PECB

BEYOND RECOGNITION

CERTIFIED PSM BASIC

Candidate Handbook

PECB

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SECTION I: INTRODUCTION

About PECB

PECB is a certification body that provides education[1], certification, and certificate programs for individuals on a wide range of disciplines.

Through our presence in more than 150 countries, we help professionals demonstrate their competence in various areas of expertise by providing valuable evaluation, certification, and certificate programs against internationally recognized standards.

Our key objectives are:
1. Establishing the minimum requirements necessary to certify professionals and to grant designations
2. Reviewing and verifying the qualifications of individuals to ensure they are eligible for certification
3. Maintaining and continually improving the evaluation process for certifying individuals
4. Certifying qualified individuals, granting designations and maintaining respective directories
5. Establishing requirements for the periodic renewal of certifications and ensuring that the certified individuals are complying with those requirements
6. Ascertaining that PECB professionals meet ethical standards in their professional practice
7. Representing our stakeholders in matters of common interest
8. Promoting the benefits of certification and certificate programs to professionals, businesses, governments, and the public

Our mission

Provide our clients with comprehensive examination, certification, and certificate program services that inspire trust and benefit the society as a whole.

Our vision

Become the global benchmark for the provision of professional certification services and certificate programs.

Our values

Integrity, Professionalism, Fairness

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[1] Education refers to training courses developed by PECB and offered globally through our partners.

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The Value of PECB Certification

Global recognition
PECB credentials are internationally recognized and endorsed by many accreditation bodies, so professionals who pursue them will benefit from our recognition in domestic and international markets.

The value of PECB certifications is validated by the accreditation from the International Accreditation Service (IAS-PCB-111), the United Kingdom Accreditation Service (UKAS-No. 21923) and the Korean Accreditation Board (KAB-PC-08) under ISO/IEC 17024 – General requirements for bodies operating certification of persons. The value of PECB certificate programs is validated by the accreditation from the ANSI National Accreditation Board (ANAB-Accreditation ID 1003) under ANSI/ASTM E2659-18, Standard Practice for Certificate Programs.

PECB is an associate member of The Independent Association of Accredited Registrars (IAAR), a full member of the International Personnel Certification Association (IPC), a signatory member of IPC MLA, and a member of Club EBIOS, CPD Certification Service, CLUSIF, Credential Engine, and ITCC. In addition, PECB is an approved Licensed Partner Publisher (LPP) from the Cybersecurity Maturity Model Certification Accreditation Body (CMMC-AB) for the Cybersecurity Maturity Model Certification standard (CMMC), is approved by Club EBIOS to offer the EBIOS Risk Manager Skills certification, and is approved by CNIL (Commission Nationale de l'Informatique et des Libertés) to offer DPO certification. For more detailed information, click here.

High-quality products and services
We are proud to provide our clients with high-quality products and services that match their needs and demands. All of our products are carefully prepared by a team of experts and professionals based on the best practices and methodologies.

Compliance with standards
Our certifications and certificate programs are a demonstration of compliance with ISO/IEC 17024 and ASTM E2659. They ensure that the standard requirements have been fulfilled and validated with adequate consistency, professionalism, and impartiality.

Customer-oriented service
We are a customer-oriented company and treat all our clients with value, importance, professionalism, and honesty. PECB has a team of experts who are responsible for addressing requests, questions, and needs. We do our best to maintain a 24-hour maximum response time without compromising the quality of the services.

Flexibility and convenience
Online learning opportunities make your professional journey more convenient as you can schedule your learning sessions according to your lifestyle. Such flexibility gives you more free time, offers more career advancement opportunities, and reduces costs.

PECB Code of Ethics

The Code of Ethics represents the highest values and ethics that PECB is fully committed to follow, as it recognizes the importance of them when providing services and attracting clients.

The Compliance Division makes sure that PECB employees, trainers, examiners, invigilators, partners, distributors, members of different advisory boards and committees, certified individuals, and certificate holders (hereinafter "PECB professionals") adhere to this Code of Ethics. In addition, the Compliance Division consistently emphasizes the need to behave professionally and with full responsibility, competence, and fairness in service provision with internal and external stakeholders, such as applicants, candidates, certified individuals, certificate holders, accreditation authorities, and government authorities.

It is PECB's belief that to achieve organizational success, it has to fully understand the clients and stakeholders' needs and expectations. To do this, PECB fosters a culture based on the highest levels of integrity, professionalism, and fairness, which are also its values. These values are integral to the organization, and have characterized the global presence and growth over the years and established the reputation that PECB enjoys today.

PECB believes that strong ethical values are essential in having healthy and strong relationships. Therefore, it is PECB's primary responsibility to ensure that PECB professionals are displaying behavior that is in full compliance with PECB principles and values.

PECB professionals are responsible for:
1. Displaying professional behavior in service provision with honesty, accuracy, fairness, and independence
2. Acting at all times in their service provision solely in the best interest of their employer, clients, the public, and the profession in accordance with this Code of Ethics and other professional standards
3. Demonstrating and developing competence in their respective fields and striving to continually improve their skills and knowledge
4. Providing services only for those that they are qualified and competent and adequately informing clients and customers about the nature of proposed services, including any relevant concerns or risks
5. Informing their employer or client of any business interests or affiliations which might influence or impair their judgment
6. Preserving the confidentiality of information of any present or former employer or client during service provision
7. Complying with all the applicable laws and regulations of the jurisdictions in the country where the service provisions were conducted
8. Respecting the intellectual property and contributions of others
9. Not communicating intentionally false or falsified information that may compromise the integrity of the evaluation process of a candidate for a PECB certification or a PECB certificate program
10. Not falsely or wrongly presenting themselves as PECB representatives without a proper license or misusing PECB logo, certifications or certificates
11. Not acting in ways that could damage PECB's reputation, certifications or certificate programs
12. Cooperating in a full manner on the inquiry following a claimed infringement of this Code of Ethics

To read the complete version of PECB's Code of Ethics, go to Code of Ethics | PECB.

Introduction to Certified PSM Basic

The Certified Project Success Method (PSM)^{SM} Basic certification is the first and only practical hands-on project management certification that demonstrates you possess the needed knowledge to support or manage projects consistently, start to finish, using a proven and repeatable project methodology – [The Project Success Method](#).

The Certified PSM Basic is not about having memorized a book. This is about having learned a powerful decades-old proprietary and proven methodology that can ultimately be applied in leading a team through any project scenario. It is actionable and can immediately start yielding benefits through its application, as opposed to trying to determine what to do based on the adaptation of information from one or more general knowledge areas.

The Certified PSM Basic certification proves to employers you have knowledge needed to support or lead a project successfully and consistently using The Project Success Method.

Considering that successfully implementing and managing projects is one of the most in-demand professions, an internationally recognized certification can help you maximize your career potential and reach your professional objectives.

PECB certifications are not a license or simply a membership. They represent peer recognition that an individual has demonstrated proficiency in, and comprehension of, a set of competencies. PECB certifications are awarded to candidates that can demonstrate experience and have passed a standardized exam in the certification area.

This document specifies the PECB Certified PSM Basic certification scheme in compliance with ISO/IEC 17024:2012. It also outlines the steps that candidates should take to obtain and maintain their credentials. As such, it is very important to carefully read all the information included in this document before completing and submitting your application. If you have questions or need further information after reading it, please contact the PECB international office at [certification.team@pecb.com.](mailto:certification.team@pecb.com)

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SECTION II: EXAMINATION PREPARATION, RULES, AND POLICIES

The Project Success Method^{SM} training course

All candidates are required to complete The Project Success Method training course. This training course has been designed and developed in accordance with generally accepted practices for instructional design and adult learning.

To learn more about delivery formats, dates, prices, and fees please go to Training | Project Success.

Preparing for and scheduling the exam

The summative assessment at the end of The Project Success Method training course is in the form of a multiple-choice exam. The objective of this exam is to validate that the candidate has acquired the necessary knowledge to support any type, kind or size project using The Project Success Method.

To schedule the exam, candidates have two options:
1. Contact one of our authorized partners. To find an authorized partner in your region, please go to Active Partners. The training course schedule is also available online and can be accessed on Training Events.
2. Take a PECB exam remotely through the PECB Exams application. To schedule a remote exam, please go to the following link: Exam Events.

To learn more about exams, competency domains, and knowledge statements, please refer to *Section III* of this document.

For the candidates that have attended the training course via one of PECB's partners, the application fee covers the costs of the exam (first attempt and first retake), the application for certification, and the first year of Annual Maintenance Fee (AMF).

Rescheduling the exam

For any changes with regard to the exam date, time, location, or other details, please contact online.exams@pecb.com.

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Competency domains

The objective of the "PECB Certified PSM Basic" exam is to ensure that the candidate has acquired the necessary knowledge to support any type, kind or size project using The Project Success Method. This knowledge will empower the candidate to consistently support (or even manage) projects using this time proven and repeatable project methodology, start to finish.

The Certified PSM Basic certification is intended for:
• Project Managers
• Project Sponsors
• Project Team members
• Cross functional team members
• Project teams seeking to improve project performance
• Agile Practitioners
• Project Management Office (PMO) support staff
• Executives leading teams
• Any person seeking to learn a time proven repeatable process for managing any type, kind, or size project

The exam covers the following competency domains from PSM:
• **Domain 1:** Fundamental principles and concepts of The Project Success Method
• **Domain 2:** Core team formation and project chartering
• **Domain 3:** Work breakdown structure/team organization
• **Domain 4:** Precedence relationships and network analysis
• **Domain 5:** Activity duration estimating
• **Domain 6:** Scheduling calculations and validation
• **Domain 7:** Project duration and schedule compression analysis
• **Domain 8:** Project staffing and budgeting
• **Domain 9:** Project updates and control

Domain 1: Fundamental principles and concepts of The Project Success Method

Main objective: Ensure that the candidate understands The Project Success Method fundamental principles and concepts.

Competencies	Knowledge statements
1. Ability to correctly and consistently use common project management terminology. 2. Ability to understand the importance of using a structured project management approach such as The Project Success Method, and what will typically result from the failure to use such an approach. 3. Ability to understand the definition of a project and the definition of project management.	1. Knowledge of the main concepts and terminology of the Project Success Method. 2. Knowledge of what is meant by "Shifting the Worry Curve." 3. Knowledge of the key phases of The Project Success Method (defining the Project, Planning the Project, and Project Update/Control). 4. Knowledge of the three Dimensions of Project Performance.

Domain 2: Core team formation and project chartering

Main objective: Ensure that the candidate understands the importance of, and what is required in developing, a project charter using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to understand the requirements for establishing an initial Core Project Team. 2. Ability to understand the need to properly define the project through the development of a Project Charter, especially the Scope and Objectives. 3. Ability to understand why a Project Charter is needed and the potential consequences in failing to properly develop a Project Charter. 4. Ability to understand the overall requirements of a Project Charter along with individual Project Charter elements.	1. Knowledge of the Project Success FirstStep Process®. 2. Knowledge of the roles of a Project Manager. 3. Knowledge of the roles for each Project Stakeholder. 4. Knowledge of what is required from the Core Project Team. 5. Knowledge of the techniques for developing a draft Project Charter. 6. Knowledge of what is required to properly capture each element of the Project Charter.

Domain 3: Work breakdown structure/team organization

Main objective: Ensure that the candidate understands what is involved in the development of a proper Work Breakdown Structure (WBS) using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to facilitate the proper development of a Work Breakdown Structure (WBS) to capture all project requirement at the appropriate level of detail. 2. Ability to use the Work Breakdown Structure to identify the appropriate project Team Organization. 3. Ability to properly identify and articulate project activities. 4. Ability to properly identify or assign Activity Managers.	1. Knowledge of the appropriate methods to break down project requirements through the identification of project Phases and/or Deliverables. 2. Knowledge of the appropriate level of activity detail needed to understand project schedules and accurately track progress toward completion. 3. Knowledge of the importance of capturing activity "completeness requirements" through proper wording of activity detail. 4. Knowledge of the appropriate identification of Activity Managers.

Domain 4: Precedence relationships and network analysis

Main objective: Ensure that the candidate can successfully identify appropriate activity Precedence Relationships and support Network Analysis using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to understand the appropriate use of different types of activity Precedence Relationships including Lag factors. 2. Ability to correctly use precedence arrows to capture and communicate the sequencing of activities in a network diagram. 3. Ability to understand when breaking down one of more activities into greater detail is needed to best reflect sequencing of activities.	1. Knowledge of the different types of activity Precedence Relationships and their appropriate use. 2. Knowledge of how to correctly reflect activity sequencing in developing a Project Network. 3. Knowledge of how to read a properly-constructed Network Diagram.

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Domain 5: Activity duration estimating

Main objective: Ensure that the candidate is able to most accurately estimate Activity Durations using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to understand different approaches for arriving at Activity Duration estimates. 2. Ability to understand when breaking down one of more activities into greater detail is needed.	1. Knowledge of Activity Duration estimating techniques.

Domain 6: Scheduling calculations and validation

Main objective: Ensure that the candidate is able to conduct project scheduling calculations to understand overall Project Duration and schedule-related information using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to correctly and accurately calculate project schedules. 2. Ability to use schedule calculation information to accurately identify Slack values. 3. Ability to use schedule calculation information to accurately identify the project Critical Path. 4. Ability to understand how software tools can be correctly leveraged in support of schedule calculations and analysis.	1. Knowledge of key schedule calculation concepts (Forward Pass, Backward Pass, and Slack values). 2. Knowledge of the correct identification of the Critical Path. 3. Knowledge of the correct meaning of the Critical Path. 4. Knowledge of schedule validation concepts.

Domain 7: Project duration and schedule compression analysis

Main objective: Ensure that the candidate is able to use Schedule Calculation information to efficiently and cost-effectively compress Project Duration using techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to analyze project schedules and correctly identify the project Critical Path. 2. Ability to use identify/implement efficient and cost-effective solutions for schedule compression. 3. Ability to analyze trade-offs among project variables to make sound schedule compression decisions. 4. Ability to recognize where schedule risk has been elevated due to schedule compression.	1. Knowledge of the correct identification of the Critical Path. 2. Knowledge of the correct meaning of the Critical Path. 3. Knowledge of Activity-Based Costs, Project-Based Costs, and Total Project Costs and how to leverage this information in implementing schedule compression decisions.

Domain 8: Project staffing and budgeting

Main objective: Ensure that the candidate is able to analyze and understand Project Staffing requirements and use this information as an input to Project Budgeting; use techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to analyze project staffing requirements. 2. Ability to identify, allocate, and track project costs using a cross-classified project budget.	1. Knowledge of the Short-Cut versus Comprehensive approaches to staffing and knowing which is appropriate to use in analyzing project staffing requirements. 2. Knowledge of various project cost categories. 3. Knowledge of various options for developing and using cross-classified project budgets.

Domain 9: Project updates and control

Main objective: Ensure that the candidate understands the purposes, philosophies, and values of proper Project Update and Control and the techniques required for the successful implementation of The Project Success Method.

Competencies	Knowledge statements
1. Ability to understand the Project Control Process. 2. Ability to understand the different measures of activity progress and which to use. 3. Ability to identify deviations in project performance. 4. Ability to analyze trade-offs among project variables to make sound control decisions. 5. Ability to generate needed reports and understand the information provided.	1. Knowledge of the complete Project Control cycle and process. 2. Knowledge of how to effectively and efficiently collect activity updates and administer project control meetings. 3. Knowledge of how to identify deviations and appropriate corrective actions. 4. Knowledge of best practices to use in generating project reports and communicating project status.

Based on the above-mentioned domains and their relevance, the exam contains 80 multiple-choice questions, as summarized in the table below:

		Number of questions/points per competency domain	% of the exam devoted/points to/for each competency domain	Level of understanding (Cognitive/Taxonomy) required	
				Questions that measure comprehension, application, and analysis	Questions that measure evaluation
Competency domains	Fundamental principles and concepts of The Project Success Method	5	6.25	X	
	Core team formation and project chartering	13	16.25	X	
	Work breakdown structure/team organization	10	12.5		X
	Precedence relationships and network analysis	7	8.75	X	
	Activity duration estimating	6	7.5		X
	Scheduling calculations and validation	11	13.75		X
	Project duration and schedule compression analysis	5	6.25	X	
	Project staffing and budgeting	14	17.5		X
	Project updates and control	9	11.25		X
	Total	**80**	**100%**		
	Number of questions per level of understanding			**30**	**50**
	% of the exam devoted to each level of understanding (cognitive/taxonomy)			**37.5%**	**62.5%**

The passing score of the exam is **70%**.

After attending the training course and successfully passing the exam, candidates will be able to apply for obtaining the "Certified PSM Basic" credential.

Taking the exam

General information about the exam
Candidates are required to arrive/be present at least 30 minutes before the exam starts.

Candidates who arrive late will not be given additional time to compensate for the late arrival and may not be allowed to sit for the exam.

Candidates are required to bring a valid identity card (a national ID card, driver's license, or passport) and show it to the invigilator.

If requested on the day of the exam (paper-based exams), additional time can be provided to candidates taking the exam in a non-native language, as follows:
• 10 additional minutes for Foundation exams
• 20 additional minutes for Manager exams
• 30 additional minutes for Lead exams

PECB exam format and type
1. **Paper-based:** Exams are provided on paper, where candidates are not allowed to use anything but the exam paper and a pen. The use of electronic devices, such as laptops, tablets, or phones, is not allowed. The exam session is supervised by a PECB approved Invigilator at the location where the Partner has organized the training course.
2. **Online:** Exams are provided electronically via the PECB Exams application. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PECB Invigilator via the PECB Exams application and an external/integrated camera.

For more information about online exams, go to the PECB Online Exam Guide.

PECB exams are available in two types:
1. Essay-type question exam
2. Multiple-choice question exam

This exam comprises multiple-choice questions: The multiple-choice exam can be used to evaluate candidates' understanding on both simple and complex concepts. It comprises both stand-alone and scenario-based questions. Stand-alone questions stand independently within the exam and are not context-depended, whereas scenario-based questions are context-dependent, i.e., they are developed based on a scenario which a candidate is asked to read and is expected to provide answers to five questions related to that scenario. When answering stand-alone and scenario-based questions, candidates will have to apply various concepts and principles explained during the training course, analyze problems, identify and evaluate alternatives, combine several concepts or ideas, etc.

Each multiple-choice question has three options, of which one is the correct response option (keyed response) and two incorrect response options (distractors).

A sample of exam questions will be provided below.

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Note: PECB will progressively transition to multiple-choice exams. They will also be open book and comprise scenario-based questions that will allow PECB to evaluate candidates' knowledge, abilities, and skills to use information in new situations (apply), draw connections among ideas (analyze), and justify a stand or decision (evaluate).

For specific information about exam types, languages available, and other details, please contact examination.team@pecb.com or go to the List of PECB Exams.

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Sample exam questions

1. **Which of the following is a typical project challenge?**
    A.   Overabundance of resources
    B.   Limited duration
    C.   Diverse team members

2. **Who should the project manager report to regarding the project responsibility?**
    A.   The project sponsor
    B.   The customer
    C.   The activity manager

3. **Chris, the project manager, while overseeing the project to enhance the facilities at the BlueDiamond co-working space, became concerned about the project's progress when confronted with an equipment malfunction. However, the project team immediately addressed the issue and tried to resolve it. What did Chris face?**
    A.   Project constraint
    B.   Project assumption
    C.   Project risk

4. **Who should have access to the approved project charter?**
    A.   The external organizations
    B.   The customers
    C.   Both A and B

5. **In a construction project, the project team consisting of architects, contractors, and subcontractors realized that their planned schedule contained a few missing activities. As such, the project manager pronounced the schedule invalid. Is this acceptable?**
    A.   Yes, missing activities can be a reason for invalid schedules
    B.   No, a few missing activities will not affect the validation of the schedule
    C.   No, only data entry errors can affect schedule validation

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Exam Security Policy

PECB is committed to protect the integrity of its exams and the overall examination process, and relies upon the ethical behavior of applicants, potential applicants, candidates and partners to maintain the confidentiality of PECB exams. This Policy aims to address unacceptable behavior and ensure fair treatment of all candidates.

Any disclosure of information about the content of PECB exams is a direct violation of this Policy and PECB's Code of Ethics. Consequently, candidates taking a PECB exam are required to sign an Exam Confidentiality and Non-Disclosure Agreement and must comply with the following:

1. The questions and answers of the exam materials are the exclusive and confidential property of PECB. Once candidates complete the submission of the exam to PECB, they will no longer have any access to the original exam or a copy of it.
2. Candidates are prohibited from revealing any information regarding the questions and answers of the exam or discuss such details with any other candidate or person.
3. Candidates are not allowed to take with themselves any materials related to the exam, out of the exam room.
4. Candidates are not allowed to copy or attempt to make copies (whether written, photocopied, or otherwise) of any exam materials, including, without limitation, any questions, answers, or screen images.
5. Candidates must not participate nor promote fraudulent exam-taking activities, such as:
   • Looking at another candidate's exam material or answer sheet
   • Giving or receiving any assistance from the invigilator, candidate, or anyone else
   • Using unauthorized reference guides, manuals, tools, etc., including using "brain dump" sites as they are not authorized by PECB

Once a candidate becomes aware or is already aware of the irregularities or violations of the points mentioned above, they are responsible for complying with those, otherwise if such irregularities were to happen, candidates will be reported directly to PECB or if they see such irregularities, they should immediately report to PECB.

Candidates are solely responsible for understanding and complying with PECB Exam Rules and Policies, Confidentiality and Non-Disclosure Agreement and Code of Ethics. Therefore, should a breach of one or more rules be identified, candidates will not receive any refunds. In addition, PECB has the right to deny the right to enter a PECB exam or to invite candidates for an exam retake if irregularities are identified during and after the grading process, depending on the severity of the case.

Any violation of the points mentioned above will cause PECB irreparable damage for which no monetary remedy can make up. Therefore, PECB can take the appropriate actions to remedy or prevent any unauthorized disclosure or misuse of exam materials, including obtaining an immediate injunction. PECB will take action against individuals that violate the rules and policies, including permanently banning them from pursuing PECB credentials and revoking any previous ones. PECB will also pursue legal action against individuals or organizations who infringe upon its copyrights, proprietary rights, and intellectual property.

Exam results

Exam results will be communicated via email.

- The time span for the communication starts from the exam date and lasts three to eight weeks for essay type exams and two to four weeks for multiple-choice paper-based exams.
- For online multiple-choice exams, candidates receive their results instantly.

Candidates who successfully complete the exam will be able to apply for one of the credentials of the respective certification scheme.

For candidates who fail the exam, a list of the domains where they have performed poorly will be added to the email to help them prepare better for a retake.

Candidates that disagree with the results may request a re-evaluation by writing to examination.team@pecb.com within 30 days of receiving the results. Re-evaluation requests received after 30 days will not be processed. If candidates do not agree with the results of the reevaluation, they have 30 days from the date they received the reevaluated exam results to file a complaint through the PECB Ticketing System. Any complaint received after 30 days will not be processed.

Exam Retake Policy

There is no limit to the number of times a candidate can retake an exam. However, there are certain limitations in terms of the time span between exam retakes.

If a candidate does not pass the exam on the 1st attempt, they must wait 15 days after the initial date of the exam for the next attempt (1st retake).

Note: Candidates who have completed the training course with one of our partners, and failed the first exam attempt, are eligible to retake for free the exam within a 12-month period from the date the coupon code is received (the fee paid for the training course, includes a first exam attempt and one retake). Otherwise, retake fees apply.

For candidates that fail the exam retake, PECB recommends they consider retaking The Project Success Method training course in order to be better prepared for the exam.

To arrange exam retakes, based on exam format, candidates that have completed the training course, must follow the steps below:
1. Online Exam: when scheduling the exam retake, use initial coupon code to waive the fee
2. Paper-Based Exam: candidates need to contact the PECB Partner/Distributor who has initially organized the session for exam retake arrangement (date, time, place, costs).

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SECTION III: CERTIFICATION PROCESS AND REQUIREMENTS

Certified PSM Basic

The requirements for the PSM Basic certifications are:

Credential	Certified PSM Basic
Training course	Complete The Project Success Method (PSM) training course
Exam	Pass the PECB Certified PSM Basic exam – 80 questions – 3 hours
Professional experience	None
Project management experience	None
Other requirements	Signing the PECB Code of Ethics

Applying for the certificate

All candidates who complete the Project Success Method (PSM) training course and successfully pass the PECB Certified PSM Basic exam are entitled to apply for the Certified PSM Basic certificate.

Candidates are required to fill out the online certification application form (that can be accessed via their PECB account), including contact details of individuals who will be contacted to validate the candidates' professional experience. Candidates can submit their application in English, French, German, Spanish or Korean languages. For additional information, please contact certification.team@pecb.com.

The online certification application process is very simple and takes only a few minutes:
- Register your account
- Check your email for the confirmation link
- Log in to apply for certification

For more information on how to apply for certification, click here.

The Certification Department validates that the candidate fulfills all the certification requirements regarding the respective credential. The candidate will receive an email about the application status, including the certification decision.

Following the approval of the application by the Certification Department, the candidate will be able to download the certificate and claim the corresponding Digital Badge. For more information about downloading the certificate, click here, and for more information about claiming the Digital Badge, click here.

Professional experience

No prior professional experience is required.

Project management experience

No prior project management experience is required.

Evaluation of certification applications

The Certification Department will evaluate each application to validate the candidates' eligibility for certification or certificate program. A candidate whose application is being reviewed will be notified in writing and, if necessary, given a reasonable time frame to provide any additional documentation. If a candidate does not respond by the deadline or does not provide the required documentation within the given time frame, the Certification Department will validate the application based on the initial information provided, which may lead to rejecting the application.

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SECTION IV: CERTIFICATION POLICIES

Denial of certification
PECB can deny certification/certificate program if candidates:
• Falsify the application
• Violate the exam procedures
• Violate the PECB Code of Ethics

Candidates whose certification/certificate program has been denied can file a complaint through the complaints and appeals procedure. For more detailed information, refer to **Complaint and Appeal Policy** section.

The application payment for the certification/certificate program is nonrefundable.

Certification status options

Active
Means that your certification is in good standing and valid, and it is being maintained by fulfilling the PECB requirements regarding the CPD and AMF.

Suspended
PECB can temporarily suspend candidates' certification if they fail to meet the requirements. Other reasons for suspending certification include:
• PECB receives excessive or serious complaints by interested parties (suspension will be applied until the investigation has been completed.)
• The logos of PECB or accreditation bodies are willfully misused.
• The candidate fails to correct the misuse of a certification mark within the determined time by PECB.
• The certified individual has voluntarily requested a suspension.
• PECB deems appropriate other conditions for suspension of certification.

Revoked
PECB can revoke (that is, to withdraw) the certification if the candidate fails to satisfy its requirements. In such cases, candidates are no longer allowed to represent themselves as PECB Certified Professionals. Additional reasons for revoking certification can be if the candidates:
• Violate the PECB Code of Ethics
• Misrepresent and provide false information of the scope of certification
• Break any other PECB rules
• Any other reasons that PECB deems appropriate

Candidates whose certification has been revoked can file a complaint through the complaints and appeals procedure. For more detailed information, refer to **Complaint and Appeal Policy** section.

Other statuses

Besides being active, suspended, or revoked, a certification can be voluntarily withdrawn or designated as Emeritus. To learn more about these statuses and the permanent cessation status, go to [Certification Status Options](#).

Renewing the certification

PECB certifications are valid for three years. To maintain them, PECB certified professionals must pay the annual maintenance fee ($120). For more information, go to the [Certification Maintenance](#) page on the PECB website.

Closing a case

If candidates do not apply for certification within one year, their case will be closed. Even though the certification period expires, candidates have the right to reopen their case. However, PECB will no longer be responsible for any changes regarding the conditions, standards, policies, and candidate handbook that were applicable before the case was closed. A candidate requesting their case to reopen must do so in writing to certification.team@pecb.com and pay the required fee.

Complaint and Appeal Policy

Any complaints must be made no later than 30 days after receiving the certification decision. PECB will provide a written response to the candidate within 30 working days after receiving the complaint. If candidates do not find the response satisfactory, they have the right to file an appeal.

For more information about the Complaint and Appeal Policy, click [here](#).

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SECTION V: GENERAL POLICIES

Non-discrimination and special accommodations

All candidate applications will be evaluated objectively, regardless of the candidates' age, gender, race, religion, nationality, or marital status.

To ensure equal opportunities for all qualified persons, PECB will make reasonable accommodations[2] for candidates, when appropriate. If candidates need special accommodations because of a disability or a specific physical condition, they should inform the partner/distributor in order for them to make proper arrangements[3]. Any information that candidates provide regarding their disability/special needs will be treated with confidentiality. To download the Candidates with Disabilities Form, click here.

Behavior Policy

PECB aims to provide top-quality, consistent, and accessible services for the benefit of its external stakeholders: distributors, partners, trainers, invigilators, examiners, members of different committees and advisory boards, and clients (trainees, examinees, certified individuals, and certificate holders), as well as creating and maintaining a positive work environment which ensures safety and well-being of its staff, and holds the dignity, respect and human rights of its staff in high regard.

The purpose of this Policy is to ensure that PECB is managing unacceptable behavior of external stakeholders towards PECB staff in an impartial, confidential, fair, and timely manner. To read the Behavior Policy, click here.

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[2] According to ADA, the term "reasonable accommodation" may include: (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

[3] ADA Amendments Act of 2008 (P.L. 110−325) Sec. 12189. Examinations and courses. [Section 309]: Any person that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.

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