PMI

Master of Project Academy

CAPM Overview

- CAPM = Certified Associate in Project Management
- Most recognized professional certificate for Project Management!
- For detailed information and links:
  http://www.pmi.org/certification/Certified-Associate-in-Project-Management-CAPM.aspx

so, what is this?

- A Secondary degree (high school or equivalent)

  AND

- At least 1500 hours of project experience **OR** 23 Hours of Project Management Education.

- Check CAPM Handbook for further details.

CAPM® Application Methods

- Online application
  - 1 day
- Paper Application
  - By individuals (10 business days)
  - By corporations (20 business days)
- **Online application is recommended**
- Online application can be started by creating a profile on pmi.org through: https://certification.pmi.org/ link.

Online Application-Create Profile

myPMI   Certifications   Membership   Learning   Events   Busin Gover

Login

Existing User

If you have an existing account, enter your username and password below.

* Username: [   ]
I forgot my username
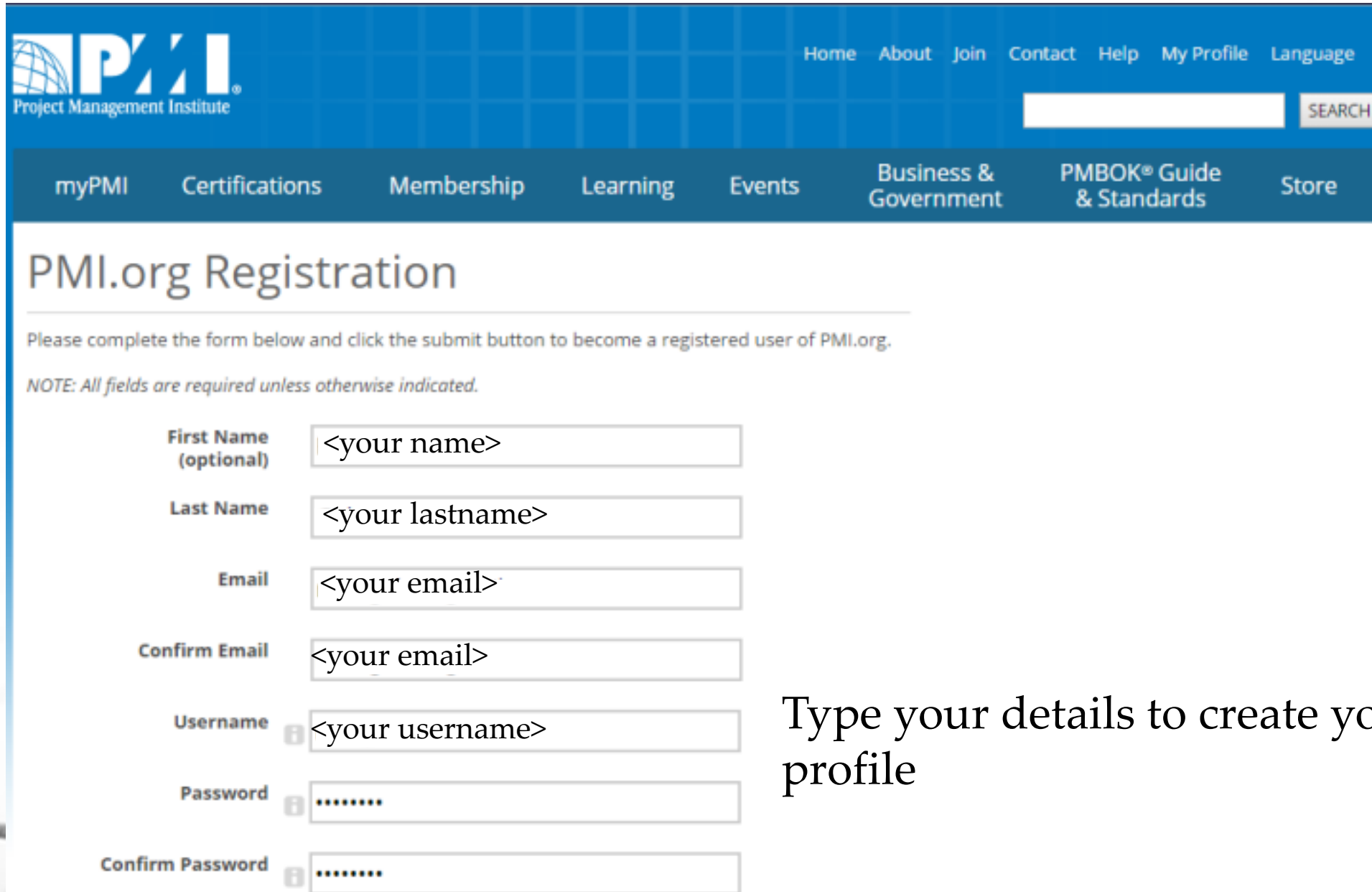
* Password: [   ]
I forgot my password

[Login]

New User

If you are new to PMI, or if you applied for PMI Membership using a paper application, create an account now using our online registration process.

[Create an Account]

Click «Create an Account» button.

Online Application-Create Profile

Type your details to create your profile

Online Application-Create Profile

Security Answer | maidenname

Company Name | Ozyegin University

Job Title/Position | Academic Faculty Member ▾

Primary Organization Focus | Training/Education ▾

Functional Area
```
Customer Service
IT or IS
PM Department or PMO
Operations
Finance
Marketing
Sales
Human Resources
Research/R&D
Training/Education
```

NOTE: *To select multiple choices, you can hold the Control key while selecting or click and drag.*

Email Preference ☐ Receive promotional messages from PMI about our products, services, and events.

Did you apply for PMI Membership using a paper application? If so, please enter your Member ID number below.

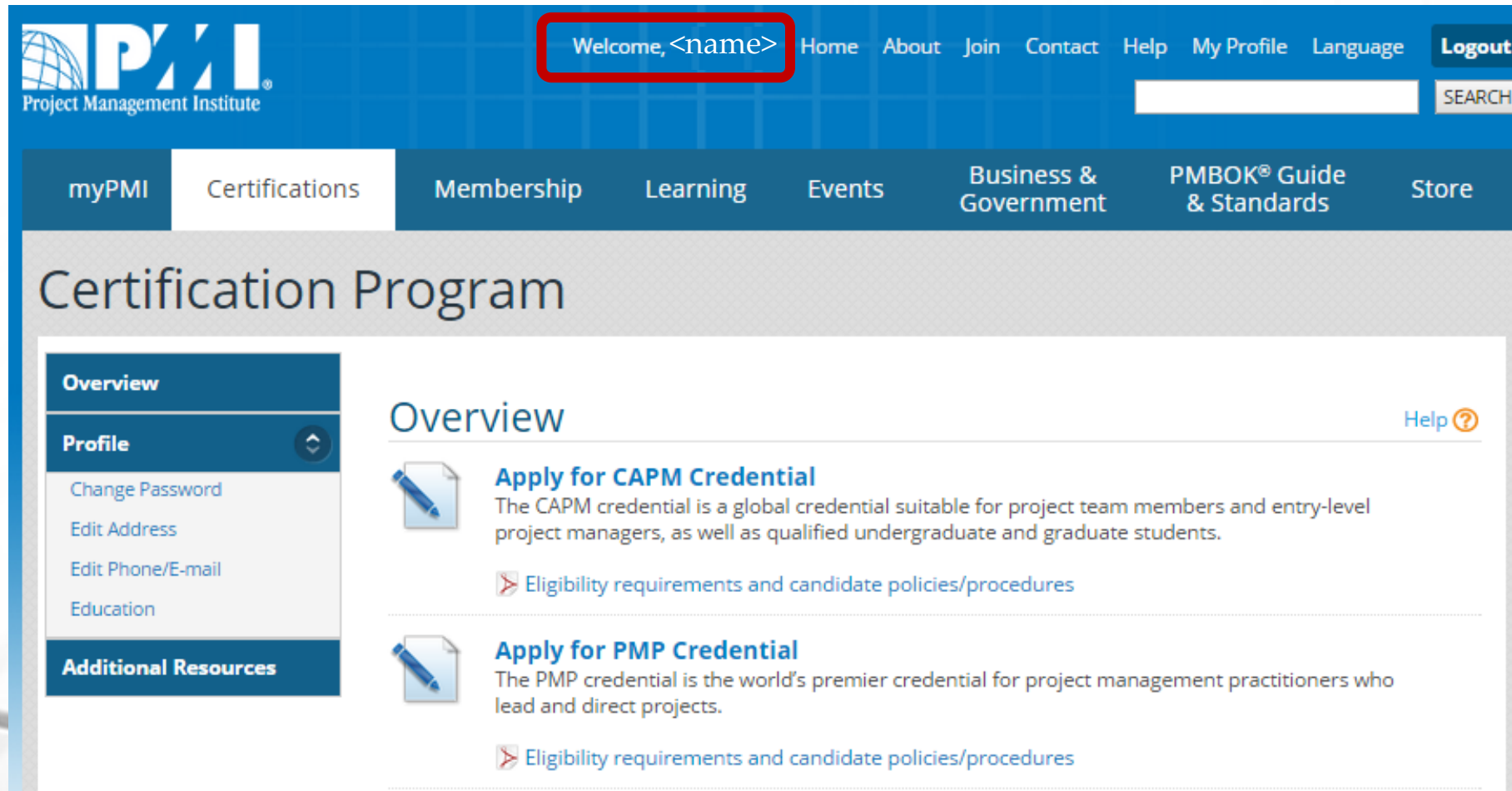**Member ID (optional)** |

Submit

Type your details to create your profile

Once you completed, submit your details

Online Application-Create Profile

- Your profile will be created and you will be logged on to your profile automatically.

Online Application-Personal Details

- Select «Apply for CAPM Credential» option to start application process.

Online Application-Personal Details

Return to Overview

Step 1: Application

Contact Address

> Contact Information

> Attained Education

> Requirements

> Optional Information

> Certificate

> Agreement

> Review and Submit

Step 2: Schedule Exam

Step 3: Exam Results

Address

Help ⑦

Enter your home and work addresses, then choose your preferred contact information.

Add Home Address

Add Work Address

Back   Save and Continue

Add your addresses and preferred contact information. Your certification will be posted to your preferred address.

Online Application-Personal Details

Type your address details, and click on save once you finish.

Online Application-Personal Details

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Contact Information

Help ⑦

Enter at least one E-mail address and phone number, then choose your preferred contact information.

E-mail Addresses

✖   <your name>   (preferred)

Add E-mail

Phone Numbers

At least one phone number is required

Add Phone Number
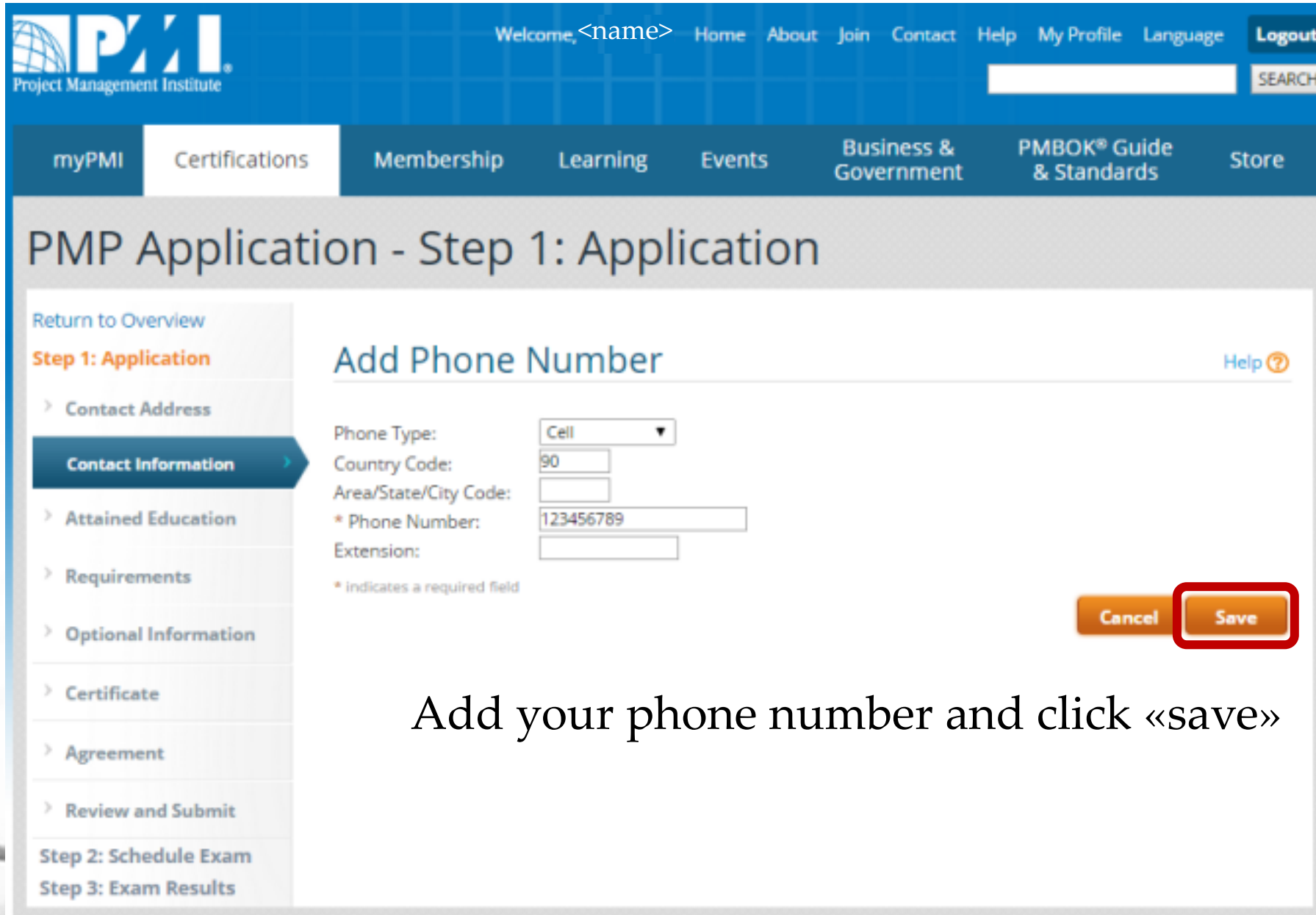
Back   Save and Continue

You need to add a phone number

Online Application-Personal Details

Master of Project Academy

Add your phone number and click «save»

Online Application-Personal Details

Master of Project Academy

myPMI	Certifications	Membership	Learning	Events	Business & Government	PMBOK® Guide & Standards	Store

PMP Application - Step 1: Application

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Contact Information

Help ?

Enter at least one E-mail address and phone number, then choose your preferred contact information.

E-mail Addresses

✖ <your email>   (preferred)

Add E-mail

Phone Numbers

✖ Cell   90 123456789   (preferred)

Add Phone Number

Back   **Save and Continue**

Click «save and continue» to proceed.

Online Application-Attained Education

Master of Project Academy

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CAPM Application - Step 1: Application

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Attained Education

Help ⑦

Indicate your highest level of education attained at this time. Complete all applicable contact information for your school, college, or university.

* Highest Degree Attained: [Masters Degree ▼] ⑦

* Year degree awarded: [2011 ▼]

* School/University: [London School of Business and Finan] ⑦

* Field of Study: [Business ▼] ⑦

* Country: [United Kingdom ▼]

* Address: [8-9 Holborn, London EC1N 2LL, United Kingdom]
[ ]
[ ]

* City: [London]

State/Province/Territory [ ]

Zip/Postal Code: [ ]

* indicates a required field

[Back] [**Save and Continue**]

Fill in highest level of education attained at the time of your application.

Online Application-Attained Education

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CAPM Application - Step 1: Application

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Step 1: Application

> Contact Address

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Requirements

Overview
Eligibility Worksheet
Project Experience
PM Education

> Optional Information

> Certificate

> Agreement

> Review and Submit

CAPM Requirements Overview   Help ⓘ

Based on the information you have provided us, you must meet one of the following two requirements to be eligible to sit for the examination:

Project Work Experience
You may document any experience earned on a project team. Minimum of 1500 hours of project work experience in any of the five process groups. The five process groups are:

Initiating Process

Planning Process

Executing Process

Monitoring/Controlling Process

Closing Process

OR

Project Management Education
Minimum of 23 project management education hours

In the next few sections we will be asking you to document your project work experience or education to meet one of the above requirements.

CAPM application requirements are reminded.

Back   **Save and Continue**

Online Application-
PM Experience or PM Education

CAPM Application - Step 1: Application

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Requirements

Overview

Eligibility Worksheet

Project Experience

PM Education

> **Optional Information**

> **Certificate**

> **Agreement**

Eligibility Worksheet   Help ⑦

Use the Eligibility Worksheet to track your progress. Qualified requirements must equal or exceed the required totals before the application can be submitted for review. However, once the requirement has been reached, additional entries will not be permitted.

	Required	Qualified	Still Need
Project Experience Hours	1500.00	0.00	1500.00
OR			
PM Education Hours	23.00	0.00	23.00

Requirements
Use any of the following links below to update a specific requirement or continue with the application by clicking 'Save and Continue'.

▶ Project Experience

▶ PM Education

click on «PM Experience» or «PM Education»

Back   Save and Continue

Online Application-
PM Experience or PM Education

CAPM Application - Step 1: Application

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Requirements

Overview

Eligibility Worksheet

Project Experience

PM Education

> Optional Information

Education Overview   Help ⑦

Use the worksheet to document your training in project management. Start with your most recent and verifiable courses. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EDUCATION SUBMITTED

Course	Hours
Total:	0.00
Required:	23.00
Still Need:	23.00

Add   Click «Add» to start adding your project management education.

Back   **Save and Continue**

Online Application- PM Experience or PM Education

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Requirements

Overview

Eligibility Worksheet

Project Experience

PM Education

> Optional Information

Add Education   Help ?

Please enter your project management education information below. Specify the number of hours that qualify from the course being documented that are applicable to the credential you are applying for.

* Course Title: CAPM® EXAM COMPLETE Training-23 PDU Hrs ULTIMATE CAPM
* Institution Name: Master of Project Academy

* Course Start Date: 9/11/2014   e.g. 2/16/2015
* Course End Date: 11/18/2014   e.g. 2/16/2015
* Hours: 23.00
* Qualifying Hours: 23.00

NOTE: Qualifying hours are hours that are applicable to this credential only.

Fill in details of your project management education.

* indicates a required field

Cancel   **Save & Add**

Online Application-
PM Experience or PM Education

Enrolled Project Management courses should be at least 23 contact hours.

Online Application-
PM Experience or PM Education

Enter your other project management experience details.

Online Application-
PM Experience or PM Education

Master of Project Academy

Enter your position details and company or organization information

Online Application-
PM Experience or PM Education

Enter a reference contact for your new experience. PMI might contact with this person in case of audit.

Online Application-
PM Experience or PM Education

Enter your project management experience hours for different phases of the project.

Master of Project Academy

1000 * **Controlling and Monitoring the Project**

Monitoring project progress, managing change and risk, and communicating project status. For example: Measure project performance using appropriate tools and techniques; manage changes to the project scope, schedule, and costs; ensure that project deliverables conform to the quality standards; update the risk register and risk response plan; assess corrective actions on the issue register; communicate project status to stakeholders.

300 * **Closing the Project**

Finalizing all project activities, archiving documents, obtaining acceptance for deliverables, and communicating project closure. For example: Obtain final acceptance of the project deliverables; transfer the ownership of deliverables; obtain financial, legal, and administrative closure; distribute the final project report; collate lessons learned; archive project documents and materials; measure customer satisfaction.

* indicates a required field

Back   **Save and Continue**

Enter your project management experience hours for different phases of the project.

Online Application-
PM Experience or PM Education

Add/Edit Experience

In the space provided below, summarize this project. The summary should include the project objectives and your role, as well as key deliverables and outcomes by Process Groups. The description should include examples of how you led and directed this project. Ensure that your description is between 300 and 550 characters. *

Main purpose of the project was replacing old PSTN system of British telecom with new IMS technology. In scope of the project, more than 40 million subscribers have been migrated from old PSTN technology to new IMS system.

My main responsibility was managing IMS Integration team to implement new system and migrating the subsribers from old system to new system. Implementation, integration and testing activities have been done by our team under my supervision.

Enter your project's main objective and your role in this experience.

Character Count: 465 (Maximum 550)

* indicates a required field

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Back   **Save and Continue**

Online Application-Review & Submit

Master of Project Academy

CAPM Application - Step 1: Application

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> **Requirements**

Optional Information

Help ⑦

The following questions are optional, and you may choose not to answer them.

Primary Referral Source: [Personal Development ▼]

Have you taken a Certification Preparation Course presented by a PMI Chapter? [No ▼]

* indicates a required field

[Back] [Save and Continue]

You might skip this optional information part.

Online Application-Review & Submit

CAPM Application - Step 1: Application

Return to Overview

Step 1: Application

> Contact Address

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> Requirements

Certificate

Help ⓘ

Enter your name **exactly** as it should appear on your certificate. This does not have to match your government issued ID.

* Name on certificate: `<your name>`

* indicates a required field

Define how your name should be presented on your certificate

Back   Save and Continue

Online Application-Review & Submit

CAPM Application - Step 1: Application

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Certificate

Help ?

Confirm that this is the name that you would like to appear on your certificate.

This is exactly how it will appear:

<your name>

* indicates a required field

Confirm your name on certificate.

Back

Save and Continue

Online Application-Review & Submit

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Agreement

Help ⓘ

PMI CERTIFICATION APPLICATION/RENEWAL AGREEMENT

By clicking the "I really Agree" box below, you represent and agree to the following terms, conditions and releases related to PMI's Certification Programs:

1) I agree to satisfy and conduct myself in accordance with all PMI certification program policies and requirements, including this Agreement, the CAPM Handbook, and the PMI Code of Ethics and Professional Conduct (as they may be revised from time to time); and I shall maintain confidentiality of PMI examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of PMI examination questions and answers, to any individual.

2) I agree that I shall at all times act in a truthful and honest manner and provide truthful and accurate information to PMI. I agree that any intentional or unintentional failure to provide true, timely and complete responses to questions in this application or renewal form may lead to further investigation and/or sanctions by PMI. I also agree to promptly report to PMI any possible violations of the terms of this Agreement or the PMI Code of Ethics and Professional Conduct by PMI members or by persons who have applied for a PMI credential or have been awarded a credential by PMI.

3) I agree to notify the PMI Certification Department in a timely manner of changes concerning the information I have provided, including my current address and telephone number.

4) I have reported, and will continue to report, to the PMI Certification Department, within sixty (60) days of occurrence, any matters, proceedings, lawsuits, settlements and/or other agreements, administrative agency actions, or organizational actions relating to my profession or occupation, including all complaints relating to my professional activities as a project management practitioner, and matters or proceedings involving, but not limited to certification, credentialing, malpractice, disciplinary ethics or similar matters. I also agree to promptly report, within sixty (60) days of occurrence, any felony criminal charges, convictions, or plea agreements or other criminal charges, convictions, or plea agreements relating to acts of dishonesty or unethical conduct.

Read the agreement and save after agreeing.

Online Application-Review & Submit

11) I agree that upon achieving the PMI credential, my name may be posted on the PMI website as part of an Online Registry to be created and maintained by PMI.

12) I certify that I am legally eligible to seek certification from PMI, and that I am not on any list of designated parties maintained by the US government, including but not limited to the List of Specially Designated Nationals and Blocked Persons, nor am I in anyway affiliated with the governments of countries to comprehensive US sanctions, currently Iran, Sudan, Syria and Cuba, nor am I ordinarily or permanently resident in Syria or Cuba.

13) I agree that information related to my participation in the PMI certification process may be used in an anonymous manner for research purposes only.

14) I agree that all disputes relating in any way to my application for a PMI credential and/or my involvement generally in a PMI certification program, will be resolved solely and exclusively by means of PMI Certification Department policies, procedures and rules, including the Appeals Process.

15) PMI reserves the right to suspend or revoke the credential of any individual who is determined to have failed to uphold, or otherwise breached this Agreement, or committed a violation of the PMI Code of Ethics and Professional Conduct.

16) I release and indemnify PMI and the PMI Certification Department from all liability and claims that may arise out of, or be related to, my project management and related activities.

17) I hereby release, discharge and indemnify PMI, its directors, officers, members, examiners, employees, attorneys, representatives, agents and the PMI Certification Department from any actions, suits, obligations, damages, claims or demands arising out of or in connection with this application, the scores given with respect to the examination or any other action taken by PMI with regard to credentialing, testing and professional development including, but not limited to, all actions related to ethics matters and cases. I understand and agree that any decision concerning my qualification for any credential, as well as any decisions regarding my continuing qualification for any credential and my compliance with the PMI Code of Ethics and Professional Conduct, rest within the sole and exclusive discretion of PMI, and that these decisions are final.

This Agreement may be updated or revised from time to time. For the most current information, please refer to the online version of the credential handbooks located in the Certification Program section of PMI's website at http://www.pmi.org/Certification/Which-PMI-Certification-is-Right-for-You.aspx.

☑ I Agree*

*Indicates a required field

Back   Save and Continue

Read the agreement and save after agreeing.

Online Application-Review & Submit

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CAPM Application - Step 1: Application

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Review and Submit

Step 2: Schedule Exam

Step 3: Exam Results

Review and Submit   Help ⑦

The following is a summary of your application's status. When each category is marked complete and you have checked the underlying box you will be able to submit your application to PMI for review and approval.

Category	Status
Contact Information	Completed ✓
Attained Education	Completed ✓
Requirements	Completed ✓
PM Education	Completed ✓
Certificate Details	Completed ✓
Code of Conduct	Completed ✓

☑ **All information that I have provided is accurate and complete. ***
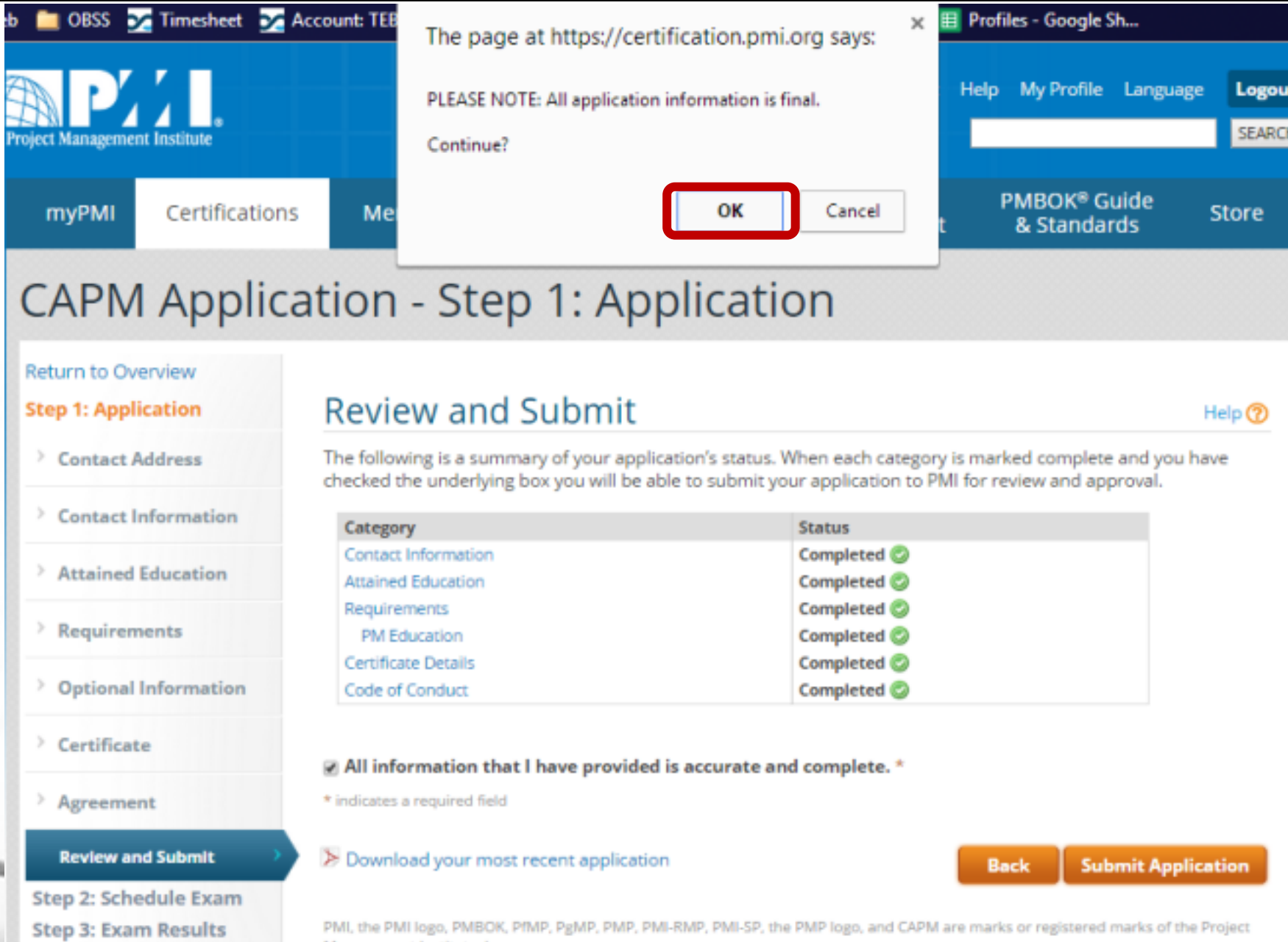
* indicates a required field

▷ Download your most recent application

Back **Submit Application**

Review your application and submit.

PMI, the PMI logo, PMBOK, PfMP, PgMP, PMP, PMI-RMP, PMI-SP, the PMP logo, and CAPM are marks or registered marks of the Project Management Institute, Inc.

Online Application-Review & Submit

Approve final warning

Online Application-Review & Submit

CAPM Application - Step 1: Application

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Step 1: Application

Application Submitted   Help ?

> Contact Address

> Contact Information

PMI will review your application submission for acceptability and completeness. This process may take several days. If PMI approves your application you will be notified via e-mail.

> Attained Education

Return to Overview

You will receive a notification email that your application has been submitted. Within 1 calendar day, you should be notified about your application by PMI.

Online Application-Review & Submit

Current status of your application will be seen on your profile in pmi.org..

- PMI audit is done randomly.
- PMI might require following if your application is audited.
  - Copies of your diploma/global equivalent
  - Reference letters from your supervisors or managers that you performed the project work you stated in your application
  - Copies of certificates and/or letters from the training institutes for each course recorded in project management education section.

- After you receive the notification email of PMI regarding supporting documentation about audit, you need to send these documents to following address of PMI within 90 days.

Address:

PMI

Attn: Certification Audit

14 Campus Blvd.

Newtown Square, PA 19073-3299 USA

CAPM Examination Content

- 150 Questions (15 questions are not scored, 135 questions are scored)
- 3 Hours

Chapters	Percentage of Questions
Introduction to Project Management	6%
Project Environment	6%
Role of the Project Manager	7%
Integration Management	9%
Scope Management	9%
Schedule Management	9%
Cost Management	8%
Quality Management	7%
Resource Management	8%
Communication Management	10%
Risk Management	8%
Procurement Management	4%
Stakeholder Management	9%