Scheduling Your CCMP™ Exam

This guide is for Certified Change Management Professional (CCMP™) candidates who are ready to book their exam. Using the link emailed to you, access the examination website (Kryterion Webassessor), create an account and schedule your exam.

1. Create Your Exam Account

   Password must be at least 8 characters in length and contain at least one uppercase letter, one number and only one of the following special characters: !@#$%

   Select Country first then select City and Province/State.

2. Log In and Select an Exam Location

   Log in using your newly created account ID and password.

   In the Certification Exam Center window, click Register for a new exam. Next to the ACMP Certified Change Management Professional Exam entry, click Select.

   Using the dropdown lists provided, select the Country, followed by Province/State and City in which you want to take your exam. Alternately, search exam locations by Postal Code and Range. Use the checkboxes to check the available exam slots at one or more facility and then click Select.

3. Select an Exam Date and Time

   Use the calendar and Select Start Time box to find an available date and time.

   If all dates are grey, there are no available slots at that facility. Click Cancel to return to the Exam Registration page and select another exam facility.

   Don't forget to acknowledge the terms and rules at the bottom of the page then click Select.

4. Complete Shopping Cart

   The price of the exam was included in your application fee and is covered by using the voucher code provided in your exam scheduling email. The Shopping Cart page confirms your date, time and location.

   Click Confirm.

5. Confirm Exam Registration

   Type the Voucher Code that was included in your exam scheduling email. Click Submit.

   Click Submit once more and then check your email for your registration confirmation.

   Requests for exam-day special accommodations must be sent to help@acmpglobal.org at least 30 days in advance of your exam date. Please include 'Special Accommodation' in the subject line.

6. Print Exam Confirmation

   Print your confirmation and bring it with you on exam day. Don’t forget to arrive for your exam 15 minutes early and bring:

   Two (2) pieces of identification. One must be a government-issued photo ID. The second must show your printed name (such as a bank card, credit card or employee ID card).

   Personal belongings are not permitted in the exam room. Secure storage is available if required at all exam centers.

   Good Luck!

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