



TAKE YOUR PRACTICE TO THE NEXT LEVEL

## Exam Preparation Methods

Certification candidates must demonstrate proficiency by passing the comprehensive exam in their area of endeavor. PMI recommends that candidates have exceptional knowledge in the area in which they seek to become certified and a minimum of one to two years of experience working in a medical practice. PMI is committed to protecting the integrity of its certification programs. Exams are always administered in a live environment by PMI faculty or approved testing proctors, rather than online or by mail. Exam proctors must adhere to testing guidelines and candidates must earn 70% on the exam to be awarded certification.

### 3 Ways to Earn Your Certification:

#### **Preparatory Course:** *Live and Self Study Formats Available*

By far our most popular path to certification, PMI students can choose from live multi-day preparatory classes or Self Study training packages. PMI's live certification prep classes are taught throughout the country at leading hospitals, medical societies and colleges. Visit PMI's Web site: [www.pmiMD.com](http://www.pmiMD.com) to review the current certification class schedules. If you do not see a class in your area, contact your local hospital's physician relations department to inquire about bringing PMI classes in your area.

The Self Study certification preparation package offers a convenient way for busy professionals to study the materials at their own pace. No matter where you are located, PMI can accommodate your training needs with Self Study. Each package includes the full lecture and course manual as presented in the live course. Students receive support while learning via a toll-free message center and PMI web site discussion forum monitored by PMI faculty. The certification exam is included with both the live and Self Study preparatory methods. The registration fee for the preparatory program and exam is \$799 for CMIS or CMOM certifications or \$999 for CMC.

#### **Exam Only:** *For Skilled Medical Office Professionals*

For experienced professionals who wish to forgo the preparatory programs, PMI offers an "Exam Only" option. Medical office professionals with above average skills are encouraged to sit for one of PMI's certification exams. PMI works with sponsoring organizations and exam proctors all over the country to administer certification exams. An exam preparation guide is included with this option. The preparation guide gives an overview of exam sections, describes the format, grading process and includes a few sample questions. This option is \$249 and exams must be scheduled by visiting the certification section of PMI's Web site or by calling the 800# listed below.

#### **Abbreviated Exam:** *For Professionals Seeking Dual Certifications*

Professionals with current certification from another nationally recognized organization may choose to sit for PMI's Abbreviated Exam. Prior approval must be obtained by PMI's Professional Services Department. This option was created for those who want to build their certification portfolio without sitting through the full 4-6 hour exam.

Log on to PMI's Web site: [www.pmiMD.com](http://www.pmiMD.com)  
and click on the *Certification* tab to learn more.  
Or call PMI's Professional Services Department at 800-259-5562  
to review these options with a representative.

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