

Project Management (PMP)[®] Certification Preparation at Virginia Tech

Course Agenda- Course Hours

This agenda is being provided to you as a guideline and is subject to change based on attendee and instructor recommendations during the course.

Registration on the first day of class is between 8:30 am and 9:00 a.m. Most classes begin officially at 9:00 a.m. and end at 4:30 p.m. each day, except on the last day when classes end at 3:30 p.m. Professional Certification and College Credit exams begin at 3:45 p.m. on the last day. These exams typically take one hour or less. Some class schedules may vary slightly from this standard schedule, you will be notified if this is the case.

First Course Day:

8:00 AM Sign In During this time, you will check in with the course administrator and verify your name and address information.

Each morning will begin with a continental breakfast. A variety of refreshments will be available throughout the day.

Each Course Day:

9:00 AM Course Begins

10:15 AM Course Breaks

10:30 AM Course Resumes

12:00 PM Lunch Break

1:00 PM Course Resumes

2:00 PM S-T-R-E-T-C-H

2:15 PM Course Resumes

4:30-5:00 PM Upon Request: Informal discussions with your instructor about your work-specific projects or areas of special interest.

Note: some courses have non-standard/extended hours, you will receive notification if this is the case.

Last Course Day

3:00 PM Evaluation of Course and Instructor

Please help us continue to provide you with the highest-quality technical education available by giving us your candid and constructive feedback on the instructor, course content and other aspects of the course.

3:30 PM Class Ends

Congratulations on completing this step of your continuing education! We are confident that your newly gained knowledge and skills will enhance your contributions to your organization's goals while advancing your professional and career development.

3:45 PM Professional Certification/College Credit Exam Begins (Optional)

For courses that are part of the Learning Tree Professional Certification Program and/or College Credit Program, you have the option to take your Course Exam at this time. For planning purposes, while one hour is allowed, these exams typically take 45 minutes or less. Exams taken immediately after the course are FREE.

Please note: Professional certification exams such as the PMP®, CBAP or CAPM® are not included in your course tuition and not administered by Virginia Tech.