



TMI CERTIFICATION POLICIES GUIDE

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ABOUT TMI

TMI is a world leader in Talent Management credentialing and is widely credited for its contribution to developing Talent Management into a profession of critical significance for global industry and business. TMI plays a pivotal role in shaping how organizations attract, develop, engage, and retain talent by aligning people strategies with business outcomes. Its globally respected standards and certifications are designed to validate real-world competency, strategic thinking, and leadership capability across the full talent lifecycle.

TMI offers the world's most powerful set of certifications for HR and Talent Management professionals featuring the TMP™, STMP™, and GTML™ credentials. The TMI Universal Knowledge Framework (TMI-UKF™) allows HR and Talent Management professionals the opportunity to accelerate their careers and professional growth.

INTRODUCTION TO THE GUIDE

The TMI Certification Policies Guide is a comprehensive resource for certification applicants and registered candidates of the TMP™, STMP™, and GTML™ programs. This guide contains detailed information on a range of topics, including eligibility criteria, application procedures, exam registration and scheduling, exam administration, scoring, retakes, code of conduct, violations, appeals, and more.

Talent Management Institute is committed to ensuring a fair and impartial certification process. TMI recognizes the significance of upholding non-discriminatory conduct and ensuring no conflict of interest when working with individuals, associates, and partners. The Talent Management Institute does not discriminate on any basis, including those protected by U.S. laws. These policies are designed to maintain the integrity of the certification process, ensure that all candidates are treated fairly and equitably, and safeguard the security and confidentiality of the TMI examination content.

It is vital for all candidates to read and familiarize themselves with the guide and agree to its policies and procedures.

TMI CERTIFICATION PROGRAMS

The TMPTM, STMPTM, and GTMLTM credentials from the Talent Management Institute are the most powerful indicators of proven promise and potential for professional excellence in the complex and exciting talent management discipline globally today. In a world that is getting intensely talent-focused, it is critical for organizational HR systems, strategies and leadership to have the capability to competently and seamlessly build Talent Management into their fabric as the driver of competitive superiority, strategic agility, business performance and corporate esteem.

Talent Management Practitioner (TMPTM): TMPTM certification is the gateway to building a successful career in Talent Management, for those who are just starting in HR or looking to stand out in a competitive job market. The TMPTM Credential is for individuals graduating with an HR major or similar discipline from premier universities, business schools and HR institutions. TMPTM gives you the edge that gets noticed globally by recruiters and hiring managers.



Senior Talent Management Practitioner (STMPTM): The STMPTM credential is for mid-career HR and Talent Management professionals who are responsible for managing complex workforce challenges and driving strategic talent initiatives. It validates advanced expertise in designing, implementing, and optimizing Talent Management systems aligned with business goals. STMPTM serves as strong proof of competence for professionals aspiring to senior HR and Talent leadership roles.



Global Talent Management Leader (GTMLTM): The GTMLTM is TMI's highest-level credential for senior HR and Talent Management leaders responsible for shaping enterprise-wide and global talent strategies. It validates mastery in integrating Talent Management with business strategy across diverse, multicultural, and geographically dispersed workforces. The GTMLTM credential signifies executive-level leadership capability, strategic foresight, and the ability to drive sustainable organizational performance through talent.



A Comprehensive Roadmap for Exam Success

This guide will provide a step-by-step overview of your TMI certification journey. Candidates have 180 days from completion of registration to study, prepare, and take the exam. You can schedule your exam at any time during this period. You must book your examination at least 30 days before your 180-day examination window expires. Your examination must take place within that window.

All TMI certification exams are completely online and digitally proctored. You can take the exam anywhere, even at home or in your office. You'll need your computer and ExamStrong™ verified environment prior to taking the exam.

TMI CERTIFICATION PROCESS



CHECK YOUR ELIGIBILITY

Before applying for a TMI certification, candidates are required to thoroughly review the eligibility criteria for their selected certification.

Education and Work Experience

Each TMI certification has defined eligibility criteria based on educational qualifications, professional certifications, and relevant work experience. TMI offers SIX candidacy tracks across TMP™, STMP™, or GTML™ certifications to accommodate candidates with different academic and professional backgrounds.

Every TMI certification track has different prerequisites, including:

- Some tracks require eligible candidates to have at least a Bachelor's Degree in HRM/ Business/ Management/ Related Disciplines or any other disciplines.
- Other tracks mandate that the candidates hold at least a Master's Degree/ Master's Level Diploma in HRM/ Business/Management/ Related Disciplines or any other disciplines.
- Some tracks require candidates to hold TMI-recognized HR certifications or qualifications from TMI-recognized institutions (refer to the QualiFly™ program in later pages). Under these tracks, TMP™ may not require prior work experience, while STMP™ requires a minimum of 5 years and GTML™ requires a minimum of 7 years of relevant professional work experience to meet the eligibility requirements.

The Eligibility Tool

The Talent Management Institute provides an eligibility-check tool that offers clear guidance and recommendations based on the educational qualifications, discipline, and years of work experience you input. The tool helps candidates identify the certification that best matches their profile. There are four simple steps for candidates to begin their journey toward earning a TMI certification.

Choose the right TMI credential - <https://www.tmi.org/professional-certifications>

- Step 1** – Select Your Qualification: Choose your current or last qualification from the dropdown
- Step 2** – Select Your Education Discipline: Choose your discipline.
- Step 3** – Select Your Work Experience and click on “Check Eligibility”
- Step 4** – Review the recommended certification(s) and proceed by selecting “Apply Now”

Find the Talent Management Certification That Fits Your Career Goals.

SELECT YOUR QUALIFICATION*

▼

SELECT EDUCATION DISCIPLINE*

▼

SELECT YOUR WORK EXPERIENCE*

▼

Check Eligibility

Talent Management Practitioner (TMP™)

The TMP™ credential is an entry-level certification in Talent Management that recognizes individuals who are beginning or developing their careers in HR and Talent Management. It is open to candidates from HR and related disciplines, as well as those from other academic backgrounds who meet the required eligibility criteria.

TMP™ Track 1

Bachelor's in HRM/ Business/ Management/ Related Disciplines

Minimum Qualification Required

Should have completed Bachelor's Degree in Human Resource Management/Business/ Management/ Related Disciplines.

Minimum Work Experience

6 Months or more experience in any of the HR sub-functions.

TMP™ Track 3

Master's Degree/ Master's Level Diploma in HRM/ Business/Management/ Related Disciplines

Minimum Qualification Required

Should have completed Master's Degree/ Master's Level Diploma in Human Resource Management/ Business/ Management/ Related Disciplines.

Minimum Work Experience

Currently working in any of the HR sub-functions.

TMP™ Track 5

via TMI-Recognized Institutions (QualiFly™)

Minimum Qualification Required

Current and former students of Bachelor's/ Master's Level professional qualifications in Human Resource Management/ Business/ Management/ Related Disciplines from any of the TMI-recognized institutions.

Minimum Work Experience

Experience is not mandatory.

TMP™ Track 2

Bachelor's in other disciplines

Minimum Qualification Required

Should have completed Bachelor's Degree in Other disciplines.

Minimum Work Experience

2 Years or more experience in any of the HR sub-functions.

TMP™ Track 4

Master's Degree/ Master's Level Diploma in Other Disciplines

Minimum Qualification Required

Should have completed Master's Degree/ Master's Level Diploma in Other disciplines.

Minimum Work Experience

1 Year or more experience in any of the HR sub-functions.

TMP™ Track 6

via TMI-Recognized HR Certifications (QualiFly™)

Minimum Qualification Required

Should hold a Bachelor's degree and possess an active credential by CIPD, HRCI, ATD, SHRM & other certification bodies whose credentials TMI may recognize as worthy of being included under QualiFly™ program.

Minimum Work Experience

Currently working in any of the HR sub-functions.

Senior Talent Management Practitioner (STMP™)

STMP™ is for mid-career HR professionals who are moving from operational excellence into strategic Talent Management work.

STMP™ Track 1

Bachelor's in HRM/ Business/ Management/
Related Disciplines

Minimum Qualification Required

Should have completed Bachelor's Degree in Human Resource Management/ Business/ Management/ Related Disciplines.

Minimum Work Experience

7 Years or more experience in any of the HR sub-functions.

STMP™ Track 3

Master's degree/ Master's-level Diploma in HRM/
Business/Management/ Related Disciplines

Minimum Qualification Required

Should have completed Master's Degree/ Master's-level Diploma in Human Resource Management/ Business/ Management/ Related Disciplines.

Minimum Work Experience

5 Years' or more experience in any of the HR sub-functions.

STMP™ Track 5

via TMI-Recognized Institutions (QualiFly™)

Minimum Qualification Required

Current and former students of Bachelor's/ Master's Level professional qualifications in Human Resource Management/ Business/ Management/ Related Disciplines from any of the TMI-recognized institutions.

Minimum Work Experience

5 Years or more experience in any of the HR sub-functions.

STMP™ Track 2

Bachelor's in other disciplines

Minimum Qualification Required

Should have completed Bachelor's Degree in Other disciplines.

Minimum Work Experience

8 Years or more experience in any of the HR sub-functions.

STMP™ Track 4

Master's Degree/ Master's-level Diploma in Other
disciplines

Minimum Qualification Required

Should have completed Master's Degree/ Master's-level Diploma in Other disciplines.

Minimum Work Experience

7 Years' or more experience in any of the HR sub-functions.

STMP™ Track 6

via TMI-Recognized HR Certifications (QualiFly™)

Minimum Qualification Required

Should hold a Bachelor's degree and possess an active credential by CIPD, HRCI, ATD, SHRM & other certification bodies whose credentials TMI may recognize as worthy of being included under QualiFly™ program.

Minimum Work Experience

5 Years or more experience in any of the HR sub-functions.

Global Talent Management Leader (GTML™)

GTML™ is for senior HR professionals operating at or near the top of their function, including heads of talent, senior HR business partners on CHRO-track careers, and HR leaders responsible for global or multi-region talent strategy.

GTML™ Track 1

Bachelor's in HRM/ Business/ Management/ HRM-allied disciplines

Minimum Qualification Required

Should have completed at least a Bachelor's Degree in Human Resource Management/ Business/ Management/ HRM-allied disciplines from any accredited institution.

Minimum Work Experience

10 Years or more of full-time work in any of the HR sub-functions.

GTML™ Track 3

Master's Degree/ Master's Diploma in HRM/ Business/Management/ HRM-allied disciplines

Minimum Qualification Required

Should have completed a Master's Degree/ Master's Diploma in Human Resource Management/ Business/ Management/ HRM-allied disciplines.

Minimum Work Experience

8 Years or more of full-time work in any of the HR sub-functions or those related.

GTML™ Track 5

via TMI-recognized Institutions (QualiFly™)

Minimum Qualification Required

Current and former students of Bachelor's/ Master's-level professional qualifications in Human Resource Management/ Business/ Management/ Related disciplines from any of the TMI-recognized institutions.

Minimum Work Experience

7 Years or more of full-time work in any of the HR sub-functions or those related.

GTML™ Track 2

Bachelor's in Non-HRM/ Other disciplines

Minimum Qualification Required

Should have completed at least a Bachelor's Degree in any discipline from any accredited institution.

Minimum Work Experience

12 Years or more of full-time work in any of the HR sub-functions or those related.

GTML™ Track 4

Master's Degree/ Master's Diploma in Non-HRM/ Other Disciplines

Minimum Qualification Required

Should have completed a Master's Degree/ Master's-level Diploma in any discipline from an accredited institution.

Minimum Work Experience

10 Years or more of full-time work in any of the HR sub-functions or those related.

GTML™ Track 6

via TMI-Recognized HR Certifications (QualiFly™)

Minimum Qualification Required

Should hold a Bachelor's degree and possess an active credential by CIPD, HRCI, ATD, SHRM, or by any other global certification bodies whose credentials TMI may recognize under the QualiFly™ program.

If you have been a TMI credential holder (TMP™/STMP™) for at least one year, you are eligible to register for GTML™, provided that you meet the candidacy norms. You can pay the reduced fee, and you must pass the GTML™ exam to achieve the GTML™ designation.

Minimum Work Experience

7 Years or more of full-time work in any of the HR sub-functions or those related.

QualiFly™ - Accelerated Pathways to TMI Credentials

QualiFly™ is TMI's accelerated candidacy pathway that recognizes prior learning and credential alignment. It is intended for HR professionals and graduating students from TMI recognized institutions, enabling eligible candidates to pursue TMI certifications TMP™, STMP™, or GTML™ through a faster, simplified route. Candidates with qualifications or credentials listed in the latest TMI Q1, Q2, or Q3 lists may be eligible to apply under QualiFly™.

Benefits of QualiFly™

Eligible candidates may receive:

- Reduced minimum qualification and work-experience requirements under standard TMI candidacy norms for the selected certification
- Fee benefit on the applicable TMI certification
- Eligibility through globally recognized HR credentials
- Accelerated access to TMI certification pathways

QualiFly™ LEAGUE

The TMI Q-Lists include institutions and certification bodies whose qualifications/credentials are recognized by TMI, as well as those under review for recognition and potential consideration under the QualiFly™ program.

The Q-Lists are currently organized into three categories:

- Q1** – Premier certification bodies in HR and allied disciplines
- Q2** – Universities and higher-education institutions, specialized HR schools, and select premier certification bodies
- Q3** – Emerging institutions recognized by TMI for demonstrated capability in developing world-class HR professionals

The Q3 List is typically updated quarterly, and TMI encourages eligible institutions to apply for inclusion.

Choose QualiFly™

The QualiFly™ eligibility tool helps candidates identify suitable TMI certification pathways based on their educational qualifications, work experience, and recognized certifications or institutions listed under TMI's Q1, Q2, and Q3 lists.

Step 1 – Select Your Qualification: Click on your current or last qualification from the dropdown

Step 2 – Select Your Work Experience

Step 3 – Select Your Certification (TMI-Q1 List) or University/Institution (TMI-Q2 or Q3 List)

Step 4 – Click on “Get My QualiFly™ Report” to view the recommended certification and proceed with registration

Know more about QualiFly™ - <https://www.tmi.org/qualify>

The screenshot shows a web form titled "Check Right Away If You QualiFly™!". It contains four dropdown menus for selection. The first three are: "SELECT YOUR QUALIFICATION*", "SELECT YOUR EXPERIENCE*", and "SELECT YOUR CERTIFICATION (TMI-Q1 LIST)*". Below the third dropdown is the text "OR". The fourth dropdown is "SELECT YOUR UNIVERSITY/INSTITUTION (TMI-Q2 LIST)*", followed by another "OR" and a final dropdown "SELECT YOUR UNIVERSITY/INSTITUTION (TMI-Q3 LIST)*". At the bottom are two buttons: "Get my QualiFly™ Report" and "Reset". A small instruction text reads: "Please select TMI-recognized Certification body/ Universities/ Institutions either from TMI Q1-List/ Q2-List/ Q3-List".

Request for Candidacy Consideration

TMI has set eligibility criteria to obtain its certifications, which include requirements for minimum education and work experience. If a candidate does not meet the candidacy criteria, they have the option to submit a request for reconsideration for a comprehensive re-evaluation.

Policy and Appeal Process for Eligibility:

Candidacy Consideration Request

Applicants whose candidacy has been declined on eligibility grounds may submit a [Candidacy Consideration Request Form](#) for review.

This request applies in the following cases:

- Candidates who do not meet the eligibility criteria but wish to be considered based on their overall profile
- Candidates whose application has been rejected and seek reconsideration

Applicants must submit the completed form along with relevant supporting documents, such as educational certificates, work experience proofs, and any additional credentials that support their case.

The Applications and Candidacy Management team will review the request based on the candidate's overall profile, including education, professional experience, and supporting evidence. All decisions will be communicated via the registered email within 5 business days of receiving the complete application.



COMPLETE YOUR REGISTRATION

Once you've confirmed eligibility, you'll create your myTMI account to begin the application process. You will be required to submit your academic and professional background details and pay the applicable program fee. After successful submission, access to your myTMI dashboard will be provided.

Note: Candidates must ensure that their name is entered exactly as it appears on their government-issued identification (ID) and that a personal email address is used for registration to avoid any disruption in communication.

In case of any discrepancy identified after registration, candidates should contact the TMI support team with valid supporting documents for verification and necessary updates. Such updates must be completed before appearing for the exam.

Vouchers and Privilege Codes:

After creating your myTMI account, you will be directed to the next screen of the application form. Enter the code on this page before clicking the submit button. If you fail to enter the code and proceed with submission, you will be redirected to the payment page. If a code has been provided as part of your registration, make sure it is applied at this stage, as once the form is submitted without applying the code, the application will automatically proceed to the payment page.

Methods of Payment:

You have the option to pay online or through a wire transfer.

Please be aware that fees are subject to change without prior notice. For the latest and most accurate information on fees, please refer to www.tmi.org.

TMI processes all payments securely through Stripe, a leading global payment gateway. You can make payments using major debit and credit cards. For organizations or institutions sponsoring candidates, electronic checks and wire transfers are also accepted. Once the application form is submitted, an invoice becomes available for download via the myTMI dashboard.

Wire Transfers:

For individuals opting to make payments through wire transfer, please adhere to the following instructions:

1. Send an email to the support team and ensure to attach the payment receipt for the transaction.
2. Expect to receive payment confirmation within 2-3 business days.

Corporate Registrations / When Registering through your Employer:

Bill your sponsor:

After submitting the application form, an option titled “Bill my sponsor” will be available on the payment page. Upon selection, a pop-up window will appear requiring the employer’s billing details to be entered.

After entering the required information, a payment summary can be downloaded. This includes an invoice that may be shared with the employer. The sponsor may complete the payment via wire transfer or bank transfer using the banking details provided in the payment summary.

Alternatively, if the sponsor’s details are entered and the “Pay Now” option is selected, the same details will be reflected on the payment page and on the final invoice generated upon successful payment.

Refunds:

For withdrawal requests made within 24 hours of completing the fee payment, the total fee paid will be refunded after deducting processing charges of USD 80. However, no refund will be processed for withdrawal requests made after 24 hours.

Candidates are required to contact the support team within 24 hours of payment to initiate the refund request.

Validation and Application Audit

Once you submit your application, it is automatically reviewed and validated to ensure you meet the eligibility requirements for the certification. TMI also conducts a random audit of the applications. If your application is selected for a candidacy audit, you will be required to complete the Random Candidacy Audit Form and submit it [here](#) with the additional information asked in the candidature re-audit notification.

Random Audit Form:

This form is to be filled out by the candidates whose applications have been randomly picked up for a process-check audit without prejudice.

To preserve the probity of TMI certification programs, a certain number of applications made by applicants are picked up every month for such candidacy audits to help monitor the degree of compliance with prescribed TMI norms. Applicants picked for this candidacy audit are necessarily required to participate in the process. Refusal to participate in the process or a failure to reply to the audit and review request within the time limit as instructed, and inability to provide satisfactory educational, professional, work-related, or other relevant evidence to prove their candidacy may lead to a bar for such applicants from taking the certification exam, or even a rejection of their application.

Note: In case a candidate does not meet the eligibility requirements or whose application is rejected for some reason, they can download and fill out the Candidacy Consideration Request form and submit it [here](#).

Updating your myTMI profile

Updating your Address:

In case a candidate wants to update the address, they can do so 24 hours from the date of registration completion. To begin with, log in to myTMI dashboard. Go to profile section, you will see Shipping address as well as Billing address. Click on “Edit”, modify the Shipping/ Billing address and click on “Update”.

Note:

1. Please make sure to read the instructions before clicking on “Update”.
2. You may update your shipping address before confirming it with the TMI logistics team. After confirmation, any address change must be requested within 24 hours. After this period, no further changes can be accepted.

Changing Email ID/ Login ID:

Please note that candidates cannot modify their email ID or login credentials directly through the myTMI dashboard. To request a change in their email ID, candidates must contact the support team [here](#) from their registered ID, specifying their desire to update their email ID and also providing the new email address.

Note:

For uninterrupted access to important emails from Talent Management Institute; it is recommended that you use a personal email address to which you will always have access.

STUDY AND PREPARE

Resource Box

TMI candidates receive the exam preparation material, also known as “Resource Box,” for essential reading to aid them in preparing for their certification exam.

TMP™	STMP™	GTML™
<i>TMI's flagship publication -</i> • The TMI Handbook for Practitioners	<i>TMI's flagship publication -</i> • The TMI Handbook for Practitioners • #Talentastic!	<i>TMI's flagship publication -</i> • The TMI Handbook for Practitioners, • #Talentastic! • Talent & the Future of Work

Once you pay the fee and complete your registration, you will be contacted via email by the logistics team to confirm your shipping and contact information. Please respond to that message promptly to give a go-ahead. If you need to change your shipping address, you can do so by logging into your myTMI dashboard and updating your profile information within 24 hours of registration. After this period, no further changes can be accepted.

Please note that the program fee does not include any special local taxes, duties, levies, etc., that may be applicable in the receiver's/consignee's/applicant's country.

Practice Tests

Practice tests are a valuable self-assessment tool designed to help you understand your subject-specific strengths and identify areas for improvement. These questions are aligned with the TMI knowledge areas and simulate the actual exam experience. After completion, you will receive the score instantly, enabling you to assess your readiness and improve your performance. Regular practice will help strengthen your understanding of Talent Management concepts and build confidence for the exam. Practice tests can be accessed through your myTMI dashboard.

SCHEDULING THE TMI EXAM

TMI Exams adhere to the strictest test delivery standards using the Question and Test Interoperability (QTI) norms. They are administered by ExamStrong™, a trusted provider of certification and exam deliveries for renowned international standards bodies and government credentialing agencies.

There is no additional exam fee unless it is a re-exam. After you complete your registration, you will have 180 days to study, prepare for, and take your exam. The exam can be scheduled at any time during this period through the myTMI dashboard. You must book your examination at least 30 days before your 180-day examination window expires. Your examination must take place within that window.

Exam Format

All TMI certification examinations consist of 60 questions and must be completed within 120 minutes. No breaks are permitted during the exam.

Choosing the Best Date and Time

Candidates can take their exams online and remotely through ExamStrong™, which can be accessed through the myTMI account at any time. Browse the available dates and times on the calendar and select the option that suits you best. The exam duration is 120 minutes, and no breaks are permitted during this time. It is important to plan ahead and choose a time when you are least likely to be interrupted or distracted by personal obligations or Wi-Fi usage in your home or office environment. This will allow you to concentrate fully on the exam and perform to the best of your ability.

Identification (ID) Policy

While scheduling your examination, you will be required to submit details of two valid, non-expired government-issued identification (ID) documents.

- Both IDs must be valid (not expired) on the exam day
- At least one ID must be a photo ID containing your legal name and signature
- The legal name on the ID must exactly match the name on your myTMI account
- IDs should be issued by the country in which the candidate is testing; if not available, an international passport along with a secondary ID is required

Exam Day Verification

- Candidates must present at least one of the same original IDs submitted during scheduling, preferably the primary photo ID
- The ID must include your legal name, recent photograph, and signature
- The proctor will verify your identity before granting access to the exam
- Photocopies or digital copies will not be accepted
- The proctor's decision regarding admission is final

Candidates are advised to ensure proper lighting and a clear webcam view to facilitate smooth identity verification.

List of Acceptable IDs

- Government-issued driver's license
- Passport
- Military ID
- State/country ID card
- Employee/school ID

Scheduling Exam Timely

It is the responsibility of the candidate to schedule the exam in time to ensure they get access to preferable exam windows. You must book your examination at least 30 days before your 180-day examination window expires. Your examination must take place within that window.

Exam Window Extension

To schedule your exam after the expiry of 180 days, you can do so after paying a nominal fee of USD 50 on your myTMI dashboard.

Exam Rescheduling Policy

To reschedule your exam, log in to your myTMI dashboard 72 hours before your scheduled examination. Rescheduling in less than 72 hours prior to your scheduled exam will require you to pay USD 50 from your myTMI dashboard.

Cancellation Policy

If you wish to cancel your exam, log in to your myTMI dashboard 72 hours before your scheduled examination. To reschedule the exam after voluntary cancellation, you can immediately reapply from your myTMI dashboard by paying a nominal fee of USD 50.

Examination Reappear Policy

In the event you fail your first attempt to pass the examination, you can apply to reappear after your result is published on your myTMI dashboard. You will be required to pay a nominal fee of USD 50 and then schedule the exam for a later date.

If you miss your scheduled examination due to an emergency, please contact [TMI support](#) within 48-96 hours to report the matter.

Examinee Appeals

If a candidate is unable to take the exam at the scheduled date and time, they must report the matter. The following extenuating circumstances will be considered if a request to retake the exam is filed.

- If the examinees or any of their immediate family members are involved in a major accident or develop a sudden medical condition requiring quick attention.
- In case there is bereavement in the family
- If the examinee is required to report for an urgent national duty, serve on juries, or are called to court.
- If examinees have been unfortunately affected by infections or facing immobility issues due to economic restrictions or disruptions.

The following are some unacceptable grounds for special consideration.

- Lack of knowledge or understanding of exam administration policies or procedures by the examinee. Before their examination, the examinee must read and understand the policies and processes.
- Failure to follow examination administration instructions provided by the proctor of the examination.

- Mistakes or omissions in understanding exam content or responding to questions, excluding those caused by factors beyond the examinee's control.
- Cheating or suspicious behavior when submitting evidence or explaining a failure to attend the examination.
- Any system-related issue that doesn't affect the administration of the examination and is resolved within 30 minutes by the proctor.

Please note that the certification fee is non-refundable. However, if the case is not listed under our 'no show' policy, an additional fee of USD 50 will be charged to reapply. The examination can be scheduled from the myTMI dashboard after 14 days from the date of missing the appointment.

Candidacy Reconsideration Form

Examinees who wish to appeal any TMI action or decision against their candidacy, may download and fill up the [Exam Candidacy Reconsideration Request Form](#) and [submit here](#) to initiate the process.

Request for Reconsideration Form

Examinees seeking reconsideration of their exam results, may download and fill up the Request for Reconsideration (Appeal) Form and attach the filled form to the contact us form.

Exam Development

Exam content is developed using a combination of industry-wide survey feedback and contributions from TMI's volunteer subject matter experts. The result is a rigorous exam development process representing thousands of hours spent exceeding the knowledge standards the industry expects.

The exam development team collaborates with Subject Matter Experts (SMEs), Exam Technologists, Exam Environment Designers and Exam Security Experts in focus groups for item writing sessions and review meetings, who subsequently offer the final evaluation and approval of the TMI main examination.

Secure Exam Delivery

The TMI certification exam is wired and walled by robust technology and process management policies, the TMI test-engines on ExamStrong™ ensure correct, zero-lag, cheat-deterrent and examinee friendly conduct of exams.

Exam Security

TMI exam security policies and procedures are designed to ensure every candidate has an equal opportunity to exhibit their knowledge on examination day. Before taking your exam, you must accept and agree to follow TMI policies and procedures. The proctor is authorized to take any decision if an examinee is found to be in violation of the examination policies.

Any activity that could be deemed suspicious may lead to the termination of the exam. Examples of such activities include, but are not limited to:

- Cheating and/or suspicious behavior was observed during the examination.
- Keeping articles in the exam room that are not permitted.
- Taking photos or screenshots of TMI's learning content, exam questions, or materials.
- Notifications and pop-ups should be turned off during the exam. Any pop-up may result in the termination of the exam.
- Publishing TMI's learning or exam content on public websites or disseminating printed copies in private or public forums.
- Giving or receiving assistance during an exam, either by gestures or having someone else present in the exam room.
- Any kind of misbehavior or misconduct.

The examinees must maintain the highest standards of conduct. A violation of the policies and code of conduct by the examinee can lead to immediate exam termination and candidacy cancellation, with the proctor's decision being absolute and irrevocable.

It is the responsibility of the examinees to carefully read and understand TMI's exam policies and procedures to avoid any kind of unintentional breach of security.

Note: *If you believe that a TMI candidate or a certified professional has violated the Code of Ethics and Professional Conduct, you may submit a formal complaint to report the alleged misconduct.*

To simulate the actual exam experience as closely as possible, we recommend attempting the mock exam prior to the test day. This will familiarize you with the exam environment and help you run a system check to ensure that you meet the system requirements.

Mock Exam

The mock exam is designed to simulate the actual exam experience, helping candidates familiarize themselves with the exam format, timing, and structure. It also allows candidates to become comfortable with the exam environment and platform.

Candidates can access the mock exam through their myTMI dashboard 24 hours prior to the scheduled exam time. It is strongly recommended to attempt the mock exam and run a system check in advance to ensure that all technical requirements are met. Attempting the mock exam also helps candidates understand the examination process and review the code of conduct and exam policies before the actual exam day.

EXAM DAY

It is recommended that you are at your desk at least 30 minutes prior to your exam start time. This gives you ample time to check your internet connectivity and system compatibility, take the mock exam, and ensure you have read through and familiarized yourself with all the terms, conditions, and policies well in advance.

On exam day, you'll be asked to:

- Present a valid, unexpired government-issued photo ID that you have used at the time of scheduling your exam
- Accept the Terms and Conditions shown on your screen
- Check the System Requirements

System Requirements	Must Have
Display (Resolution)	1024 x 768 [Recommended]
Network Connection	A wired internet connection is strongly recommended over wireless for more stable exam performance.
Internet Speed	Minimum 1 Mbps
Web Browser	Latest version of Google Chrome (required).
Webcam	An internal or external webcam connected to the desktop/computer.
Firewall	Corporate firewalls (including VPNs) can interfere with exam delivery. Candidates are advised to take the exam in a setting without these restrictions.
Admin Rights	Admin rights may be required if the exam is being taken on an office-managed device.

Tips To Prepare For Exam Day

We encourage you to review the guidelines below to gain perspective and understanding of an examinee's conduct during the examination. If you have any specific questions, please get in touch with the support team for more clarity before appearing for your examination.

Do's

- Bring a valid, original, and unexpired government-issued photo ID
- Ensure you have good internet connectivity
- Prefer to use your personal device so you don't get your exam terminated due to firewalls and other security protocols often found on office devices
- Disable pop-ups and sign out of all applications that may give notifications during the examination
- Take the mock examination to ensure your system is compliant. This will also help you familiarize yourself with the examination system and process

Don'ts

- Do not carry personal belongings in the exam room, including mobile phones, digital assistants, reading material, including the TMI handbooks, tablets, e-readers, digital watches, and any other electronic device except the computer/ laptop you will appear for the exam on. You are only allowed to have a webcam and an external mouse connected to your device
- No breaks are allowed during the examination. You should always be visible on the exam screen
- Ensure your browser tabs and applications are closed/ signed out during the exam, especially if you use a work laptop/ computer. Any notification pop-ups of email and chat will lead to the immediate termination of the exam session

What to do if you face an issue during the check-in process or during the exam?

To be prepared for any issues you may encounter during the exam, please review the following cases and their corresponding solutions:

If the proctor has not approved your entry in the ExamZone

If the proctor has not approved your entry 10 minutes before the scheduled exam time, please [contact the support team](#).

Exam is not launching

Ensure that your device meets the minimum system requirements and has internet connectivity. In the event that the exam still doesn't launch, contact the support team

Facing technical issue

If you're facing technical issues during the exam, you can use the exam chat support for any assistance. If you're facing technical issues before launching the exam you need to report the matter to the TMI support team.

Losing power or internet during exam

If you encounter a power outage or lose your internet connection while taking the exam, you can try to log in again until the exam window closes. However, if you are unable to resume the exam window within the scheduled exam time, you will need to reapply for the exam. This requires paying a nominal fee of USD 50 from your myTMI dashboard.

If someone enters my room

No one else is permitted in the room while the candidate is taking the exam. The proctor will notify the candidate to maintain the exam atmosphere if they see or hear another person in the camera view in the same room. This could also result in the exam being terminated. Proctor's decision will be final and binding.

AWARD

Once awarded a TMI credential, candidates are entitled to use the designation after their name. An email will follow requesting verification of the mailing address for delivery of the credential kit, which includes the physical certificate. Once the address is confirmed, the credential kit can be expected within 3–4 weeks.

The credential kit is yet another incentive for candidates to work diligently towards passing their Certification Exam as soon as possible. The coveted TMI Credential is enclosed in a designer box and contains a designation lapel pin. The credential kit also carries the TMI Code of Ethics booklet.

Exam Scoring and Result Publishing

Exam Scoring:

The decision to award a TMI credential is not solely based on an individual's score in the exam. The passing score for TMI certification examinations ranges from 65% to 70%. The TMI Professional Certification Board uses a scaled scoring mechanism to determine the qualifying benchmark for each examination. This approach ensures that examinees from different regions are not affected by uncontrollable systemic or language barriers and that the certification award recommendation system follows an affirmative-action approach.

Result Publishing:

Your preliminary result will appear on screen immediately after you submit your examination. Your official examination result will be published in your myTMI dashboard within 10–12 business days from the date of exam completion.

Digital Badge:

The TMI credentials are globally recognized and can be shared securely with current or prospective employers.

By instantly receiving a digital badge, you can easily verify your certification and showcase your professional skills on various online platforms, including web pages, LinkedIn, and other social platforms.

Having a digital badge lends credibility to your online presence and signifies your ability to perform Talent Management roles with excellence. It is the safest, most reliable, and authentic way to prove your potential and capabilities in your profession.

The digital badge is a verifiable token of your qualification, containing a secure digital link. If you grant authorized access to your unique credential link, anyone can validate the authenticity of your TMI credential by visiting <https://www.tmi.org/verify-a-credential>.

Steps to Claim Your Digital Badge:

Please follow the step-by-step instructions mentioned below to access your credbadge account and claim your digital badge:

- Log in to your 'myTMI' account
- Click on "View Result" under your designation and then click on "Share your Credential"
- You will be redirected to CredBadge – our digital badging partner
- Log in to your CredBadge account [Use your registered e-mail, password, and candidate ID of your "myTMI" account]
- Click on the corresponding social media icon (LinkedIn, X, Facebook, or E-mail) on the bottom left

Note: Candidates will be sent an email that includes instructions on how to obtain their digital badge and access the credbadge login portal.

Steps To Share Your TMI Digital Badge on LinkedIn:

Follow these steps to add your TMI credential to the Licenses & Certifications section of your LinkedIn profile:

- Log in to your LinkedIn profile
- Select the 'Add to Profile' section
- Under 'Recommended', select Licenses & Certifications
- Certification Name: Enter the name of your credential - TMP™ or STMP™ or GTML™
- Issued Organization: Enter “Talent Management Institute (TMI)”
- Issue and expiration Date of your credential: Enter the credential's issue and expiration date
- Credential ID: Enter your Unique Credential Code
- Credential URL: Share your credential URL
- Select 'Save'

Steps To Share Your TMI Digital Badge on X:

Follow these steps to share your digital badge on your X profile:

Updating your Bio

- Log in to your X (formerly Twitter) account
- Click on 'edit profile'
- Under 'Bio', add details about the credential that you have achieved from TMI

Updating your Username

- The username (X handle) should not include your TMI designation. You can add your TMI designation to the profile section next to your name.
- Furthermore, an alias account that hides the individual's identity and does not reflect the name of the TMI-certified candidate should not have their designation included.

MAINTAINING YOUR CREDENTIAL

Credential holders must maintain their credentials by either renewing or upgrading.

Renewal:

Renewal is mandatory to keep your certification live and current. When you renew, you show your continuing competence and commitment to the profession.

Steps to renew a credential:

1. Register for renewal by logging into your myTMI account.
2. Pay the renewal fee online.
3. Submit a detailed statement demonstrating your efforts and activities on continued learning.
4. Receive confirmation of your credential renewal from TMI within 3–4 business days upon successful review of your submission.
5. Get your renewed Credential certificate & digital badge.

Note: In order to receive email reminders from TMI, please make sure to keep your email address current.

Standard Credential Renewal Duration:

Credential	Standard Renewal Duration
TMP™	Every 3 years
STMP™	Every 3 years
GTML™	Every 5 years

Renewal Fee Schedule:

To renew your credential, you will need to pay a credential renewal fee depending on the credential status.

Credential	Standard Renewal (Before the expiry of the credential validity)	Renewal during convenience period (Within maximum 60 days from the due date)	Reactivation after suspension (Within maximum 12 months from the date of suspension)	Revival after cancellation (Within 30 days of the date of cancellation)
TMP™	USD 150	USD 200	USD 250	USD 300
STMP™	USD 250	USD 300	USD 350	USD 400
GTML™	USD 350	USD 400	USD 450	USD 500

TMP™ Credential Upgrade to STMP™:

A TMP™ Credential can be upgraded to STMP™, subject to fulfillment of the candidacy norms by the credential-holder, and upon completion and submission of a detailed statement demonstrating your efforts and activities on continued learning in talent management across critical themes specified in the version of the TMI Talent Management Body of Knowledge (TMBok™) in force at the time of submitting the upgrade application.

Note: A TMP™ credential can be upgraded to STMP™ only after the TMP™ credential has been held for at least 12 months. After upgrade to STMP™, your TMP™ Credential will expire. Refer to the fee schedule, Tmpru-5, for the upgrade to STMP™.

TMP™ Upgrade Fee Schedule:

Schedule Code	Upgrade Categories	Fees	Deadline
TMPRU-5	Standard Upgrade to STMP™	USD 280	Before the expiry of the validity of the TMP™ Credential
TMPRU-6	Priority Upgrade to STMP™	USD 380	Within maximum 60 days from the date of expiry

Register for GTML™:

A TMP™ certified candidate can register for GTML™, subject to meeting the applicable candidacy requirements. To earn the GTML™ credential, the candidate must pay the prescribed fee and successfully pass the GTML™ examination.

Note: TMP™ credential holders must have held their credential for at least 12 months before registering for GTML™. Refer to fee schedule code TMPRG-1 for GTML™ registration.

Schedule Code	Registration Category	Fees	Timeline
TMPRG-1	Standard Registration for GTML™	USD 1,150	Upon meeting the eligibility criteria for GTML™

An STMP™ certified candidate can also register for GTML™, provided the candidacy norms are fulfilled and the candidate is required to pay the prescribed fee and successfully pass the GTML™ examination to be awarded the GTML™ credential.

Note: Earning GTML™ does not replace an active TMP™ or STMP™ credential. Candidates who meet the GTML™ eligibility requirements may hold GTML™ alongside either TMP™ or STMP™.

Schedule Code	Registration Category	Fees	Timeline
STMPRG-1	Standard Registration for GTML™	USD 1,150	As specified in the GTML™ eligibility criteria under Track 6



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