

## **Certification Exam Prep Training FAQ's**

### **Project Management Professional<sup>®</sup> (PMP<sup>®</sup>) and Certified Associate in Project Management<sup>®</sup> (CAPM<sup>®</sup>) Certification**

#### **Q. What are the PMP<sup>®</sup> Eligibility Requirements?**

**A.** The PMP<sup>®</sup> Certification Exam Prep course is designed for the experienced Project Manager who meets the eligibility requirements as established by PMI<sup>®</sup>. To take the PMP<sup>®</sup> Certification Exam, applicants must complete an application at: [www.pmi.org](http://www.pmi.org) and provide documentation of either:

- High school diploma/global equivalent, **5 years** project management experience and **35 hours** of project management education.

**-OR-**

- A Bachelor's degree/global equivalent, **3 years** project management experience and **35 hours** of project management education.

#### **Q. What are the CAPM<sup>®</sup> Eligibility Requirements?**

**A.** The CAPM<sup>®</sup> Certification Exam Prep course is designed for the individual who meets the eligibility requirements as established by PMI<sup>®</sup>. To take the CAPM<sup>®</sup> Certification Exam, applicants must complete an application at: [www.pmi.org](http://www.pmi.org) and provide documentation of either:

- High school diploma/global equivalent **AND 1500 hours** project management experience.

**-OR-**

- **23 hours** of project management education.

## Certification Exam Prep Training FAQ's Continued:

### **Q. Why earn your PMP®?**

**A.** Over the past decade, the project management professional (PMP)® credential has become one of the most globally respected and coveted marks of professional distinction. Companies around the world are encouraging--and even requiring--their employees to obtain PMP certification.

### **Q. Do I have to become a member of PMI®?**

**A.** We recommend you join PMI® and here is why: We believe as a credentialed PMP®/CAPM® you have a responsibility to support and participate in professional project management organizations. PMI® is the global professional organization supporting the project management discipline. PMI® provides professional resources, a monthly PM Journal and support whenever needed. As a member, you will receive discounts for certification exams and local PMI® chapter events. Membership to PMI® is \$139 annually.

### **Q. Does the course registration fee include the cost for becoming a member of PMI?**

**A.** PMI membership is not included in the course registration fee. To become a member, visit: [www.pmi.org](http://www.pmi.org).

### **Q. How do I complete the PMI application?**

**A.** All credential applications are available online at: [www.pmi.org](http://www.pmi.org). Click on the "Apply for a Credential" button on the certification Web pages. Please note that any missing information on the application will delay processing.

### **Q. How much homework is involved?**

**A.** This course is only for those serious about passing the CAPM® or PMP® Certification Exams. Participants should be prepared to dedicate approximately 8-10 hours on average each week for outside study. This 10-week course fulfills the required training hours for the CAPM®/PMP® credentials as required by PMI. To sit for the CAPM® Exam you need 23 contact hours of project management training. To sit for the PMP® Exam you need 35 contact hours of project management training.

### **Q. Does this certify me to be a PMP® or CAPM®?**

**A.** No it does not. This class prepares you to sit for the CAPM® or PMP® Exam. The CAPM® and PMP® Exams are separate and provided at a local testing site. More information on the test location will be provided to you by PMI® when you apply for your exam. This 10-week course fulfills the required training hours for the CAPM®/PMP® credential as required by PMI®.

### **Q. Do I receive a certificate upon completing the course?**

**A.** Yes. On the last day of class, you will receive a Certificate of Completion reflecting only the hours of classes you attended. If you get audited, you will need to send a copy to PMI.

### **Q. When and where do I take the exam?**

**A.** The CAPM® and PMP® exams are administered at Prometric testing centers. Prometric has hundreds of centers worldwide and usually offers the CAPM® and PMP® exams Monday through Saturday. Since each center is independently operated, you should check with your local center for hours of operation and exam availability. You can locate the centers nearest you by visiting [www.prometric.com](http://www.prometric.com). Note that, in some cases, the availability of testing appointments reflected online may seem rather limited. We recommend you call the center directly if this happens, as the availability shown online may not always reflect the true availability (due to cancellations, re-scheduling, etc.). Our students have found this to be very helpful in many cases.

## **Certification Exam Prep Training FAQ's Continued:**

### **Q. What is the format of the PMP® Certification Exam?**

**A.** The PMP® certification exam is 4-hour duration and consists of 200 multiple-choice questions, 4 responses to each question. Out of these 200 questions, 175 questions are scored and considered toward your final score calculation, while the remaining 25 questions are pre-release questions that are not scored.

### **Q. What is the format of the CAPM® Certification Exam?**

**A.** The CAPM® certification exam is 3-hour duration and consists of 150 multiple-choice questions, 4 responses to each question. Out of these 150 questions, 135 questions are scored and considered toward your final score calculation, while the remaining 15 questions are pre-release questions that are not scored.

### **Q. Can I find out what grade I received on my CAPM® or PMP® Exam?**

**A.** You will be given a Pass or Fail result automatically at the end of the exam.

### **Q. Are the CAPM® or PMP® Exam fees included in the course registration?**

**A.** The exam fee is not included. It must be paid directly to PMI as part of the application process.

- The CAPM® Exam Fee for PMI® members is \$225 and \$300 for non-members.
- The PMP® Exam Fee for PMI® members is \$405 and \$555 for non-members.
- PMI Membership cost is \$139.

### **Q. How do I register for the CAPM® or PMP® Certification Exam Prep course?**

**A.** Individuals and groups can register at: [www.JourneyConsulting.org](http://www.JourneyConsulting.org). Registration and payment is required before you start the course. If you would like more information, feel free to contact Journey Training Institute via:

Email: [info@JourneyConsulting.org](mailto:info@JourneyConsulting.org)

Phone: 585-317-4659

WebPage: [http://journeyconsulting.org/contact\\_us](http://journeyconsulting.org/contact_us)

We are always glad to help!

Journey Training Institute, LLC.  
144 Village Landing, #346  
Fairport, NY 14450-1804  
Phone: (585) 317-4659  
Email: [info@JourneyConsulting.org](mailto:info@JourneyConsulting.org)