



Certified Associate in Project Management (CAPM)[®] Frequently Asked Questions (FAQs)

Frequently Asked Questions

Q1. What is the CAPM[®]?

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.

Q2. What is the best way to prepare for the CAPM?

A: Successful CAPM candidates typically use multiple study aids — including courses, self-study and study groups — and will spend many hours to prepare, so make sure you leave yourself plenty of preparation time before you take the exam. PMI.org has a [CAPM Exam Prep](#) page dedicated to linking you to in-person and online resources to help you prepare for the CAPM Exam in a way that works for you.

Q3. What are the benefits of joining PMI while pursuing the CAPM?

A: PMI members have the distinct advantage of being part of the world's largest project manager member association. PMI members 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. PMI members can also access thousands of e-books, articles, white papers, trade publications and more to keep their project skills sharp. As part of a global community of project managers, PMI members can connect with other project professionals by getting involved in chapters and communities of practice. Plus, PMI members receive special pricing on exam fees, online purchases, events and professional development opportunities.

Q4. Does PMI offer a discounted membership rate for students?

A: Yes. Individuals who qualify for student membership can receive a discounted rate of US\$40 – which means students can also access the same knowledge resources and professional networks as regular members do. PMI student members also receive special pricing on exam fees, online purchases, events and professional development opportunities.

Q5. Does getting the CAPM make sense if I'm already a professional, but want to change to a career in project management?

A: Absolutely! The CAPM is 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. What is the difference between the CAPM and the Project Management Professional (PMP)®?

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. It is intended for individuals that participate in project teams or who provide expertise or serve as project sponsors, facilitators, liaisons or coordinators.

To apply for the CAPM, you need:

- High school diploma, an associate's degree, or the global equivalent,
- 23 hours of project management education (without work experience) OR 1500 hours of professional experience on a project team (without project management education)

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.

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

Q7. How can I find out if schools in my community are offering courses in CAPM?

A: Take advantage of PMI's Registered Education Providers (R.E.P.s) by searching the [R.E.P. database](#) to for educational opportunities that match your criteria. Search for opportunities within your geographic region, or search for online opportunities; whatever best meets your needs. To access the R.E.P. database, [click here](#).

Q8. Will a CAPM help me get a job?

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.