Examination Change Request Form

Please complete and submit this form If you need to change:

- *NAME (As it appears on your government issued identification that will be present at the testing center)*
- *MODE OF DELIVERY (Center-Based Testing (CBT); Online Proctored Testing; Paper-Based Testing (PBT) – PBT to CBT, or from CBT to Online Proctored Testing)*
- *LANGUAGE AID*

Complete and submit this form no later than 35 days before the scheduled examination date. Send this form by fax (+1 610 239 2257), by mail to PMI Global Operations Center, Attn. Certification Department, 14 Campus Blvd., Newtown Square, PA 19073-3299 USA.

Please use blue or black ink and print all information carefully. Please print clearly and legibly.

PMI ID#: | | | | | | | |

If you are a PMI member, you have an ID number. To find your ID number, log in to myPMI and select "Profile" from the top navigation, then select "Membership Profile" from the left navigation. If you have any questions, you may contact PMI Customer Care at +1 610-356-4600, or send an email to customercare@pmi.org.

CONTACT INFORMATION

Please print your name as it appears on your government issued identification, that you will present at the testing center.

Prefix (Mr., Mrs., Ms., Dr.):	First Name (given name):	Middle Name:
Last Name (family name, surname). Candidates with only a single name should use last name field:		Suffix:

Address:	City:	State/Province/Territory:
	Country:	Zip/Postal Code:

Preferred Email:	Phone Number:	Extension:

EXAMINATION ADMINISTRATION POLICY

For all certifications, except CAPM, the standard method of administration is center-based testing (CBT). For CAPM, online proctored testing and CBT are available. However, paper-based testing (PBT) is available in the following situations only:

1. Candidates who live more than 240 km (150 miles) from a Prometric CBT location.
2. A Prometric CBT site is not available within your country of residence and traveling across country borders is prohibited/unduly burdensome.

TEST ACCOMMODATIONS FOR EXAMINATION

Candidates may request modification to the examination administration procedure due to disability, handicap, or other condition which may impair the ability of the candidate to take the exam. To request test accommodation, candidates must indicate their need on this form by checking the appropriate box below.

- ☐ I am requesting the same test accommodation(s) that was approved for my previous examination.
- ☐ I am requesting test accommodation(s) for the first time.
  (Please complete the Test Accommodations form separately and submit it to PMI with your reexamination form)

LANGUAGE AID FOR EXAMINATION

All PMI certification examinations are administered in English, but assistance for the CAPM and PMP can be provided with an accompanying language aid. If you would like a language aid for the CAPM or PMP examination, please indicate your choice below.

☐ Arabic	☐ Chinese (Simplified)	☐ Chinese (Traditional)	☐ French	☐ German	☐ Hebrew	☐ Italian
☐ Japanese	☐ Korean	☐ Polish (PMP only)	☐ Portuguese (Brazilian)	☐ Russian	☐ Spanish	☐ Turkish

Examination Change Request Form

	Certification	Fee (USD)	Reexamination Fee	Site	Test Group No.	Date (mm/dd/yy)
	CAPM Member	$225	$150			
	CAPM Non-Member	$300	$200			
	PMP Member	$405	$275			
	PMP Non-Member	$555	$375			
	PgMP Member	$800	$600			
	PgMP Non-Member	$1,000	$800			
	PfMP Member	$800	$600			
	PfMP Non-Member	$1,000	$800			
	PMI-PBA Member	$405	$275			
	PMI-PBA Non-Member	$555	$375			
	PMI-ACP Member	$435	$335			
	PMI-ACP Non-Member	$495	$395			
	PMI-RMP Member	$520	$335			
	PMI-RMP Non-Member	$670	$435			
	PMI-SP Member	$520	$335			
	PMI-SP Non-Member	$670	$435			

** Calculate and add Canadian resident tax (if applicable) _____ TOTAL _____

◯ Check ◯ Master Card ◯ Visa ◯ Bank Transfer ◯ American Express ◯ Diners Club ◯ Discover

Credit Card #: _____ Exp. Date: __ __ / __ __

Signature _____ Date _____

Please Note: For security purposes, **DO NOT** send this form via e-mail to PMI if paying by credit card.

* The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application can submit their PMI membership application and the application at the same time and receive the member rate. To download a copy of the PMI membership application, please visit the membership area of the PMI website.

**CANADIAN TAX INFORMATION

Canadian billing addresses: In accordance with Canadian tax law, taxes are collected on all certification-related products. The rate of tax varies depending on the province billing address you use. Tax calculations by province are 15% for Nova Scotia, 13% for New Brunswick, Newfoundland/Labrador and Ontario; 14.975% for Quebec, 12% for British Columbia and 5% for all remaining provinces. Online applications will automatically calculate tax. Downloaded applications will require insertion of applicable tax. Please note that if your employer is paying for this purchase and has been granted tax-exempt status by the appropriate Canadian authorities, you will not be able to use online processing. You will need to mail your application and mail or fax a tax-exempt document meeting the specifications of the Canadian government to the PMI Global Operations Center (fax: +1 610-819-0746).

GST/HST registration: 897944807RT0001; QST registration: 1202723001TQ0001