

CCMP™ EXAM TIPS

Preparing / Day Of / During / After

Preparing for the Exam

Read – The first time through, just read the 71-page Standard for Change Management® and the ACMP Change Management Code of Ethics. Familiarize yourself with the content and how it is presented. Don't concern yourself with studying or memorizing anything during this first read.

Read & Highlight – The second time through, read it again but take your highlighter or pen to underline and mark the key concepts you feel are important.

Read the Highlights – The third time through, read your highlighted key concepts. This maximizes the effectiveness of your time investment allowing you to flip through the Standard and Code of Ethics quickly while reinforcing your highlighted key concepts.

Study the CCMP™ Exam QRG – The Quick Reference Guide is the collection of what I believe to be the key concepts in one convenient place. While you should 'read' the Standard and Code of Ethics, you should 'study' the QRG. I've printed it on sturdy cardstock so you can keep it handy and it will stand up to lots of use.

Memorize the 5 Process Groups – The five process groups and 31 processes are key to the Standard. I've created a one-page snapshot you can download from my website to help. I've also included memory aids for the process groups (EFDEC or "Every Flux Deserves Effective Change"), the 15 process in group one (3D-3I-9A), and for the change strategies and change plans.

Review the Inputs & Outputs – Admittedly there are a lot of Inputs & Outputs. While you shouldn't try to memorize all of these, they are easy content for multiple choice exam questions. So, look through these not to memorize them but think about how the logic works. If you know the process, you'll be able to apply logic to determine what inputs would be needed or what output(s) would be generated.

Sleep – Try to get a good night's sleep the night before the exam. I know, easier said than done, but at least don't pull an all-nighter studying. Your best bet to pass the exam is to be well rested, focused, and energized!

Day of the Exam

Wake Up Early – Give yourself some time to wake up, review, and get to / set-up for the exam with time to spare.

Get Caffeinated – If you are a coffee drinker, pour a cup of Joe. But, let's not overdo it. No need to be jittery or have to use the restroom too many times. The exam has a 3-hour time limit.

Read the Exam QRG – Read through your CCMP™ Exam QRG once or twice to refresh your memory and get in the CCMP™ mindset. I took my tip sheet to the exam site and read it once last time before going upstairs to the exam room.

During the Exam

Breathe – You've taken all the steps to prepared listed above. You are ready. Try to relax and focus. You can do this!

Pace Yourself – The exam is comprised of 150 questions over three hours. After the 50th and 100th questions check the clock. If you are not close to the 60- and 120-minute marks, adjust your speed as needed to ensure you get through every question. Other than these checkpoints, try not to look at the clock.

Mark for Later – If you're not confident of a response don't spend too much time on any one question. Try to narrow down the options to 3 or even 2 answers. Then pick one and check the box "Mark this item for later review". When you are ready to review those question, click "Review All." This will present a list of all your questions and show you which ones were marked for review. You can then click each one to go to the question for review or to change your answer.

After the Exam

Celebrate! – You've accomplished a great achievement in advancing yourself and your career. Celebrate this milestone and treat yourself today.

...or Double Down – If you did not pass, that's okay. You can retake the exam up to two additional times within the one-year window. And now you know exactly what to expect so any test anxiety will be much less the next time.

Promote your CCMP™ – Be humble but toot your own horn. Let your colleagues know you're a CCMP™ through your social media channels. They will enjoy celebrating with you.

Maintain your CCMP™ – You put a lot of work into earning the industry's premier change management certification. Don't let it expire. You'll need to earn 60 PDUs every three years to keep your certification active.