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What Is the Deltek University PIM Certification Program?

The Deltek University PIM Certification Program provides an opportunity for Deltek clients, partners and employees to enhance their current PIM system knowledge and use Deltek tools to allow them to grow their skills and remain competitive in the workforce.

The Deltek PIM Core Certification Exam validates skills within the PIM core, the Document Management System, and Outlook Add-In areas. Successful completion of the Certification exam is required to receive the Professional Certification.

What Does the Certification Mean?

A candidate who passes the Deltek PIM Core Certification exam has demonstrated proficiency within multiple areas of Deltek PIM. To receive Deltek PIM Core Certification, you must pass the knowledge-based exam.

Benefits to Individuals Include:

- Improved use of current systems
- Valuable experience and confidence
- Proof of skills and differentiator employers are looking for in the hiring process

Benefits to Employers Include:

- Better return on system investment and employee satisfaction
- Process improvements and efficiency
- Ability to identify qualified employment candidates and ensure their users have a certain level of knowledge

Preparing for the Exams

Training is not required for certification. Passing the exam confirms you have practical application knowledge required to be a Deltek PIM Core Certified User.
Knowledge-Based Exam

This is a 75-question exam comprised of multiple choice questions to test your knowledge of PIM, with a focus on Core, the Document Management System and the Outlook Add-In. Twenty-five questions come from the core foundations of PIM. The other 50 questions come from the endorsement for this exam, the Document Management System, and the Outlook Add-In. This exam is randomly generated and provided via the Deltek Learning Zone.

Conditions

No written or online reference materials may be used during the exam.

The exams are taken online via the Deltek Learning Zone. Access to the exam is included for all users who have a subscription to use the Deltek Learning Zone. If you are not a subscribed customer, the course can be requested and purchased by following the steps shown on the screen. The exam must be completed in a single session of up to 90 minutes, with up to two attempts to successfully pass the exam.

Terms and Conditions

Following the purchase (if applicable) and launch of the exam, you must read and accept the Deltek Certification Program Terms and Conditions.

Maintaining Deltek PIM Certification

Certification will be valid for up to two years and can be renewed by passing the New Release exam. The exam will be available at least 90 days following the release of new PIM training series by Deltek.

Recommended Training or Background

All questions in the exam are tied to training series found on the DLZ; this includes all training types, such as, Virtual Live Classes (VLC), Recorded Sessions (RS), Self-Paced Learning (SPL), Click Guides (CG), Infographics (IF), and Quick Reference Guides (QRG). The following series are recommended. Go to the Deltek Learning Zone (Deltek.com\Learn) for more information on the certification program, PIM courses, and how to register.

- PIM Fundamentals Series
- PIM Outlook Add-In Series
- PIM Document Management Series
Study Suggestions:
You will need knowledge in all areas of PIM in order to pass the exam. Use your knowledge from work, co-
workers, Deltek University’s PIM Series trainings, and Knowledge Base Articles. Here are some suggestions
of areas to study that will help with taking the exam. While this is not a complete list, use it as a springboard
into your studies.

Navigation and Fundamentals
Focus on:
You will need a strong understanding of the navigation and fundamentals of the PIM system. Knowledge of
tasks such as how to set up your PIM system for your own personal needs; how to create, modify and delete
records; how records are structured and capabilities of the bands within records; and how to find records held
within the system as well as making the most out of the searches available.

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<th>DLZ Assets:</th>
<th>SPL</th>
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<tr>
<td>PIM Fundamentals Series: Getting Started</td>
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<td>PIM Fundamentals Activity Zone Searches Tips</td>
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Outlook Add-In
Focus on:
You will need a strong understanding of the Outlook Add-in and how this is used alongside PIM. Knowledge
of tasks such as Publishing emails both with and without attachments, handling received attachments, and
opting to not publish emails at the point of send. Proficiency in the use of search features and mobile
publishing setup and usage is also recommended.

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<td>PIM Sync Outlook with Contacts</td>
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<td>PIM Search Emails in Outlook</td>
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<tr>
<td>PIM Set up and Publish Mobile Emails</td>
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Document Management System

Focus on:
You will need a strong understanding of the PIM Document Management System and the features surrounding this. Knowledge of tasks such as publishing and editing documents, searching for documents, managing versions, using baskets to make accessing documents easier, and subscriptions to manage notifications of documents is needed.

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<td>PIM Effective Document Searching</td>
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<td>PIM Document Management Series: Version Control in the DMS</td>
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<tr>
<td>PIM Document Version Control</td>
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Sample Questions:
The Deltek PIM Certification with Core Exam contains multiple choice questions. Below are some examples of the types of questions you will find in the exam, with the answers in bold.

1. Which of the following browsers are not listed as being supported at all by PIM?
   a. Opera
   b. Safari (Mac)
   c. Edge (PC)
   d. Firefox (PC)

2. Which options are available to help you to configure your searches within PIM? (Select all that apply)
   a. Edit Output
   b. Hide Criteria
   c. Sort and Group
   d. Convert to PDF

3. If a document was checked out to working files and you log out of your PC, will the document be available when you log back in?
   a. Only for 24 hours
   b. Yes, unless someone else checks the document out
   c. Yes, and can be re-opened from either the dashpart or Working Files folder
   d. No

4. I display the last 10 Contacts, Organisations and Project records that you have viewed and allow you to search for other records to obtain further information. Which Dashpart am I?
   a. Phone Book
   b. My Favorites
   c. Menu
   d. My Projects