The Basics of Achieving Professional Certification: Enhancing Your Credentials

Willis H. Thomas

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Professional certification has become a very popular topic and a significant number of individuals are making it a priority. Some people are torn on whether or not to obtain a certification to bolster their career. Others see the advantage of diversifying their professional portfolio and pursuing popular certifications in the areas of Project Management, Information Technology, Quality, or Human Resources. **The Basics of Achieving Professional Certification: Enhancing Your Credentials** provides clear-cut guidance on how to select a certification that is right for you and how you can continue to build your credentials in support of personal and professional goals.

This easy-to-use guide can help anyone looking to achieve professional certification make informed decisions about the many options available. It can also help avoid the pitfalls of making the wrong choice as a result of being incorrectly informed. Examining the range of professional certifications offered by associations and organizations, it explains how to select the right professional certification and outlines best practices for completing the certification process.

The book includes a CD that represents more than a year of development between resources in the U.S. and Europe. Packed with tools, it supplies permanent access to a suite of helpful training and development software, including:

- Library management system to track training material, books, and related items (created in MS Access)
- Learning management system to ensure training compliance (created in MS Access)
- A number of project management resources, including a comprehensive exam preparation program
- Royalty free multimedia resources to add pizzazz to your e-learning programs
- Forms, templates, and checklists to support training administration
- Tools to help evaluate training programs
- Software to make training and certification more interactive and enjoyable

Winner of a *Cleland Publication Award*, Willis H. Thomas, PhD, PMP, CPT, not only outlines the requirements for obtaining professional certification, but also provides a framework for training and development that supports the range of professional certifications. The book includes helpful test-taking tips for oral and written exams and also describes how to find supporting resources for study group participation.

Filled with illustrative examples, the text includes testimonials from professional associations on how professional certification has benefited their members?making it helpful to professional associations as a means to encourage association membership and participation.

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