PM EXAM SMARTNOTES

Fast PMP Exam Preparation for Working Professionals!

The "Foundation Guide for PMP® and CAPM® Certification Exams" Series Presents

Step-by-Step Beginner's Guide To CAPM Certification Exam

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Foreword

Whenever you had to study a 'heavy' book, did you wish for a simpler guide just to get the gist of the subject? Something like a crash-course guide that you could go through and get a handle on the stuff?

I always thought about and looked for such resources whenever I had to study a new subject (the reason I love Wikipedia). It was a similar feeling I had when I took up PMBOK book to study.

And when I was in a position to prepare a short guide, there was no time to waste.

So here is this guide in front of you. The very fact that you have decided to read this would mean that you might be one of these –

(a) seriously preparing for PMP® or CAPM® exam
(b) performing the duties of a project manager (project practitioner)
(c) simply curious to know about a systematic way of project management

You will not be disappointed.

Even the basic form of the foundation guide came to well over 200 pages, so I decided to split it into modules. One covering project management basics and one each for the 10 knowledge areas, so you can pick up the one you wish to understand and run through it easily.

This guide, of course, comes to you free of cost. The only aim of this guide is to provide you with a quick and succinct account of project management concepts from PMBOK.

For all the details of concepts highlighted in this book, do visit www.PMExamSmartNotes.com blog. It will make your exam preparation a breeze, I promise!

Before moving to the content, I would like to take a moment to recommend a fast-track study resource I have used, which -

1. ...**saves you a ton of time** on PMP or CAPM exam study
2. ...lets you **study anytime, anywhere** – while traveling, eating, waiting in the queue ...you get the idea. Learn on PC or on your smartphone!
3. ...**fulfils the mandatory requirement to appear for the exam: 35hr project management education**. This alone is your return on investment!
4. ...**saves you money** as compared to contact classes out there that can cost as much as $2000+!

I am talking about PMPrepCast by Cornelius Fichtner!. You can view couple of sample chapters at Exam Resources section on the blog. I do get a small commission if you use this link to purchase, but it doesn't increase your purchase price. If you don't want to give the commission it's perfectly fine but I still highly recommend this study resource, and the direct link you can use is http://www.project-management-prepcast.com.

Thanks,

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Table of contents

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I received few inquiries from PMESN readers about CAPM exam, so here is a short but comprehensive guide to CAPM exam.

What is CAPM?

CAPM stands for Certified Associate in Project Management, a industry-recognized certification for entry level project managers or project manager wannabes. This certification exam is conducted by PMI, Project Management Institute. You need to study PMBOK latest edition (5th, right now) to prepare for this exam.

Which means that you can use any PMP preparation resource for appearing for CAPM exam as well.

PMI's certification and credentials are prepared by practitioners so they are practical and relevant. These are distinguished by their global development and application, which means that anyone across the globe can take this certification and apply the knowledge to successfully manage projects in any industry. PMBOK is a framework (and not a methodology) with processes of project management sliced and diced across Knowledge Areas (Scope, Risk, Communication and so on) and Process Groups (Initiating, Planning, and so on) making it applicable across industries. However, there may be project management tools or practices specific to an industry that you may need to adopt as applicable.

There are many commonalities between CAPM and PMP exam, but for ease of consumption of information this post details all that you need to know for CAPM at one place.

CAPM Eligibility Criteria

There are two criteria you need to meet in order to appear for the CAPM exam:

1. You need to have Secondary diploma (high school or equivalent) or more
2. You need to have 1500hrs of professional project management experience on a team
   OR
   23 contact hours of formal project management education

Any university education in project management discpline or contact hour training from a PMI registered education provider (REP) can be considered towards 23hrs of formal project management education. There are many other avenues to get this education such as,

- Education provided by PMI chapters
- Employer/company sponsored training programs
- Courses by Training schools
- Online courses, as long as they allow you to take end-of-course test and you pass it

How to apply for CAPM exam?

You can either apply online or by sending paper based application to PMI. While online applications are processed in 24hrs, you need to wait for about 10 business days if you send by post.

Note that PMI recommends that you apply online.

Note – you need to read and agree to PMI code of ethics and professional conduct (from the handbook available on PMI.org) before applying for the exam.

Exam Fees

The best way is to take up PMI membership and avail discount on exam fees. This saves you money on purchase of PMBOK guide and any other project management books or resources as well.

Assuming you are a member and applying for online examination you would be paying $225 (185 Euros).

Download the handbook from PMI site to know fee structure for entire combination of member/non-member, online/offline, examination/re-examination and so on.

You can pay for exam fees using credit card, check, money order or wire transfer to PMI.

Note – PMI can refund your exam fee if you request by written means at least 30 days prior to the exam eligibility expiration date. You'll lose $100 processing fee if you have not scheduled for the exam already.

What is this Audit process?

PMI randomly selects applications for audit. If your application is selected you will get 90 days to submit following information:

- Copies of formal education
- Signatures of your project managers/supervisors for the projects you have mentioned on application
- Copies of certification for completion of 23hr contact education

Note – PMI expects you to send physical copies of these using postal mail or express courier service to their office. They do not accept scanned copies sent via email.

In case you fail the audit, PMI refunds exam fee.

Re-certification?

Yes. Once you pass CAPM exam, your certification will be valid for a period of 5 yrs. At the end of this you will need to re-certify yourself in order to continue having a valid CAPM qualification after your name. This re-certification needs to be done during fifth year of validation period and not earlier.

Exam Content

CAPM exam will have 150 question, to be answered in 3 hrs. These questions are solely based on latest PMBOK (5th edition right now) guide and are monitored through psychometric analysis.

However, not all question go towards grading your performance. 15 questions out of these 150 will be 'pretest' questions. These are not considered for grading on the exam and these are test questions to be included in the future examination, based on assessment of how well they have been understood and answered by students.

Note – you can take break(s) during exams but the clock will not be stopped. So utilize breaks wisely, to break monotony and get back afresh.

Here is the distribution of exam questions across PMBOK chapters.

PMBOK Chapter #	Chapter Name	% Questions
3	Project Management Processes	15%
4	Project Integration Management	12%
5	Project Scope Management	11%
6	Project Time Management	12%
7	Project Cost Management	7%
8	Project Quality Management	6%
9	Project Human Resource Management	8%
10	Project Communications Management	6%
11	Project Risk Management	9%
12	Project Procurement Management	7%
13	Project Stakeholder Management	7%
		100%

CAPM Examination Policies

Once your application is accepted, fee is accepted and audit (if applicable) is satisfactorily done, PMI will send you with PMI Eligibility ID, examination validity period (which is one year) start and end dates, and scheduling instructions by email.

Exams are delivered by Prometric centers. You need to schedule for the exam at www.Prometric.com/pmi based on the information you received from PMI and based on availability of slots at the center you wish to take the exam.

On the day of taking exam

You need to carry the following to Prometric center -

- Government issued identity card
- Your latest photograph

Arrive at least 30 minutes ahead of time at Prometric center. Sign in, show identification and provide the unique Exam ID that PMI sent you by email. You will not be allowed to take any items such as calculator, food, sweater, books, bags etc inside the exam room.

The following items will be provided by Prometric staff -

- Calculators are built into CBT (computer based test) exam
- Scrap paper and pencils
- Erasable note boards and markers

Exam Results

Results are given immediately after completion of the exam. Results are reported in two ways -

- Pass/fail score based on overall performance
- 3-point proficiency scale rating for each of the chapters: **Proficient, Moderately proficient, Below proficient**

Note – based on the proficiency scale you can know your strong and weak areas of PMBOK syllabus.

There you have it!

Once you get CAPM certification, you can flaunt it. You can put CAPM against your name in communications, web-site, business card, email signature, letter head – as long as your credentials are valid. But you cannot use it as part of your company name, product name or domain name.

PMI will send you certification package in 6-8 weeks after you pass the exam, which contains the following -

- Congratulatory letter
- Information about certification renewal
- The CERTIFICATE itself!

Your name will be listed on online certification registry maintained by PMI, but you can choose not to be listed if you wish by logging into PMI.org site.
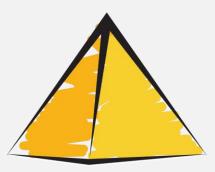
Useful Links

These are not bibliography but some of the resources you may find useful at the beginning of your study.

- PMI FAQ answers mostly asked questions with respect to certifications offered by PMI
- A brief overview of PMP®
- PMP® Handbook contains all information about prerequisites, policies and procedure to apply for PMP exam
- CAPM® Handbook contains all information about prerequisites, policies and procedure to apply for CAPM exam
- PMP® examination content outline

Trademark Notice

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PMBOK is a registered trademark of the Project Management Institute, Inc.

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Get your FREE PMP Study Blueprint at PMESN [blog](#)!

About Shiv

Shiv Shenoy has worked over 15 years in technical, management and mentoring roles for Software Services and Product Development companies in Enterprise, Web and Mobile domains. He has helped several start-ups to conceptualize product idea, build prototype and take it to the market with version 1.0 and beyond. He mentors professionals on project-, product- and technology management.

Shiv is a passionate techno-manager, blogger, mentor, photography enthusiast and painter.

Shiv helps working professional that are hard pressed for time sail through PMP and CAPM project management certification courses, by turning his own exam notes into easily understandable, scientifically prepared, and simplified content that he publishes on the blog [PMExamSmartNotes.com](#)

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