**Know Before You Go**

**BPC Nashville Certification Day**

We’re thrilled that you’re participating in Certification Day 2025! This is a fantastic opportunity to earn your certification right before our biggest event of the year—so you can immediately start earning CEUs and CPDs.

To help you feel fully prepared, we’ve outlined some important details below. Please take a moment to review them ahead of the event to ensure a smooth experience as you work toward earning your CF APMP.

If you have any questions, don’t hesitate to reach out to Kimberly Kissel—we’re here to support you every step of the way!

**When & Where**

**Date:** Sunday, May 18th

**Time:** 8 AM to 5 PM

**Check-In:** Begins at 7 AM in the Ryman Studios Foyer. Training Rooms open at 7:30 AM

**Location:** Gaylord Opryland Resort, Ryman Studios Foyer

**Preparation and Resources**

APMP Certification Day trainers highly recommend that candidates study the [Foundation Study Guide (v4) and glossary](https://www.apmp.org/certification/foundation-study-guide-and-glossary/) and take the [sample exam](https://oea2022.apmg-international.com/Marlin/SamplePapers.aspx) before Certification Day. APMP recommends a minimum of 10 hours of studying to prepare for the Foundation-Level exam from the Study Guide.

As a special gift, here is a [FREE copy](https://apmp-imis.informz.net/APMP-iMIS/data/images/APMP_Glossary_v8-1.pdf) of the Industry Glossary of Terms for you.

**Day of the Exam**

Please bring your identification to APMP Certification Day. This can be any photo Identification document such as a passport or driver’s license.

You will receive an email on May 6th with your room assignment. Please report to the assigned room to check in for Certification Day. If you do not receive this email by May 7th, please reach out to Kimberly Kissel.

**IMPORTANT**: If you registered for Certification Day after May 5th, 2025, you’ll need to complete some brief paperwork onsite the day of the event. Please go directly to the Registration Desk in the Ryman Studios Foyer rather than heading to a training or testing room. Once your paperwork is complete, you’ll be directed to your assigned training room. To ensure you’re ready before training begins, please arrive at the check-in desk no later than 7:30 AM CT.

**Important Registration Information**

You should receive an email from APMG International to complete your registration for Certification Day. If you have not received this email by May 13th, please contact operationsuk@apmgroup.co.uk to request a resend.

**Questions?**

For any inquiries, reach out to Kimberly Kissel, APMP Director of Certification, at kimberly.kissel@apmp.org.

We're excited to see you there and support you through gaining your certification. Let’s make this a productive and memorable day!