

**Project Management Exam Prep**  
Student Information  
Project Management Institute - [www.pmi.org](http://www.pmi.org)

**Prerequisites:**

This exam preparation course is designed to prepare you to take either the Certified Associate in Project Management (CAPM®) or the Project Management Professional (PMP®) certification exams offered by the Project Management Institute (PMI®).

This course is open to all who want to register. However, you should make sure you are able to meet the PMI requirements for obtaining either the CAPM or the PMP credential.

**Project Management Professional (PMP) [www.pmi.org](http://www.pmi.org)**

**Ready to apply? Register and log in to get started.**

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 successfully lead and direct projects.

**Who should apply?**

The PMP recognizes demonstrated 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 Requirements**

To apply for the PMP, you need to have either:

A four-year degree (bachelor's or the global equivalent) and at least three years of project management experience, with 4,500 hours leading and directing projects and 35 hours of project management education.

OR

A secondary diploma (high school or the global equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education.

If you do not meet the PMP eligibility requirements, you may want to look at the [Certified Associate in Project Management \(CAPM\)® certification](#).

**How to Apply**

**To apply for the PMP**, [register and log in to our online system](#) to get started. A printable [PMP application form](#) is also available.

**Need more information?** Get more information on the PMP's role and requirements. For a more detailed look, [consult the PMP Handbook](#).

**If you're ready to take the exam**, the [PMP exam preparation](#) can get you started.

\*Note: While Durham Tech is providing this information to you for your convenience, we are not associated with PMI and cannot advise you on their practices/policies; therefore, you are encouraged to research PMI's requirements for obtaining their credentials in the [Obtaining Credentials section](#) of the PMI web site.

**FAQ's**

**"Which version of the PMBOK® Guide does the DTCC Project Management Exam Prep course cover?"**

This course reflects the 4th edition of the PMBOK Guide, which is now the manual that the PMP® and CAPM® certification exams reference.

**"I'm interested in getting my PMP or CAPM credential. What should I do first?"**

It is recommended that you read the [PMP handbook](#) or the [CAPM handbook](#) to find out everything you need to know about qualifying for your PMI® credential and scheduling your exam. This handbook tells you everything

you need to know about PMI's processes and policies. It also includes helpful links to sections within the PMI web site and Prometric testing centers (the provider of the PMP/CAPM exams).

PMI requires that all credential applicants read the entire PMP or CAPM handbook. It is important to read and understand the handbook because it:

- Helps you determine which credential is most appropriate for you
- Contains important information about the credential process
- Outlines the eligibility requirements for the credential
- Provides contact information for PMI and PMI's test administration partner, Prometric
- Gives guidelines for examination scheduling, test administration, and test site policies
- Discusses credential fees and refund policies
- Details PMI's policies and procedures, such as the audit process and appeals procedure

You also will have to affirm that you have read and understand the handbook before you submit your credential application.

### **"What textbooks are required for this course, and how do I get them?"**

The required textbook - **PMP Exam Prep, 7<sup>th</sup> Edition: Rita's Course in a Book for Passing the PMP Exam by Rita Mulcahy** ISBN# 9781932735413 can be purchased online or through Durham Tech's bookstore. It is strongly recommended that you also get a copy of the PMI® manual, entitled A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fourth Edition (2008), ISBN: 978-1933890517.

### **"Does this course satisfy the 35 hours of project management education required by PMI to sit for the PMP exam?"**

Yes, this course fulfills that requirement. It also more than fulfills the 23 hours required for the CAPM® certification.

### **Certificate Exam Questions:**

#### **"How do I know whether I'm qualified to sit for the PMP or CAPM certification exams?"**

The Project Management Institute outlines their requirements for both the PMP and CAPM exams on their web site. We recommend you review their section on [PMI credentials](#). Any questions about whether you are eligible for PMI certification should be [directed to PMI](#) itself.

#### **"What do I need to do in order to sit for the PMP or CAPM certification exams?"**

You should begin the process as soon as possible to get authorization from PMI to seek either the PMP or CAPM credential. You will need to apply (online is recommended, but paper is also available) for the credential and receive an authorization number. It is this number you'll need in order to schedule your PMP or CAPM exam. Consult the [PMP handbook](#) or the [CAPM handbook](#) for the specific information on applying for each credential. The [Obtaining a Credential](#) section of the PMI site covers this information and also provides you online access for beginning your credential application.

#### **"What is the difference between the PMP and CAPM certifications?"**

The difference between the two is in the years of project management experience and the hours of project management education required. The CAPM certification requires less experience as a project manager and fewer education hours than the PMP certification. The CAPM exam is also less expensive and shorter than the PMP exam.

#### **"How much do the PMI certification exams cost, and what is the format of the exams?"**

Visit the PMI web site for the most up-to-date information on the cost and format of the [CAPM exam](#) or the [PMP exam](#).

#### **"Where do I go to take the PMI certification exam?"**

Durham Tech does not administer the PMI certification exams. You will need to schedule and pay for your certification exam through Prometric Testing and Assessment. You can schedule your PMI certification exam by visiting Prometric's web site at <http://www.prometric.com/PMI/default.htm>. Remember that you'll need to have authorization from PMI in order to schedule an exam with Prometric. Consult the PMP handbook or the CAPM handbook for details on this process.