

# Certified Associate in Project Management (CAPM) Credential

## What is the CAPM credential?

- Designed specifically for project team members
- aimed at improving overall project success by helping to ensure project management knowledge

## To be eligible for a CAPM credential –

- Must meet specific guidelines
- Guidelines consist of experience, education and professional knowledge
- Must pass an exam that assesses knowledge of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*

## Eligibility for the Exam

Minimum of a high school diploma (or the global equivalent)

**AND**

1,500 hours of work on a project team **OR** 23 contact hours of project management education  
(eg 5 days DDLS Project management Systemation training)



## The CAPM Exam

3 hours

150 questions

Knowledge-based exam that uses the *PMBOK® Guide* as its only source

## How to Obtain the Qualification

1. To apply for the exam and for Examination preparation tips go to:  
[www.pmi.org/CareerDevelopment/Pages/Obtaining-Credential.aspx](http://www.pmi.org/CareerDevelopment/Pages/Obtaining-Credential.aspx)
2. To submit applications go to: [www.pmi.org/certapp](http://www.pmi.org/certapp)
3. If eligibility requirements are met, you will receive an e-mail explaining how to schedule the exam
4. Individuals who attain a credential from PMI will be added to PMI's Online Credential Registry ([www.pmi.org/CareerDevelopment/Pages/Credential-Registry.aspx](http://www.pmi.org/CareerDevelopment/Pages/Credential-Registry.aspx)) and may immediately use the credential designation after their name

## CAPM Exam Fees

	<b>Member</b>	<b>Non-member</b>
Initial Certification Fee	\$225.00 (US)/€185.00	\$300.00 (US)/€250.00
Re-examination Fee	\$150.00 (US)/ €125.00	\$200.00 (US)/€170.00
Certification Renewal Fee	\$60.00 (US)	\$150.00 (US)

**For information on how to become a member of PMI and its benefits go to:**  
[www.pmi.org/GetInvolved/Pages/The-Benefits-and-Types-of-Membership.aspx](http://www.pmi.org/GetInvolved/Pages/The-Benefits-and-Types-of-Membership.aspx)

## CAPM Testing Sites

<b>Test Sites</b>	<b>Address</b>
MELBOURNE Phone: 03 96203889 Site Code: 8408	530 Little Collins St Suite 1202, Level 12, Exchange Tower MELBOURNE, VIC 3000
MELBOURNE Phone: 03 9682 6887 Site Code: 8410	LOGONLINE TRAINING Unit 3, Level 8, 20 Albert Rd MELBOURNE, VIC 3004
SYDNEY Phone: 02 9640 5767 Site Code: 8401	THOMSON PROMETRIC Level 4, 100 Harris St Pymont SYDNEY, NSW 2009

**For site information and driving directions please go to**  
<https://securereg3.prometric.com/TestCenterSelection.aspx>

*NB: Paper based exams are available in other states, PMI will inform students on locations.*