

Certified Associate in Project Management (CAPM)[®] New Continuing Certification Requirements FAQs

1. What is the new CAPM[®] certification renewal option?

The new recertification process for the CAPM is now in alignment with our other certifications, including the Project Management Professional (PMP)[®]. Similar to other certifications, CAPM certification holders will earn [professional development units \(PDUs\)](#) through our Continuing Certifications Requirement (CCR) program. Starting 1 October, CAPM certification holders will have to earn 15 PDUs over three years and pay a certification renewal fee, which is \$60 for members and \$150 for non-members to keep it active.

2. Why is the CAPM certification renewal option changing?

Research indicated that CAPM certification holders believed professional development units, or PDUs, are a more valuable investment of their time and effort. PDUs encourage professional development and allow certification holders the flexibility to remain current on new developments and trends in project management as they relate to your career path. This new renewal option not only encourages professional development, it is easier and less expensive for CAPM holders. There are many different opportunities for certification holders to earn PDUs and you no longer need to retake and pass a three-hour exam.

3. How does this change affect active and expired CAPM certification holders?

Active and expired CAPM certification holders have a limited-time offer to pay US\$60 to renew or reinstate their CAPM certification and receive an online course at no cost. This limited-time offer is available for members and non-members until 31 March 2021.

Please note if you earned your CAPM certification on or after Oct 1st 2020, you are NOT qualified for this special offer.

If your **certification has already expired and you renew by paying US\$60 by 31 March 2021**, your new certification date will be three years from the date you renewed. For example, if your certification expired 2 January 2021, but you pay US\$60 and renew on 14 February 2021, your new certification expiration date will be 14 February 2024. And if you do not act on this limited-time offer to renew by 31 March 2021, you will have to apply and pay to retake the certification exam after 1 April 2021.

If your certification is active, you have two options for renewal:

- Pay US\$60 and renew before 31 March 2021 your certification expiration date will be extended 3 years. For example, if your certification expires on 5 July 2023 and you pay US\$60 before 31 March 2021, your new expiration date will be 5 July 2026.
- Forgo the above renewal opportunity, and you will have to earn the newly required 15 PDUs before your expiration date and pay the renewal fee to keep your certification active. For example, if your expiration date is 5 July 2023, you have until that date to earn 15 PDUs, log them in the CCRS, and pay the renewal fee (\$60 member/\$150 non-member).

4. What is the free online course?

The online course is for CAPM certification holders to learn about the developments and trends in project management at no cost. Once you pay the US\$60 renewal fee, you will receive a confirmation email containing a link. When you click the link, it will take you to our store, showing the course for \$0. Click “add to cart” and check out, and the course will be added to your Learning Management System so you have access to take the course.

5. What if CAPM certification holders also have other PMI certifications? Do they need to earn more PDUs?

CAPM certification holders who hold other PMI certifications can apply PDUs earned for other certifications to the new PDU requirements for the CAPM certification. You will just have to pay the renewal fee for the CAPM certification once completed. For example, PMP certification holders must earn 60 PDUs over three years to remain active. PMP certification holders who also hold the CAPM certification, can claim the PDUs earned for the PMP certification toward the CAPM CCR requirements, too. Therefore, it only takes 60 PDUs to maintain both the PMP and CAPM certifications—not an additional 15 PDUs. If there are existing claims for another certification, you would need to retract the claim and resubmit it with PDU's assigned to CAPM certification and another certification.