

PMT 4890V/4990V

USER EXPERIENCE ROADMAP (OUTLINE)

The purpose of this document is to describe the process to apply for the PM Certification Exams, PMT 4890V or PMT 4990V. Although the exams are proctored by a third-party service, Pearson VUE (PV), the process to register is generally the same as for any other DAU course. Steps outlined below are depicted in the Process Flow Chart. (See attachment 1). It contains some helpful tips, hints, or notes for some of the process steps.

1. The Candidate (an eligible DoD employee) is ready to take PMT 4890V/4990V Program Management Certification Exam.

Hints to avoid registration issues:

- a. Candidates should ensure that their profile in their applicable Training Application System (TAS) shows their legal name; nick names should not be used. Their profile name should match the government ID they plan to use with Pearson Vue.
 - b. Candidates should double check that the e-mail address listed on their profile in the applicable Training Application System (TAS) is correct and current.
 - c. If possible, Candidates should avoid using hyphenated names on their profile in the applicable Training Application System (TAS).
 - d. Candidates should check their spam/junk folders for e-mails from Pearson Vue and allow emails from PV in the future.
 - e. If Candidates need to contact Pearson VUE:
 - 1 Visit: <https://home.pearsonvue.com/DAU>.
 - 2 Select "Need help? Contact customer service" to the right.
 - 3 Scroll down to "Americas Region"
 - 4 Select the drop-down arrow, a phone number and option to e-mail Pearson VUE will be listed
2. Candidate applies online via their respective Training Application System (TAS), for example: AITAS (Army), eDACM (Navy), ACQ Now (Air Force), and DATMS (4th Estate) which are interfaced with the Army Training Requirements and Resources System (ATRRS).

NOTE: Logic built into TAS only allows registration at 30+ days after previous exam attempt failure or no-show (as applicable) and Not-To-Exceed (NTE) 3 exam attempts in a 12-month period.

3. Supervisor and Acquisition Training Office (ATO) approve or disapprove request in the TAS.
4. Registration approvals are sent to DAU via automated ATRRS Feed (using the same methods/procedures as a normal DAU course registration).

NOTE: When a candidate receives a reservation in the TAS (AF/Army/Navy/4th Estate), they also receive an email that is in the same format as a regular training course. Candidate will be notified that they will get an “Authorization to Test” email from Pearson VUE explaining how to register for the exam on the Pearson VUE website (see step 6 below).

5. DAU Sends candidate’s name & DAU-ID# to Pearson VUE via daily Secure File Transfer Protocol (SFTP) data file transfer.
6. Candidate Receives “Authorization to Test” Email from Pearson VUE (includes link in step 7 below) within 24 hours of registration approval.
7. Candidate establishes user account w/Pearson VUE by accessing DAU exam landing page at: <https://home.pearsonvue.com/DAU>.

Once the user account is established, the candidate may then schedule the exam by selecting a date/time/location and either of the two options below. (See Step 10 for additional details on delivery methods).

- 7a. Virtually utilizing the proprietary Pearson VUE virtual test proctoring environment “OnVUE”.
- 7.b At an on-site Pearson VUE Test Center

NOTE: In rare cases where travel reimbursement is needed to take the exam, Candidates should consult with their respective DACM/DATM office or parent organization for guidance. More information regarding travel may be found in the DAU Student Policy Handbook link on the following webpage: <https://www.dau.edu/training/p/Student-Policies-Info>

8. Candidate receives “Confirmation Email” from Pearson VUE (after successful appointment scheduling).

NOTE: Candidate has 90 days to take exam from the time Pearson VUE receives their information from DAU.

- a. If candidate needs to re-schedule for any reason, they can re-schedule (if > 48 hours until appointment) by going back into their account in the Pearson VUE website. They will then receive a “Reschedule Email”.
- b. If candidate needs to cancel for any reason, they can cancel (if > 48 hours until appointment) by going back into their account in the Pearson VUE website. They will then receive a “Cancellation Email”.

NOTE: If candidate does not get a confirmation email from Pearson VUE, they did not

properly complete the transaction and must go back and complete it.

- a. If candidate needs to cancel or re-schedule within 48 hours of their appointment, their supervisor will need to contact the DAU PMT 4800V/4900V Exam team at: scheduling@dau.edu to coordinate.
- b. Any no-shows that have not been previously cancelled or re-scheduled will be charged to the government by Pearson VUE as “seat fee” the candidate’s Training history in TAS will reflect a “no show” that will trigger the same rules of engagement as a failure (i.e., cannot re-test earlier than 30 days since last attempt, and no more than 3 attempts in a 12-month period).

9. Candidate will receive two exam appointment reminder emails from Pearson VUE; the first will be three days (72 hrs.) prior to the exam date and the second will be one day (24 hrs.) prior to the exam date.

10. Candidate takes the exam (utilizing one of 2 Options) and should expect the following process/steps:

Option 1 (RECOMMENDED): In person proctored exam (Taken on-site at a Pearson VUE test center):

- Candidate completes exam
- Upon completion, candidate sees exit screen
- Candidate advises proctor that exam is complete
- Proctor provides print-out of exam score report
- Session complete
- Automated email sent from Pearson VUE to candidate w/link to score report
- Score report available w/login & password in candidate’s Pearson VUE account

NOTE: The PV score sheet (See sample at Attachment 2) provides feedback to candidate at the aggregate level as well as at the prerequisite (feeder) course level. The feedback will be given as a #correct/#possible rather than a percentage. The aggregate passing score is 70% or higher.

Option 2: Virtual OnVUE proctored exam delivery (taken remotely at candidate’s home or office using personal computer):

- Candidate completes exam
- Upon completion, candidate sees exit screen
- Session complete
- Automated email sent from Pearson VUE to candidate w/link to score report
- Score report available w/login and password in candidate’s Pearson VUE account

NOTE: There is very little interaction between the remote OnVUE Proctor and the candidate unless there is an issue raised by one or the other. Some candidates may have no interaction with the proctor.

11. The Candidate's test completion data transfers to DAU from Pearson VUE Daily via SFTP. (Referred to as "DoD employee" from now through remainder of process)

12. DAU transmits results to TAS/ATRRS via nightly feed.

13. Completion Status (Pass/Fail)

13a. Pass status will show on DoD Employee's TAS/ATRRS training history. Only successful completions (pass) will appear on DAU transcript.

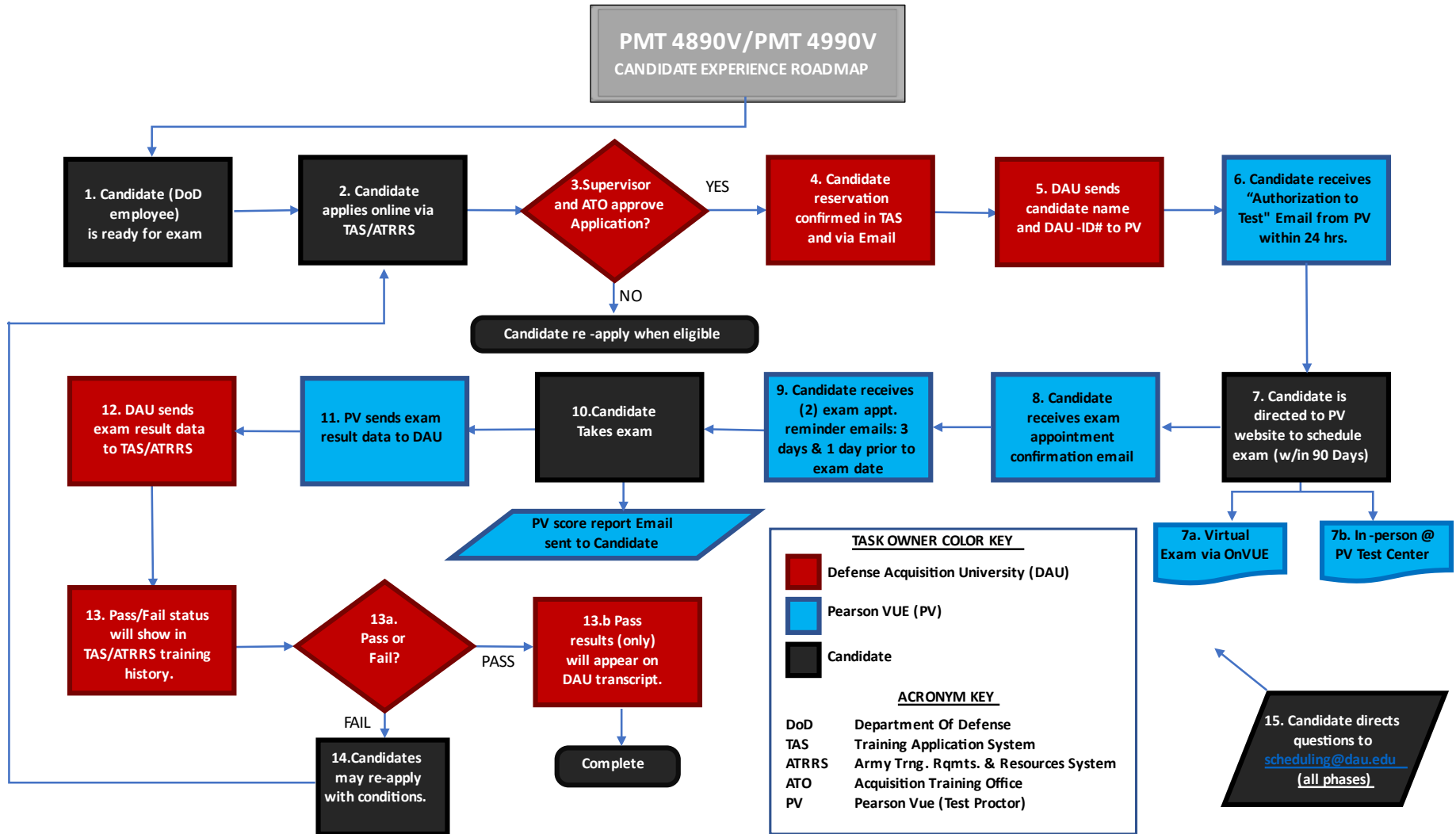
14. In the event of a failure, a manually generated attrition letter will be created and sent to the employee and the employee's supervisor. The employee must wait 30 days from the date of the last failure before they are eligible to re-schedule the exam. Registration begins again at step 2. (The 30-day cycle is tracked by ATRRS.)

NOTE: If a DoD employee fails the exam and has not previously taken the Exam Prep Course (either PMT 4800V or PMT 4900V), then the first recommendation is to enroll in, and complete, the appropriate preparatory course.

Completion Note: DAU will not generate certificates of completion for passing the exam. Candidates may use their official DAU transcript, or their Pearson VUE grade report as documentation to support PM certification applications. Agency specific certification guidance will be provided by the servicing ATO.

15. **Questions/concerns/feedback** about the exam provider (Pearson VUE), the exam content, or the candidate's exam performance (below the lifecycle phase level), should be directed to the following email address: **scheduling@dau.edu**.

Attachment 1 (Process Flow Chart)



Attachment 2 (Exam Feedback Example)

PM Practitioner Certification Exam - Candidate Name



PM Practitioner Certification Exam

Assessment Feedback

Candidate Name

Candidate ID: 35315
Exam: PM Practitioner Certification Exam
Date: 05-Oct-2022
Grade: Pass

Congratulations on passing the PM Practitioner Certification Exam! Please note that your DAU Official Transcript should reflect your successful completion no later than 3 business days from today's date.

DIAGNOSTIC REPORT

PASSING SCORE: 70.0
YOUR SCORE: 91
CANDIDATE STATUS: pass

<u>Content Area:</u>	<u>Your Score / Max Score</u>
Overview of Acquisition Ethics:	2 / 2
Team Management and Leadership:	3 / 5
Program Management Tools Course:	2 / 3
Fundamentals of Systems Acquisitions Management:	24 / 25
Intermediate Systems Acquisitions, Part A:	35 / 40
Intermediate Systems Acquisitions, Part B:	25 / 25
TOTAL: 91 / 100	

*Thank you for choosing Pearson VUE! This examination was delivered at an authorized Pearson VUE Testing Center.
You can authenticate this score report using Pearson VUE's Digital Embosser!
Registration Number: 200081558 Validation Number: VALIDATION_CODE
Authenticate this score report at: www.pearsonvue.com/authenticate*