



Certification Category

CERTIFIED TIME MANAGEMENT SPECIALIST

CERTIFICATION	
Certification Description	This certification demonstrates the ability to successfully manage tasks and projects while recognizing the demands and time requirements. Techniques include time management.
Prerequisites	None
Certification Requirements	1 hour proctored written exam. Passing score of 80%. Completion of one project: Project 1: The completion of a time log involving the candidates work or personal environment for a complete duration of one week. Information will be summarized and identified according the Covey's Prioritization Matrix.
Certification Costs	\$75
Renewal Required	None

DEGREE

Degree Course Description	Prep course consist of 4 weeks of online & telephone support from UQMI Instructor. The prep course is required for the degree program. The degree course provides direction and support to the student regarding specific knowledge of materials and assistance in project completion.
Course Materials	Course materials as required by individual instructor. Materials available for purchase to members on the Resource page.
Course Costs	\$240 (Additional time may be purchased at \$60 per week)
Degree Costs (course+certification)	\$315 w/o books