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Create a Professional Certification Plan

Do you need something that sets you apart from the crowd of job candidates? You might be in the middle of a career change and looking to build your credibility in the new field. You might be a seasoned careerist with a desire to increase the depth of your understanding in your current vocation. Completing a professional certification may be the answer.

First, a definition of what a professional certification is would be appropriate. Any certification that signifies an individual has mastered a field of study as referenced by an identified body of knowledge. The mastery can be determined through any combination of job experience, successful completion of one or more standardized test and formal education. Many require periodic recertification as a way to validate current knowledge of a candidate. A 'certification' granted by sending in a check to the granting organization does not qualify using this criteria. The list of certification programs that do qualify is too long to list completely here, but three examples of well respected programs will help illustrate the kind of certifications this article addresses.

1. Project Management Professional (PMP) granted by the Project Management Institute. 2. Certified in Production and Inventory Management (CPIM) from APICS, The Operations Management Society. 3. Senior Professional in Human Resources (SPHR), the higher level of two certifications granted by The Society for Human Resource Management.

Other certification programs in fields not listed above, such as IT management, purchasing and quality management follow similar certification procedures. The information contained here will be helpful in preparing a plan for those programs also.

Before beginning the study of registration process, research what the requirements will be to achieve the goal. Some require a certain amount of documented time in the field. If you don't have the experience you may want to consider a different program. If you are close to the time requirements, weigh that against the timing you desire for obtaining the certification. Some allow you to complete qualifying activities prior to the minimum experience time requirement.

Learn the Vocabulary

Many programs have study or content guides available and are worth the cost of purchase. These usually contain the key terminology you will find on the certification exams. Study these carefully as you should be able to describe, in your own words, what each of the key terms means and provide pertinent examples of concepts the words represent. Use the words throughout your workday when given an opportunity. Consider creating a few opportunities if none are presented to you.

Apply What You Have Learned

This approach is most useful when you are pursuing a certification in your current field. Use the key terminology and concepts you have studied in your discussions throughout the work day. Use and explain the processes to others in a non-condescending manner. If you can't explain a topic, research it in anticipation of the topic coming up in a future conversation. It might be something you will be tested on in a standardized test, and there is no better way to cement your understanding of a term or concept than by explaining it to others.

[PMP Certification Website](#) provides wide range of resources and help ful material.visit [CAPM Certification - A Viable Alternative For PMP Certification](#) for complete PMP certification requirements and related information.

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