

ROADMAP to CAPM®

Important steps to achieve
Certified Associate in Project Management
Credential by PMI, USA

STEP 5

Congratulations Successful CAPM® Candidates

Maintain your credential by
appearing for a re-exam every
5 years through PMI, USA

STEP 4

Take the Exam

EXAM DURATION: 3 Hours / Get your EXAM SCORE
No. of QUESTIONS: 150 / REPORT at the
prometric center

STEP 3A

Prepare

Study READING MATERIAL
and take MOCK TESTS
suggested by EDUCATION
PROVIDER

STEP 3B

Apply

Submit CAPM® EXAM APPLICATION for completeness review
Pay CAPM® CREDENTIAL FEES
PMI asks you to schedule exam/selects application for audit,
in which case present required DOCUMENTATION

Schedule CAPM® EXAM APPOINTMENT at www.prometric.com/pmi
FEE: US \$ 225 for PMI Members. US \$ 300 for non-members

STEP 2

Attend

23 Hour PROJECT MANAGEMENT EDUCATION
conducted by PMI REGISTERED EDUCATION PROVIDER /
Approved Institute

This step is optional if the CAPM® aspirant has more than 1500 hours of experience.

STEP 1

Get and Read

Either apply for PMI Membership at www.pmi.org and access digital
(printable) version or purchase
A GUIDE TO THE PROJECT MANAGEMENT
BODY OF KNOWLEDGE (PMBOK GUIDE) EDITION IV

Eligibility

High school diploma/global equivalent
+
1500 hours project management experience
OR
23 hours project management education

Who should apply

Candidates for the CAPM® credential
contribute to projects as subject matter
experts and team members.
They may also serve as project sponsors,
facilitators, liaisons or coordinators.

What do CAPM® candidates do

Candidates are responsible for individual
project tasks in their area of expertise (e.g.,
finance, marketing, legal, customer care,
market research, fulfillment processing). The
responsibility does not need to be industry
specific, but must be relevant across many
functional areas and industries.

Issued in the interest of Project Management education by