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SAMPLE

Certification Handbook

for the Microsoft Power Platform

Plan learning paths, prepare for exams, and keep credentials current - with Reiner Keller's journey as a guide

19 active exams | 6 Applied Skills | Planner and checklists | As of November 15, 2026

This sample contains original pages from the 261-page handbook: Contents, chapters 1, 2, and 5, and the beginning of chapter 8. All other pages are omitted. Page numbers refer to the complete handbook.

Version 1.0 · Research cutoff November 15, 2026 · Reiner Keller, powerbunch GmbH

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CHAPTER 01

How to use this handbook

You choose a suitable reading path and learn to tell credentials, exams, and professional competence apart. This chapter shows how the handbook, planner, checklists, and learning plan template work together.

1.1 Your goal and your starting point

This handbook guides you toward a specialist role involving the Microsoft Power Platform. It starts with the work you want to do rather than a list of exams. Do you want to automate processes, build applications, extend the platform with code, develop agents, or take responsibility for architecture decisions? Your answer determines which credential is right for you and which is not.

Before you read on, write down four pieces of information. You will find the goal sheet in the learning plan template and the Start sheet in the planner for this purpose.

1. **Role:** Which task do you want to take on in twelve months? Write one sentence, e.g., "I build approval processes with forms and notifications for my department."
2. **Available time:** How many hours per week can you reliably study? Be honest about vacation, peak workloads, and family.
3. **Learning environment:** Do you have access to a Power Platform environment in which you are allowed to practice? Chapter 6 helps you with this question.
4. **Business value:** What does your employer gain, or what do your clients gain, when you master this role?

Answering these four questions will help you focus your reading. This handbook recommends one of three reading paths based on your starting point.

Reading path	For whom	Recommended chapters
Getting started	Without IT or platform experience	1 to 7, then 8 (PL-900) and 27 (Applied Skills), then 29 to 33
Making the transition	With Microsoft 365 experience or first apps of your own	1, 3 to 5, 6, then 14 (AB-410) or 16 (AB-620), then 29 to 34
Going deeper	With development, administration, or project experience	1, 3, 4, then 15 (AB-400) or 17 (AB-100), 28 (retired exams), 33 and 34

The reading paths are recommendations. Each chapter is also designed to work as a standalone reference.

> **KEY POINTS: YOUR FIRST STEP**
> Write down your target role in one sentence before you choose an exam. A credential is a means, not a goal.

1.2 Three kinds of statements

In a book about certifications, three kinds of statements easily get mixed up. This handbook keeps them visibly apart.

Official rule. It comes from a publication by Microsoft, Pearson VUE, or another provider. You recognize it by a source identifier in square brackets, e.g., [Q057]. You can find public sources under the identifiers given in the source supplement and on the Sources sheet in the planner. They were retrieved up to the research cutoff on

November 15, 2026. Personal information without a public source is marked as [Author's statement] by Reiner Keller. Private records and archives are not part of the package.

Editorial recommendation or estimate. These are suggestions made by this handbook, e.g., study effort, sample plans, the order of work steps, or internal calendar targets. They are marked as "recommendation" or "estimate." Microsoft does not prescribe them.

Personal experience. In the biographical chapter 2 and in the "From my experience" boxes, Reiner Keller tells the story of his own path in the first person. These passages reflect his view and are not a benchmark for how long your path will take.

> **PITFALL: COLLECTING EVERY EXAM**
>
> If you take all Fundamentals exams one after the other, you will have many credentials and possibly little hands-on practice. For every exam code, check whether it fits your role or whether a work sample of your own would be more useful.

1.3 Information date and scope

The research cutoff for this handbook is **November 15, 2026**. All exam information, prices, and rules reflect that date. Buying, opening, or printing the handbook later does not update its contents. Microsoft regularly changes exams, study guides, and programs. For example, by the cutoff date, Microsoft had already announced new AB-100 weightings effective November 16, 2026 [Q009] [Q010].

The catalog covers 19 active certification exams, six active Applied Skills scenarios, twelve retired certification exams, and two retired Applied Skills [Q097] [Q051]. It covers the core of the Power Platform and adds neighboring paths to data, Azure AI, Microsoft 365, and the trainer program. It is not a complete survey of all Microsoft certifications. Dynamics 365 roles appear only where they count as a prerequisite for the Expert title.

Meaning of open fields. Where a piece of information was not documented on the cutoff date, the handbook and the planner explicitly say "open" or leave the field empty. An empty price field does not mean zero euros. An empty expiration date does not mean "never expires." Check such information when you book or in your Learn profile.

> **CHECK THE CURRENT STATUS**
>
> Before every booking, check on the official certification page: Is the code active? Which version of the study guide applies to your appointment? Which mandatory prerequisite applies? Is your language available? Which price is shown to you?

1.4 Files and workflow

The package consists of five working files and one text file. They complement each other.

File	What for	When
Handbook (PDF)	Explanations, role paths, fact sheets, processes	For reading and reference
Planner (Excel)	Goals, study hours, credentials, renewals, costs, catalog	Continuously, at least weekly
Checklists (PDF)	Seven lists from selection to the MCT decision	Before booking, exam day, credential, renewal
Learning plan template (Word)	Your personal learning plan with weekly grid and error log	At the start and after each study week
Source supplement (PDF)	All external sources with identifier, link, and access date	When you want to verify a rule

File	What for	When
README (text)	Contents, getting-started sequence, version, license model	Once at the start

A proven way of working looks like this: You read a chapter, transfer the decision to the planner, set up the next study week in the learning plan template, and check off the matching checklist before important steps.

A routine for using the files

The following recommended routine has proved useful when working with all the files:

When	File	Activity
Once at the start	Handbook chapters 1 to 5	Define goal, role, and plan
Once at the start	Learning plan template	Fill in goal sheet, self-assessment, prerequisites
Once at the start	Planner	Enter goals in My path, record costs
Weekly	Planner, learning plan	Enter actual hours and work samples
Weekly	Handbook	Work through the fact sheet chapter of the target exam
Before booking	Checklist "Before booking"	Check all ten items
On exam day	Matching checklist	Test center or OnVUE
After the result	Planner, checklist	Enter credential, plan renewal
Monthly	Source supplement	Check the official pages of your goal

If you study as a team, create a separate planner for each person. This keeps personal credentials separate.

1.5 Independent learning

This package is learning material for self-directed use. It does not include personal learning support or any monitoring of your learning progress by powerbunch. The self-checks, work samples, and the planner help you assess your own level. They do not replace an exam and do not predict a result.

A certification proves that you passed a standardized exam at a certain point in time. It does not prove complete project competence. Conversely, someone without a certificate can build very good solutions. This handbook promises neither a pass nor professional success. It helps you plan your own path consciously, prepare thoroughly, and keep your credentials up to date.

This handbook is an independent publication of powerbunch GmbH. It has not been authorized, endorsed, or approved by Microsoft.

> **FROM MY EXPERIENCE**
>
> I got certified because I wanted to understand the platform in its full breadth and had the goal of becoming a solution architect from the very beginning. This handbook gives you the plan I wish I had had back then, adapted to today's exam catalog.

CHAPTER 02

Reiner's journey and what remains relevant today

You will learn about the personal experience behind this handbook and see which historical learning paths no longer apply. The documented award of a credential is kept strictly separate from its current status.

2.1 From getting started in IT to specialization

> **FROM MY EXPERIENCE**
>
> I first came into contact with IT in 1994. I started in a large data center, programming on BS2000 systems. Later I worked on web development and .NET applications. Since 2018 I have focused on Microsoft 365 and the Microsoft Power Platform. For me, my certifications were milestones on this learning journey. Earning a title did not mean that my learning was finished.

My professional career began in October 1994 as an application developer in a data center. This was followed by many years of application development in various organizations, and then identity and access management. In parallel, I worked part-time as a web, graphic, and communication designer. For web applications I worked with PHP, HTML, CSS, and JavaScript, later in the .NET environment with Visual Basic and C#, among others. WPF was added for user interfaces. The databases I worked with included MySQL, PostgreSQL, and Microsoft SQL Server [Q219] [Author's statement].

Since 2018 my focus has been on Microsoft 365 and the Power Platform. From October 2018 to September 2022 I was a digitalization consultant and trainer for the Power Platform and Microsoft 365. Since October 2022 I have been self-employed with powerbunch GmbH [Q217] [Q219].

Why is this here? Not because you have to follow the same path. You do not need a programming background to get started with the Power Platform. For development exams such as AB-400 and AI-200, however, the study guides expect relevant programming and development experience [Q004] [Q030]. Distinguish these subject-matter prerequisites from a required prior certification. My path does show, though, that experienced IT professionals still need to learn how the Power Platform works. The platform follows its own terms, limits, and licensing rules. If you come from a different technology, you bring ways of thinking that help and habits that can get in the way.

2.2 Why I got certified

> **FROM MY EXPERIENCE**
>
> For me, the driving force was lifelong learning. I wanted to engage intensively with all topics of the platform and had a clear goal from the start: to become a Microsoft Power Platform solution architect and thereby reach a certain expert status. There is also a very practical reason. As a self-employed entrepreneur, it is much easier to win projects with certifications. A Microsoft certificate is a credential that clients know and can put into context.

This second reason deserves a sober assessment. A certificate does not replace a reference or a conversation about a specific project. It does, however, lower the barrier to getting into that conversation in the first place. If you work independently or apply internally for a new role, a recognized credential earns you an initial measure of trust. Chapter 37 shows how to back up that trust with work samples of your own.

2.3 My certifications in chronological order

My public profile lists twelve Microsoft certifications [Q217]. The short profile gives the dates on which eleven titles were earned [Q219]. The date for PL-400 comes from my own certificate [Author's statement]. In chronological order:

Earned on	Code when earned	Certification title	Status of the title on November 15, 2026
October 29, 2021	DP-203	Azure Data Engineer Associate	Title retired on March 31, 2025
November 19, 2021	MS-900	Microsoft 365 Fundamentals	Title retired on March 31, 2026
November 23, 2021	PL-900	Power Platform Fundamentals	Active
December 9, 2021	AZ-900	Azure Fundamentals	Active
January 18, 2022	DP-900	Azure Data Fundamentals	Active
January 20, 2022	AI-900	Azure AI Fundamentals	Title continues, exam today AI-901
February 1, 2022	PL-200	Power Platform Functional Consultant Associate	Title retired on August 31, 2026
February 18, 2022	SC-900	Security, Compliance, and Identity Fundamentals	Active
March 1, 2022	PL-400	Power Platform Developer Associate	Title continues, exam today AB-400
March 15, 2022	PL-600	Power Platform Solution Architect Expert	Title retired on June 30, 2026
June 28, 2022	PL-500	Power Automate RPA Developer Associate	Title retired on June 30, 2026
July 15, 2023	PL-100	Power Platform App Maker Associate	Exam retired on June 30, 2024

Sources for the status of the titles: [Q051] [Q045] [Q098]. I do not publish certificate numbers.

The table shows a typical structure: first fundamentals in data, cloud, security, and AI, then the role-based exams of the platform, and the Expert title as the goal. I first earned the Solution Architect Expert on March 15, 2022. The Fundamentals exams and the role-based exams PL-200 and PL-400 came before it. PL-500 and PL-100 were added later as a supplement.

> **PITFALL: READING MY PATH AS A MANDATORY PATH**
>
> My order was my personal path to a goal that no longer exists in this form today. It is not a mandatory path. Eight of the twelve codes in the table have since been retired or replaced by a new code. Your path today begins in chapter 4.

2.4 What the planning from 2021 and 2022 shows

From 2021 and 2022 there is also a certification plan of my own [Author's statement]. It shows what a structured plan can look like: fundamentals exams, then the role-based exams up to the then-current architect exam. The plan also includes goals that I did not later pursue. You can learn two things from it. First, a written plan with dates is worthwhile because it makes gaps and dependencies visible. Second, every plan becomes outdated. A plan from an earlier year is not a mandatory path today.

One of the titles is also documented by my own certificate, which is not part of the package: Power Platform Developer Associate, earned on March 1, 2022, with PL-400, with a stated validity until March 2, 2028 [Author's statement]. This credential illustrates what "continues" means. For PL-400, registration ended on October 16, 2026, and the last exam day was October 30, 2026. The certification itself remains available. It is now earned through AB-400 and can still be renewed on Microsoft Learn [Q098].

2.5 Experience in the first person

Where I write in the first person in this handbook, it concerns things that I have experienced or reported myself. I do not invent study hours, failed attempts, or exam experiences. If there is no personal experience on a topic, the chapter describes the subject matter neutrally.

This restraint has a practical reason. Personal experiences are valuable, but they are not a benchmark. An exam that was easy for me may be hard for you, and vice versa. The effort estimates in chapter 5 are therefore explicitly editorial ranges and not measured times from my own path.

2.6 The path looks different today

My goal was to earn Microsoft Certified: Power Platform Solution Architect Expert by passing PL-600. This certification was retired on June 30, 2026 [Q051]. A public badge in my name documents that I earned it and now shows the status "Expired" [Q238]. Earning a credential and its current status are two different things.

Today's Expert path leads through AB-100 to the Microsoft Certified: Agentic AI Business Solutions Architect Expert. It is broader than the historical title and additionally requires a recognized Associate certification [Q009]. If you want to "become an architect" today, you are therefore planning a different path than I did in 2022.

	My path 2021 to 2022	Today's path
Expert exam	PL-600, retired on June 30, 2026	AB-100, active
Title	Power Platform Solution Architect Expert	Agentic AI Business Solutions Architect Expert
Prerequisite	Associate paths of the Power Platform at that time	At least one recognized Associate certification (chapter 4)
Focus	Power Platform solutions	AI-powered business solutions across Power Platform, Microsoft 365, Dynamics 365, and Foundry

Sources: [Q009] [Q043] [Q051] [Q238]

2.7 Lifelong learning

If there is a common thread through my path, it is this: Learning does not stop when a certificate is issued. The platform changes constantly, exams are renamed or retired, and new topics such as agents are added. If you want to keep your credential current, you need a learning routine and not a one-off effort.

A concrete goal helps more than an abstract learning plan. If you learn with a small project of your own, e.g., an application for capturing and analyzing data from your own work environment, you immediately connect learning paths with practice. Chapter 7 takes up this idea with a continuous practice project.

CHAPTER 05

Your certification planning

You create a realistic plan for learning, exams, and costs. Effort figures are estimates. Practical skills and free time determine the pace. A calendar target does not replace subject-matter readiness.

5.1 Assessing your starting point

A good plan begins with an honest assessment. Write down the following in the learning plan template (self-assessment section) or in the planner:

- **Prior knowledge:** What can you already do, and with which work sample of your own can you show it?
- **Current role:** Which tasks do you perform today, and which of them involve the platform?
- **Language:** In which language do you want to study and take the exam? Not every exam is available in German, e.g., AB-400 and AI-300 were listed only in English on the cutoff date [Q004] [Q031].
- **Technology:** Do you have a suitable computer, a stable internet connection, and a quiet room for online exams?
- **Learning environment:** Where are you allowed to practice? Chapter 6 helps you choose.
- **Employer support:** Is there study time, a budget, vouchers, or an internal contact person? Chapter 34 explains what you should ask about this.

Self-assessment in five questions

1. Which tasks have I completed with Microsoft 365 or the Power Platform in the last three months?
2. Which of them could I explain to another person without notes?
3. Which terms in the study guide for my target exam are unfamiliar to me?
4. How many hours per week can I reliably schedule?
5. Where am I allowed to practice, and which permissions do I have there?

Enter the answers in the learning plan template. They are the basis for choosing your starting situation in 5.3.

5.2 Estimating effort correctly

The following times are **editorial estimates**. They are not Microsoft requirements and not measured times from Reiner Keller's journey. Each range is the total study effort. It includes reading, independent hands-on work, error analysis, review, and getting familiar with the exam interface. The sample plans in the exam chapters distribute the review within this range and add nothing on top. Plan a separate buffer for missed study time (chapter 5.4). Relevant existing practice can reduce the effort. Missing IT, language, or data skills can increase it considerably.

Exam	Estimate in hours	Exam	Estimate in hours
PL-900	30-60	PL-300	80-150
AZ-900	25-50	DP-600	100-180
DP-900	25-50	DP-700	100-180
SC-900	25-50	AI-103	120-220
AI-901	35-70	AI-200	120-220
AB-900	30-60	AI-300	120-220
AB-410	100-180	AB-650	100-180

Exam	Estimate in hours	Exam	Estimate in hours
AB-400	120-220	AB-730	20-45
AB-620	100-180	AB-731	20-45
AB-100	140-260	Applied Skills	15-30 or 20-40 per scenario

The minutes that Microsoft Learn shows for a learning path are not the complete preparation time [Q079]. They measure reading time, not practice.

Three rules help with the estimate:

1. **Dependencies count.** For the Expert title with AB-100, you also need a recognized Associate. You receive the title only once you hold both credentials. Plan for both efforts.
2. **Do not count overlaps twice.** If you have prepared for APL-7002, you have already done part of the cloud flow work for AB-410.
3. **The first practice project is study time.** A practice project of your own counts as learning. It is not an additional year of experience.

> **PITFALL: CONFUSING READING TIME WITH STUDY TIME**
> A learning path with four hours of reading time does not mean four hours of preparation. Only building things yourself, fixing errors, and explaining without notes turn knowledge into a skill.

Cumulative effort per role path

The following overview adds up the estimates for typical paths. It shows why an Expert title is rarely realistic within a few months. All values are estimates.

Role path	Components	Estimate in hours
Maker with introductory stage	PL-900, APL-7002, APL-7001, AB-410	160-300
Maker without introductory stage	APL-7002, AB-410	115-210
Agents	PL-900, APL-6006, AB-620	145-270
Developer	AB-400	120-220
Developer with cloud basics	AZ-900, AB-400	145-270
Architecture via AB-410	AB-410, AB-100	240-440
Architecture via AB-400	AB-400, AB-100	260-480
Data as a side path	PL-300, DP-600	180-330

In practice, overlaps between building blocks reduce the effort somewhat. Missing basics increase it.

5.3 Three starting situations and three time horizons

The following matrix shows nine sample plans. Planning assumption: start in November 2026. For simplicity, three, six, and twelve months are calculated as 13, 26, and 52 study weeks. Vacation, illness, and peak workloads reduce the available time. The plans are sample calculations and not an individual learning contract.

Starting situation and capacity	Three months	Six months	Twelve months
No prior knowledge, 6 hours per week	About 78 hours. Weeks 1-4 basics and environment. Weeks 5-8 small flows and an app. Weeks 9-13 review, possibly PL-900.	About 156 hours. PL-900 when ready, then cloud flow and canvas practice and the start of AB-410. Completing a full Associate is not yet realistic at the upper end of the effort range.	About 312 hours. Months 1-3 basics. Months 4-8 AB-410 and a practice project of your own. Months 9-12 solid practice, architecture basics, and a decision about a later AB-100. No blanket Expert promise.
Regular use of Microsoft 365, 8 hours per week	About 104 hours. Close knowledge gaps, PL-900 optional. Then cloud flows, data, and a canvas app. A suitable Applied Skill when ready.	About 208 hours. Prepare AB-410 with solution, roles, ALM, and tests. Complete it once the competencies are in place. Alternatively, specialize with AB-620 only if you have relevant agent experience.	About 416 hours. Associate in months 1-6, then real or properly documented architecture practice. AB-100 in months 10-12 only with sufficient platform breadth and experience. Otherwise use this block to develop the role.
Professional development experience, 10 hours per week	About 130 hours. Weeks 1-3 platform, Dataverse, and security. Weeks 4-10 targeted extension work for AB-400. Weeks 11-13 gap analysis and a possible attempt only at the lower end of the range.	About 260 hours. AB-400 after practice, then an architecture portfolio or AB-620, depending on the task. Do not automatically plan both additional credentials.	About 520 hours. AB-400 and suitable platform practice, then AB-100 with cross-cutting architecture work. Optionally exactly one Azure or Fabric side path if time and role justify it.

Each plan contains at least one week of time reserve before a booked appointment. If you need an accommodation, plan additional lead time, because processing and scheduling can take up to 20 days [Q060]. If you plan a November appointment for AB-100, note the announced change on November 16, 2026 [Q009].

Sample calculation step by step

A fictitious person from the second row of the matrix wants to reach AB-410 in six months. This is how they calculate their plan:

1. **Choose the effort.** The estimate is 100-180 hours. With regular Microsoft 365 practice, they choose 140 hours as a working assumption.
2. **Determine the available time.** Eight hours per week over 26 weeks add up to 208 hours. After deducting about every sixth week as lost time, about 173 hours remain.
3. **Check the reserve.** 173 available hours against 140 required hours leave about 33 hours of time reserve for lost time and a possible second attempt in one area. Review and the exam interface are already included in the 140 hours.
4. **Distribute the weeks.** Of the 140 hours, the sample plan in chapter 14 reserves exactly 14 hours for review and the exam interface. It distributes the remaining 126 hours according to the weighting: 36 hours for the foundation, 35 hours for the applications, and 55 hours for business logic and automation. At eight hours per week, that is 18 weeks, the last one with four hours.
5. **Derive the appointment.** From planned hours, actual hours, and weekly hours, the planner calculates the earliest projected date. The person books only when all areas are backed by work samples.

The planner performs this calculation automatically on the My path sheet as soon as you enter planned hours and weekly hours. The values are assumptions, not a promise.

When the plan does not work out

If your calculation shows fewer available hours than you need, you have three options: more hours per week, a later target date, or a smaller intermediate goal. An Applied Skill is often the best intermediate goal because it lets you demonstrate progress sooner and helps you prepare for the role-based exam.

5.4 Translating weeks into learning steps

A study week becomes productive when it mixes different activities. An example for eight hours:

Share	Activity
2 hours	Read an official skill area and explain it in your own words
3 hours	Build or extend a practical solution of your own
1 hour	Analyze errors and rebuild the solution without notes
1 hour	Review earlier content and write down open questions
1 hour	Self-check, learning journal, and planning the next week

The distribution is a recommendation. For an architecture exam, the share shifts toward design, weighing options, and reviewing your own architecture paper.

Also plan for:

- **Lost time:** Expect roughly every sixth week to be lost or to be only half a week. This is an editorial rule of thumb.
- **Retake reserve:** After a failed attempt, waiting periods of at least 24 hours or 14 days apply [Q057]. A buffer in the plan takes off pressure.
- **Vacation and peaks:** Enter known periods in advance.

Three sample weekly plans for the first 13 weeks

The following plans expand on the first column of the matrix in 5.3. They are recommendations that you can adapt using the learning plan template.

No prior knowledge, 6 hours per week

Week	Focus	Work sample
1	Learn profile, practice environment, platform overview	Environment and test list created
2	Business value, understanding service use cases	Three use cases described
3	First automated cloud flow	Notification for a new item
4	Conditions and approvals	Approval flow with rejection case
5	First canvas app	Data entry screen on the test list
6	Gallery, detail, save	App with editing
7	Dataverse basics	Table with relationship
8	Looking at a model-driven app	Short comparison of both app types
9	Copilot Studio	Agent with knowledge source
10	Environments, roles, data policies	Own overview in the learning journal
11	Review, self-check	Error log evaluated
12	Practice Assessment, closing gaps	Two gaps addressed through practice
13	Reserve, appointment decision	Decision documented

With Microsoft 365 practice, 8 hours per week

Week	Focus	Work sample
1-2	Close gaps in PL-900 areas	Overview of services and administration
3-4	Data model for the practice project	Tables, relationships, roles
5-6	Model-driven app	Forms, views, navigation
7-8	Canvas app on Dataverse	Data entry with input validation
9-11	Cloud flows with approval and error handling	Multi-stage approval
12-13	Prepare Applied Skill APL-7002 or APL-7001	Scenario practiced once in full

With development experience, 10 hours per week

Week	Focus	Work sample
1-3	Platform, Dataverse, security	Data model with roles and solution
4-5	Client scripts and PCF	Form logic and a simple component
6-7	Plug-ins and Web API	Plug-in for a budget check
8-9	Connectors, events, Azure Functions	Connector to a test API
10	ALM with pipelines	Deployment to a test environment
11-13	Gap analysis and review	Error log evaluated

5.5 Assessing exam readiness

You are ready for the exam when you can explain every official skill area and apply it in practice without guidance. This self-check helps:

1. Take the areas from the fact sheet of your exam.
2. Assign at least one work sample of your own to each area. The matrix in the fact sheet chapter helps with this.
3. Explain each area in five minutes without notes. Then check your explanation against the official source.
4. Use an available Practice Assessment more than once, and reflect on your results. Read the explanations and note gaps in the error log.
5. Only then decide on the appointment.

A Practice Assessment contains no real exam questions and does not guarantee a result [Q079]. There is no percentage above which you will pass for certain.

5.6 Deciding on the appointment

Before booking, check these points. The "Before booking" checklist guides you through all ten steps.

- **Costs:** Final price, taxes, voucher conditions, and redemption deadline.
- **Language version:** Is the exam available in your language? If not, 30 minutes of extra time may be possible on request [Q060].
- **Exam format:** Test center or online with OnVUE (chapters 30 and 31).
- **Accommodation:** You request an accommodation before booking [Q060].
- **Study guide version:** Which version applies to your appointment?

Decision table for the appointment

Question	Yes	No
Do I have a work sample of my own for each main area?	Continue	Add to the learning plan
Can I explain each area without notes?	Continue	Repeat the self-check
Have I used the Practice Assessment and reflected on my results, if it is offered?	Continue	Catch up
Do I know the study guide version for my appointment?	Continue	Check the official page
Is my accommodation or the extra language time confirmed, if needed?	Continue	Submit a request and wait
Do I have at least one week of reserve before the appointment?	Book	Choose a later appointment

The table is a recommendation of this handbook. It does not replace an official rule.

5.7 Adjusting the plan

A plan is a tool, not a promise. After each study week, check three questions: Did I manage the planned hours? Which work sample is finished? What changes for the next step? Enter deviations in the planner. The planner recalculates the remaining hours and the number of weeks.

In addition, whenever the catalog changes, check whether your goal is affected. New study guides, retirements, and code changes are announced on the official pages [Q051]. If you compare your plan with the certification page every month, you will experience fewer surprises.

CHAPTER 08

PL-900 - Microsoft Power Platform Fundamentals

Get to know platform concepts, data, and basic business scenarios. Chapter 8 presents the exam in full and leads you to a learning path of your own with work samples.

8.1 Role and value

PL-900 is the broadest entry point into the platform. You learn which task Power Automate, Power Apps, Dataverse, and Copilot Studio each perform and how a Power Platform environment is managed. The exam focuses on understanding concepts and knowing how they fit together, rather than in-depth development work. It is suitable for people from business departments, for getting started in a maker role, and for managers who want to contribute to the discussion.

This handbook's estimate of the study effort is 30-60 hours. This is an editorial estimate for focused study time with your own practice. It is neither a Microsoft requirement nor a guarantee that you will pass.

8.2 Fact sheet and prerequisites

The fact sheet contains all fields of the exam catalog as of November 15, 2026. Common policies such as retakes, rescheduling, and accommodations apply to the extent stated there and are explained in detail in chapters 30 to 33.

Field	Information as of November 15, 2026
Code and exam title	PL-900 - Microsoft Power Platform Fundamentals
Official certification title	Microsoft Certified: Power Platform Fundamentals
Status and status check	Active - 2026-11-15
Introduction / announced change	Open: Exact original introduction date not documented on the official pages checked. Active offering documented as of November 15, 2026. No further specific status change documented in the sources checked.
Retirement / successor	No retirement announced on the official individual pages checked or in the central list. Not applicable, currently active
Target audience and role	Makers and beginners. Get to know platform concepts, data, and basic business scenarios
Mandatory prerequisite	No other certification named as a formal requirement. The subject-matter prerequisites remain necessary.
Recommended experience	Practical experience matching the official role profile. Microsoft does not state a binding minimum number of years here. Get to know platform concepts, data, and basic business scenarios
Skills measured	Describe the business value of Microsoft Power Platform (5-10%) Manage the Microsoft Power Platform environment (20-25%) Demonstrate the capabilities of Power Automate (20-25%) Demonstrate the capabilities of Power Apps (20-25%) Describe features and capabilities of agents in Microsoft Copilot Studio (20-25%)
Skills version in effect	2026-07-24
Last technical change to the study guide	2026-07-24 (technical metadata, not a guaranteed exam version date)
Languages	English, Spanish, German, Chinese (Simplified), French, Korean, Japanese, Portuguese (Brazil), Russian, Arabic (Saudi Arabia), Chinese (Traditional), Italian
German	Yes, according to the current language list. The localized version may lag behind.

Field	Information as of November 15, 2026
Exam time and seat time	45 minutes. The exam page states 45 minutes. Plan check-in and seat time in addition.
Passing score	700 scaled points. This does not necessarily correspond to 70 percent correct answers.
Exam delivery options	Proctored through Pearson VUE at a test center or online with OnVUE. Availability of a specific booking option depends on date and location.
Price in Germany	€76. Official price data for Germany and price category verified on the page: PL-900
Taxes and discounts	EUR before any applicable taxes. Discounts not included. Confirm the price before payment.
Retakes	At least 24 hours after the first failed attempt. At least 14 days between further attempts. A maximum of 5 attempts within 12 months from the first attempt. A new fee unless a suitable voucher applies. Retake a passed exam only after the certification has expired.
Validity	No regular expiration date. A retirement can change how it is classified in the transcript.
Renewal	No regular renewal required.
Free official learning access	https://learn.microsoft.com/en-us/training/courses/pl-900t00 https://learn.microsoft.com/en-us/credentials/certifications/resources/study-guides/pl-900 https://learn.microsoft.com/en-us/training/paths/pl-900-power-platform-fundamentals/ . Linked self-paced modules are free. Instructor-led course participation is not automatically free.
Practice Assessment	Officially linked: https://aiskillsnavigator.microsoft.com/credentials/cert-53b884bcc4fd8f5b0dc05d42e91f667f6dcd9b5a8fa46206f28409879ffc8dec . Sign-in is required. Launching the assessment was not tested without an account.
Exam sandbox	https://aka.ms/examdemo - Official demo of the interface, not a subject-matter exam simulation.
Extra time for language	30 minutes on request if the exam is not offered in the preferred language. No automatic extra time merely because German is your native language or because you voluntarily choose English.
Accommodations	Request before booking. Processing and scheduling can take up to 20 days in total. Review of the request up to 10 business days. Documents depend on the accommodation requested.
Effort estimate	30-60 hours, editorial estimate using the method above.
Open detail fields	Individual account entitlements, booked price, and specific appointment not personally checked. Introduction date partly open.

Evidence: [Q001] [Q002] [Q091] [Q057] [Q095] [Q056] [Q060] [Q117] [Q061] [Q059] [Q085] [Q139] [Q115] [Q142]. Each retrieved on November 15, 2026.

8.3 Skill areas and weighting

The official main areas and their weighting according to the study guide:

Skill area	Weighting
Describe the business value of Microsoft Power Platform	5-10%
Manage the Microsoft Power Platform environment	20-25%
Demonstrate the capabilities of Power Automate	20-25%
Demonstrate the capabilities of Power Apps	20-25%
Describe features and capabilities of agents in Microsoft Copilot Studio	20-25%

Source: [Q002] - retrieved November 15, 2026.

What the areas mean in practice

Describe the business value of Microsoft Power Platform. This is about the why. You should be able to explain to a business department which problem an app, a flow, or an agent solves and which service stands for what. Practice this by writing one sentence each for three processes from your own work environment:

starting situation, suitable service, expected benefit.

Manage the Microsoft Power Platform environment. Environments are the containers in which apps, flows, data, and agents live. Understand why there are separate environments for development, test, and production, what security roles govern, and why data policies divide connectors into groups. Take a look at the admin center, even if you are not allowed to change anything there.

Demonstrate the capabilities of Power Automate. Power Automate connects services through triggers and actions. Build one automated, one scheduled, and one manually started cloud flow. Understand the role of desktop flows in automating user interface steps in older applications and explain the difference from an API.

Demonstrate the capabilities of Power Apps. Power Apps includes canvas apps with a freely designed user interface and model-driven apps whose user interface is generated from Dataverse. Build a small canvas app on a list and take a look at a model-driven app. Write down when you would choose which type.

Describe features and capabilities of agents in Microsoft Copilot Studio. Copilot Studio creates agents with topics, knowledge sources, and actions. Create an agent that answers questions from a document. Then explain how an agent is published, deployed to a channel, and improved through analytics.

The official topics in detail

Below the main areas, the study guide divides the content into these topics. The explanation shows what you should be able to do in practice:

- **Business value** (Describe the business value of Microsoft Power Platform services): Explain which problems the individual services solve and how they work together.
- **Dataverse** (Describe Microsoft Dataverse): Describe tables, columns, relationships, and its role as a shared data foundation in your own words.
- **Administration and governance** (Describe Microsoft Power Platform administration and governance): Explain the role of environments, security roles, data policies, and the admin center.
- **Power Apps use cases** (Describe Power Apps capabilities and use cases): Distinguish canvas apps and model-driven apps and name suitable scenarios.
- **Building basic apps** (Describe how to build basic apps by using Power Apps): Follow the process from connecting data to a shared app.
- **Power Automate use cases** (Describe Power Automate use cases and capabilities): Distinguish cloud flows, triggers, and connectors and explain where desktop flows fit.
- **Building basic flows** (Describe how to build basic flows by using Power Automate): Connect triggers, actions, and conditions into a traceable process.
- **Building agents in Copilot Studio** (Describe how to build agents in Copilot Studio): Describe the topics, knowledge sources, and actions of an agent.
- **Managing agents** (Describe how to manage agents in Copilot Studio): Explain the role of publishing, channels, analytics, and permissions in managing an agent.

8.4 Your learning path

Work through the following work samples in a permitted practice environment with fictitious data. For each sample, record the starting situation, result, error case, and your own explanation in the learning journal.

1. Create a simple cloud flow with a notification.
2. Build a small canvas app on fictitious data.
3. Draw the data flow and explain connectors, Dataverse, and Copilot Studio.
4. Justify when an app, a flow, or an agent fits.
5. Build a small agent in Copilot Studio with a knowledge source, test questions, and an error case.