PMP®/CAPM® Frequently Asked Questions (FAQs)

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PMP®/CAPM® Certifications

Q1. What is the PMP® certification?

A: The Project Manage Institute (PMI)'s Project Management Professional (PMP)® credential is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates that you have the experience, education and competency to lead and direct projects.

Q2. What is the CAPM® certification?

A: PMI's Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the principles and terminology of *A Guide to Project Management Body of Knowledge* (*PMBOK® Guide*), the standard of project management's generally recognized good practices.

Q3. What is the difference between the Certified Associate in Project Management CAPM® and the project Management Professional (PMP)® certifications?

A: The CAPM® recognizes a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in the *PMBOK® Guide* that are needed for effective project management performance.   The PMP® recognizes demonstrated experience, education and competence in leading and directing project teams. If you're an experienced project manager looking to solidify your skills, stand out to employers and maximize your earning potential, the PMP® credential is the right choice for you.

PMP®/CAPM® Certification Benefits

Q4. What are the benefits of joining PMI while pursuing the PMP® or CAPM® certification?

A: PMI members receive special pricing on exam fees, online purchases, events and professional development opportunities. In addition, PMI members can also access thousands of e-books, articles, white papers, trade publications and more to keep their project skills sharp. PMI members can also connect with other project professional by getting involved in chapters and communities of practice.

PMI members have the distinct advantage of being part of the world's largest project manager member association that allows them to stay on the pulse of what is happening locally, regionally and globally in the project management profession by reading all the industry publications delivered directly to their inbox.

Q5. Does getting the PMP® or CAPM® certification make sense if I am already a professional, but want to change to a career in project management?

A: Absolutely! The PMP® and CAPM® certifications are recognized by business professionals around the world as confirmation that your skills have met an exacting professional standard and you are familiar with the processes and terminology for effective project management.

Q6. Will a PMP® or CAPM® certification help with job opportunities?

A: Project management skills are in demand. In a global survey conducted by the Economist Intelligence Unit, the majority of executives explicitly identified project management as "the single most important skill for their current and future success." And in a recent *U.S. News and World Report* study revealed that project management is one of the top three skills employers are looking for. Kick start your career with the CAPM® certification or take your project management career to higher levels with the PMP® certification!

PMP®/CAPM® Exam Preparation

Q7. What is the best way to prepare for the PMP® or CAPM® examination?

A: Successful PMP®/CAPM® candidates typically use multiple study aids (including workshops, online courses, self-study and study groups) and will spend many hours to prepare. Therefore, plenty of preparation time is needed before taking the exam. PMI.org website offers information and tools that will help with preparation for the PMP® and CAPM® examinations. Please see Q9 through Q22 for information on the PMI-OC Chapter's PMP®/CAPM® Exam Prep Workshop.

Q8. What is PMBOK® guide?

A: The PMP®/CAPM® examination is based on the contents of the PMBOK® guide (Project Management Body of Knowledge) PMBOK® Guide reflects the collaboration and knowledge of working project managers and provides the fundamentals of project management as they apply to a wide range of projects. This internationally recognized standard gives project managers the essential tools to practice project management and deliver organizational results.

PMP®/CAPM® Exam Preparation Workshops at PMI-OC Chapter

Q9. What does the PMI-OC chapter offer to help me prepare for the PMP®/CAPM® Exam?

A: The PMI-OC Chapter offers a seven week PMP/CAPM Exam Prep Course. This workshop is intended for anyone who wishes to achieve either of these certifications and who meets the requirements as identified by PMI®.

The workshop will help you prepare for exam success, and will provide you with the eligibility requirement of 35 contact hours in project management education. Participants will be provided with a classroom discussion guide and a supplemental text that includes study questions and other study material.

Q10: Does one have to be a member of the PMI-OC Chapter?

A: You do not need to be a PMI-OC member to take the workshop.

Q11: How often is the workshop offered by the PMI-OC Chapter?

A: The PMI-OC chapter currently offers three workshops during the year (Winter, Spring and Fall). These workshops are taught over seven consecutive Saturdays, except on Memorial Day weekend. Each Saturday is divided into two sessions, 8:00 a.m. - 12:00 p.m. (AM session) and 1:00 p.m. - 5:00 p.m. (PM session) except session 1 which is an AM session only.

Q12: Who are the instructors for the PMP®/CAPM® Exam Preparation Workshop?

A: Each session of the PMP®/CAPM® Exam Preparation Workshop is taught by a different instructor or team of two instructors. The instructors are PMP® certified professionals that volunteer with the PMI-OC chapter to teach these classes. They are highly experienced and knowledgeable in the areas they teach, as well as excellent trainers that make the classes interactive and engaging to the students.

Q13: How long has PMP®/CAPM® Exam Preparation Workshop been offered by the PMI-OC chapter and who created the material?

A: The PMP®/CAPM® Exam Preparation Workshop course started in 2002 with the current format. The current course materials were developed by Core Performance Concepts. They also provide training material for the instructors and consultative services to the PMI-OC chapter.

Q14: Is the PMP®/CAPM® Exam Preparation Workshop course guaranteed to take place all seven weeks?

A: Up to today, none of the PMP®/CAPM® Exam Preparation Workshop has had to be cancelled. The workshop will take place with a minimum of 10 registered students. Classes could range from 20 to a maximum of 45 students.

Q15: Can study groups be formed during the duration of the PMP®/CAPM® Exam Preparation Workshop?

A: Certainly. It is up to the students to form these study teams and agree on when and where to meet.

Q16: Are there any statistics in terms of PMP®/CAPM® Exam pass rate of students after they took the workshop?

A: It is difficult for the PMI-OC Chapter to obtain passing statistics as it has no visibility on who actually takes the test.

Q17: How soon after the PMP®/CAPM® Exam Preparation Workshop is completed do you recommend students to take the exam?

A: Students are recommended and encouraged to take the exam as soon as possible after completing the workshop. This is because the information from the workshop is fresh in the students' minds and recollection can be higher at this point.

Q18: In what way is the PMP®/CAPM® Exam Preparation Workshop seven-week format better or worse than a 4-day weekend boot-camp?

A: The format preference must be evaluated and decided by each person. It very much depends on what type of learner and how much time the person has to complete the workshop. However, feedback received from students is that the seven-week workshop provides more time to practice what they learned via exam study question. Most students have found benefit in participation in study groups, which provides the opportunity to better understand the material discussed in the workshop sessions.

Q19: When are the PMP®/CAPM® Exam Preparation Workshop scheduled?

A: The PMI-OC Chapter is excited to offer the PMP®/CAPM® Exam Preparation Workshop 3 times per year.

1) Winter Session (January – March)
2) Spring Session (May – June)
3) Fall Session (September – October)

Q20: How can I enroll for the next PMP®/CAPM® Exam Preparation Workshop?

A: For additional workshop and registration information, please visit PMI-OC.org/Profesional Development/PM Training links or
http://www.pmi-oc.org/index.php?option=com_content&view=article&id=95&Itemid=136

Q21: Are there any discounts for PMP®/CAPM® Exam Preparation Workshop that I can take advantage of:

A: PMI-OC members receive a $100.00 registration discount. Also, there is group rate of $600.00, applied to three (3) or more students coming from the same organization. Lastly, there is a student coordinator discount given to one student per workshop who is willing to handle some administrative duties for each day of the workshop.

Q22: If needed, can the PMP®/CAPM® Exam Preparation Workshop be repeated? At what cost?

A: The workshop sessions (one or all) can be audited once within the year of having taken it the first time. If the workshop materials are updated, there will be a fee for the new materials.

Q23: What are the fees to become a PMI-OC member?

A: The PMI-OC always welcomes new members. PMI-OC membership opens many opportunities (volunteer, networking and educational) through our seminars, advanced topics and dinner meetings. Membership begins with the global community of PMI ($129 new / $119 annual renewal) and extends locally with the Orange County Chapter ($35 annually). For more information, please visit:
http://www.pmi-oc.org/