you a passing score.
If you do not pass the exam after completing our course, you’ll be immediately enrolled in our momentum course, work one-on-one with your classroom instructor, and register to retake the exam within thirty days. This has proven to be very successful, and the small fraction of our students who don’t pass on the first attempt have little problem passing on the second.

**Joining PMI**

Although there is no requirement to be a PMI member for PMP certification, it makes sense to join. Annual membership fees are low, and you receive numerous benefits - including an immediate $150 USD discount on your certification exam fee - the discount alone pays for your first year. As a member, you are part of the world's largest network of Project Management Professionals, and can enjoy the benefits of staying well informed and networking with other professionals in the field.

**About Cheetah Exam Prep for the PMP**

We have extensive information about the online, classroom, and virtual Cheetah Exam Prep for the PMP courses on our website at [www.cheetahlearning.com](http://www.cheetahlearning.com). You also can call our Cheetah Success Coaches at **855-286-9900**.

---

**Cheetah Tip!**

Most people find the examination process very stressful, but those who go through the exam after the Cheetah Exam Prep course are encouraged and supported by following our diet, exercise, lifestyle, and attitude plan to significantly decrease their stress levels. Our program also improves their focus and concentration, even under the most difficult circumstances. Course participants say they have never felt better - passing the exam is sure to help with that overall feeling of wellbeing.
Class Offerings

We offer our classroom program weekly in cities throughout the United States and onsite at clients’ facilities. We also offer a virtual classroom program eight times throughout the year. Check the current schedule by visiting our website at www.cheetahlearning.com or calling 855-286-9900.

If you have a minimum of eight candidates who are interested in participating in the program, we will consider hosting a public course in your area. Contact us to see if we can add your city to our event calendar. Since we also teach this course in-house, we can organize a class at your company if you have 10 or more candidates for certification - providing all the benefits of our public classes along with cost savings.

If you can’t make it to one of our classroom locations, be sure to learn about our four-day Virtual Live classes where you set yourself up at your own home office or kitchen table.

Or, consider our Online Cheetah Exam Prep for the PMP exam courses where, instead of four days in the classroom, you can go through the same preparation over a four-week period, spending 12 to 14 hours per week studying.

Cost Comparison and EMV

During our exam-prep PMP course, students learn how to analyze the risk of different project options known as Expected Monetary Value analysis.
Getting the PMP certification is a project - it’s a temporary endeavor, unique, and has a definite beginning and end. There are two ways of completing that project; you can choose between the Cheetah accelerated approach and the traditional approach (self-study). Each approach has associated risks, and these risk “events” can have either a positive or a negative impact on individual results. Let’s take a look at those risk events.

**The four basic risk events associated with pursuing the PMP are:**

1. **Passing the PMP exam**
2. **Failing the PMP exam**
3. **Studying for the PMP exam**
4. **Taking a PMP exam-prep course.**

These risk events can happen whether you choose Cheetah’s accelerated approach or the traditional approach. For each risk event, there exists a probability that it will occur and an associated cost (or gain) for that risk event.

The expected monetary value (US pricing) for each risk event is calculated by multiplying the probability of the risk event times the cost (or gain) of that risk event occurring. With this information, we can calculate the expected monetary value for the risk events associated with each PMP pursuit option, and determine an overall expected monetary value for the accelerated PMP pursuit approach vs. the traditional PMP pursuit approach.
The example below shows the Expected Monetary Value Analysis for the Cheetah PMP Exam Prep vs. the Traditional Approach for getting the PMP certification. A positive number represents a gain while a negative number represents a loss.

The Expected Monetary Value Analysis shows that with the Cheetah approach to pursuing the PMP, there is an associated $13,475 gain. With the traditional approach, there is only an associated $1900 gain. This makes the Cheetah approach an $11,575 better option.

<table>
<thead>
<tr>
<th>Risk Event</th>
<th>Probability of Occurring</th>
<th>Impact ($)</th>
<th>Expected Monetary Value (P x I)</th>
<th>Probability of Occurring</th>
<th>Impact ($)</th>
<th>Expected Monetary Value (P x I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass the Test</td>
<td>98% (our pass rate)</td>
<td>+$20,000 (typical pay raise)</td>
<td>+19,600 (standard pass rate)</td>
<td>60% (our pass rate)</td>
<td>+$20,000 (typical pay raise)</td>
<td>+12,000</td>
</tr>
<tr>
<td>Fail the Test</td>
<td>2% (our fail rate)</td>
<td>-$275 (avs cost to re-take exam)</td>
<td>-$5.50 (standard fail rate)</td>
<td>40% (our fail rate)</td>
<td>-$275 (avs cost to re-take exam)</td>
<td>-$110</td>
</tr>
<tr>
<td>Study for the Test</td>
<td>100% (our course is a week long)</td>
<td>-$2,000 (40 hours X $50/hr)</td>
<td>-$2,000 (80% of people who study this much)</td>
<td>80% (% of people who take a prep course)</td>
<td>-$9,000 (180 hours X $50/hr)</td>
<td>-$7,200</td>
</tr>
<tr>
<td>Take a Course</td>
<td>100% (cost of course)</td>
<td>-$3,350 (avs cost of classroom course)</td>
<td>-$3,350 (avs classroom cost)</td>
<td>90% (% of people who spend on competitive materials)</td>
<td>-$3,100 (avs spend on competitive materials)</td>
<td>-$2,790</td>
</tr>
<tr>
<td>Gain/Loss</td>
<td></td>
<td>$13,475 USD</td>
<td></td>
<td></td>
<td>$1,900 USD</td>
<td></td>
</tr>
</tbody>
</table>
What Does it Take to Be a Cheetah Student?

If you know how to get things done, you’ll be more inclined to want to use Cheetah to become PMP certified. Imagine if you had one Project Manager approach you and say, “This project has a 60% chance of being successful, and it’s going to take me six months.” Then you have another Project Manager approach you who says, “This project has a 98% chance of being successful, and it will take me a week.”

Who would you think was the better Project Manager? If you choose the second project manager, you have what it takes to be a Cheetah student.

We have seen numerous companies come and go in our decades of helping people become PMP certified. Most stay in business three years or less because they don’t have Cheetah’s success rate or follow-up programs. Many may look well established and claim they have a similar program as Cheetah, but they just are not offering classes as often to as many students or achieving the consistent success we do here at Cheetah.

We know this based on feedback from students who come to us after evaluating other options. We are well into our second decade of helping people just like you become PMP Certified - if you’re serious about your success in Project Management, tell your employer that Cheetah Learning is not only your best chance of passing the PMP, but the most logical choice from the three perspectives that drive all projects — cost, schedule, and quality.
Covered Costs

The cost of the classroom Cheetah Exam Prep for the PMP course is shown once you click on the Register for Class link next to your selected class, and the same goes for the Online Course cost once you click on the Register PMP Exam Prep Online Course link, both found on www.cheetahlearning.com.

The cost of the four-day class includes all class materials, equipment, lunch, mid-morning and mid-afternoon snacks. This is in addition to the expert coaching by PMP exam trainers who are available at the students’ convenience for more than 14 hours per day, PLUS a guarantee that you will pass the exam.

You just need to bring a copy of The PMBOK® Guide with you, along with a personal listening device for our alpha accelerated recordings. Our course cost does not include the price PMI charges to take the exam - you are required to pay the exam fee directly to PMI once you receive approval to test, and you are responsible for scheduling your own exam date.
Cheetah’s price reflects very high value – a 12-year 98% audited success rate that requires four days of your valuable time.

You need just one week to complete all exam preparation work and take the actual PMP exam. Once you factor in the cost of study materials, class fees, and study hours, other exam preparation options are considerably more costly and time consuming. The online course cost covers all materials, and unlimited online access to your instructor for the four week prep time. The course cost does not include the fee PMI charges to take the exam.

Exam Scheduling is Important

We highly recommend you schedule your exam on the Friday morning immediately following the last day of class (or the next day after completing the online course) at the Prometric test facility most convenient to our prep facility, or to your home if you choose online prep. Once registered for a classroom course, we provide you a list of the Prometric testing centers nearest to our facility. Our online course kit provides a link to where you can view all Prometric locations and test times.

In the event that your eligibility application isn't in on time to reserve a seat at the exam location for that Friday, we suggest you schedule your exam early the following week, when you return to your hometown.
Cheetah’s Guarantee

We guarantee that you will pass the PMP® exam after fully participating* in Cheetah Learning’s accelerated PMP® exam preparation program.

Our method involves a highly specialized approach to learning that relies on candidate participation in all vital areas, we can only offer this guarantee if you fully participate in the program. Just as we couldn’t guarantee your car would run without any number of single components (keys, fuel, battery, etc.), we can make no guarantee of our process without your full participation.

While it's best to take the exam the day after class ends, to be part of the guarantee you must take your exam within 7 days of the last day of class. If you do not pass your exam, Cheetah Learning will provide you with a momentum program to help you shore up your weak areas and guide you through the process of rescheduling your exam. You must take the retake exam within 30 days of the first exam, and if you need to test for a third time, you must take that exam within 30 days of the second exam.

In the event you are still not a PMP after a third attempt to pass the exam (all three attempts must be after attending and fully participating* in the Cheetah Exam Prep® or the PMP® Exam Classroom course), we will refund the entire course fee to the party who paid for the course.
*Fully participating means that you*

- have a Cheetah Success Coach review your PMI eligibility application information before you submit it to PMI to ensure that, if you get audited, your application will pass the audit.

- show up with your approval letter from PMI and your exam scheduled within 7 days of the last day of class (day 5 of the class week is best for success).

- have your Memory Map 100% memorized so that you can recreate it in 15 minutes on the first morning of class (you will be graded on this - you can use abbreviations as long as you know what they mean).

- show up with a copy of the PMBOK® Guide and the Cheetah Alpha Accelerator Files downloaded onto a personal listening device.

- participate in all classroom activities including arriving on time, returning from breaks on time, and staying until class is dismissed.

- keep electronics (smartphones, tablets, laptops etc) off during class (NOT set on silent or vibrate).

- return any Cheetah Property such as your Knowledge Area Exam booklet and any items your coach may have loaned you directly to your coach before the end of class.

- take the exam within 7 days of the last day of class.

- if you do not pass your exam, you must retake the exam within 30 days of your most recent attempt. your coach will provide you with momentum activities which you will need to complete as described.

- if you do not pass your retake exam, you must take another retake exam within 30 days of the previous exam.
Retaking the PMP Exam with Cheetah

In the unlikely event you are not able to pass the PMP exam on your first attempt, notify your PMP Coach immediately so that he or she can provide customized tips based on your actual exam results (fax or email your score sheet from the Prometric testing center to your PMP coach) and access to Cheetah Learning’s Momentum Program where you will use your classroom materials to prepare for your exam retake.

Your coach will be able to tell if you had trouble in a particular area of knowledge, or if you had a test-taking technique issue. She or he will guide you through the process of rescheduling your second or third exam and participating in the online momentum program. Please note that you must take the second exam and/or third exam within 30 calendar days of the most recent exam date.

In the unlikely event you do not pass the PMP exam after your third attempt and have fully participated in the program, Cheetah Learning will fully refund the fee you paid us to take the course.

**If you do not pass the exam Cheetah Learning will either**

(a) extend your online access to our exam-prep class for an additional four weeks or
(b) provide you with a promotion code to receive a $750 USD discount off our four-day exam prep classroom course at any of the scheduled locations in the United States.

**Our four-week, exam-prep course guarantee is valid ONLY if you complete the pre-course work in two weeks, the Exam Prep Online course in four weeks, and you take your second exam within 30 calendar days of failing the first time.**
Cheetah’s Success Rate

Since we started offering this program, tens of thousands of participants - most of who are now PMPs - have gone through our Cheetah Exam Prep for the PMP exam.

We know what you need to know to pass the exam; we have it down to a science. This is not an “add on” course for us like it is for many PMP Exam Prep providers or for companies that have tried to copy our program to offer it in-house as their own.

Interestingly, we still get a great number of students from companies that have created their own “Cheetah-like” PMP Exam Prep program. They just can't afford the hit to their career if they don’t pass the exam.
Preparing people to be QUICKLY successful with the PMP exam is what we do. We have the most Accelerated PMP courses offered worldwide, and we are also the fastest at rolling in new changes to the course to ensure our pass rate remains stellar.

We are the best because we put all our energy into making sure our students are the most successful people on the planet.

We are the best because we put all our energy into making sure our students are the most successful people on the planet.

Cheetah Exam Prep for the PMP is the course to take if you need to earn your PMP and want the assurance that you will pass the PMP exam the day immediately following your course.

Cheetah Learning is Your Best Chance to Pass the PMP Exam

Cheetah supports a 98% pass rate by tracking each and every student who comes to class. We verify they have passed by having them fax their score sheet to their Cheetah Coach AND check to make sure their name is listed on the PMI registry.

Since our PMP coaches are paid, in part, based on their students’ success, all our pass rates are audited as part of their compensation. We support our students, if they do not pass the first time, to make sure they stay focused and attain their certification.
You can register at our web site, www.cheetahlearning.com or by contacting our registration hotline toll free:

- in the United States at 855-286-9900
- outside the United States at 604.536.2531

Once you register and pay, you have access to our online orientation kit to speed you through the PMP certification application and prepare you to pass the exam after four days in our classroom course, or four weeks in our online class.

We look forward to becoming part of YOUR ongoing success story!

“If you had charged me $10,000 for this, I would have been happy to pay it. This was the best course I ever took. PERIOD.”

-J. C., PMP, Project Manager | Jade Kat Project Management Inc. (Ottawa, Canada)