

# CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)<sup>®</sup> CERTIFICATION

## WHO ISSUES THE CERTIFICATION?

The [Project Management Institute](#) (PMI).

## WHAT IS THE PURPOSE OF THE CERTIFICATION?

To provide an associate-level credential in project management skills.

## WHAT IS THE CAREER LEVEL OF THE CERTIFICATION AND WHO IS IT GEARED TO?

The [CAPM](#) is a certification geared to individuals interested in or starting a career in project management, or project team members who wish to demonstrate their knowledge of project management.

## WHAT ARE THE EDUCATION AND/OR EXPERIENCE PREREQUISITES FOR THE CERTIFICATION?

The CAPM requires a high school diploma.

## WHAT IS THE COST AND STRUCTURE OF THE CERTIFICATION'S EXAM(S)?

The exam is multiple choice and contains 13 areas of learning with roughly 50 learning outcomes. For PMI members it costs \$225, while it costs \$300 for non-members.

## WHAT IS THE GEOGRAPHIC SCOPE OF THE CERTIFICATION?

International.

## IS THE CERTIFICATION ACCREDITED?

No, the CAPM is not accredited, but PMI is certified to ISO 9001:2015, *Quality management systems - Requirements* through Bureau Veritas.

## HOW LONG IS THE CERTIFICATION VALID?

The CAPM is valid for three years.

## IS THERE A PROCESS FOR RENEWING THE CERTIFICATION, OR RECERTIFICATION?

Yes, PMI operates a continuing certification requirements program through which certification holders are expected to earn 15 professional development units (PDUs) during a three-year cycle and pay a fee (\$60 for PMI members or \$150 for non-members) to maintain their certification. The PDU's must fulfill three skill areas - technical, leadership, and strategic and business management.

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### **CAN THE CERTIFICATION BE REVOKED?**

Yes, if PMI finds that the certified person cheated on the exam for the certification or lied about the number of PDUs earned the certification can be revoked. PMI routinely conducts audits of a subset of applications.

### **IS THE CERTIFICATION LINKED TO LICENSURE?**

No.

### **HOW DOES THE CERTIFICATION RELATE TO OTHER PMI CERTIFICATIONS OR THOSE OF OTHER CERTIFICATION BODIES?**

Since the CAPM is an associate-level certification, CAPM holders with a high school diploma and 60 months of leading projects can qualify to take one of PMI's other certifications – the Project Management Professional (PMP) – which otherwise requires a bachelor's degree, 36 months leading projects and 35 hours of project management education as a prequalification. PMP holders can then progress to two more advanced project management certifications.

### **WHAT ARE SOME ORGANIZATIONS OR INDUSTRIES THAT RECOGNIZE OR USE THE CERTIFICATION?**

The CAPM is used in nearly every industry.

### **ARE THERE ANY COMPANIES, CORPORATIONS, OR OTHER ORGANIZATIONS THAT HAVE PUBLICLY DECLARED THEY PREFER OR REQUIRE THE CERTIFICATION?**

A search for CAPM on Indeed resulted in job postings that included the CAPM certification as being required or preferred. In some job postings, individuals needed to obtain the CAPM certification within one year of employment. Examples of the organizations that preferred or required the CAPM certification in the job postings included: Amazon Data Services, CVS Health, Exelon Corporation, Johnson Controls, Motorola Solutions, SAP, and Western & Southern Financial Group.

### **WHAT OCCUPATIONS USE THE CERTIFICATION?**

Associate project manager, project manager, team lead, or consultant roles in any industry.

### **DOES PMI OFFER TRAINING MATERIALS TO HELP INDIVIDUALS PREPARE FOR THE CERTIFICATION EXAM?**

"Project Management Basics" is the official PMI online course to build project management skills and prepare for the CAPM certification exam. PMI also has a roster of more than 200 authorized training partners worldwide that offer project management training, including exam preparation courses.