



**Your Free Guide to our
PMP & CAPM Preparation Course**

**Certified Associate in Project Management
(CAPM) Edition**



**PMP® & CAPM®
Exam Preparation**

Prepare for the PMI's premiere qualifications

PMI's Project Management Professional

Your Free Guide to Our PMP Preparation Course

Part 1: Some Basic Questions

First, a couple of online resources that will answer a lot of your questions...

If you are not sure whether you should be taking the PMP, or the more foundational Certified Associate in Project Management (CAPM) certification, please do take a look at our article:

['PMP versus CAPM: All You need to Know'](#)

And the other vital article will give you a complete review of what you need to know, if you are seeking PMP certification:

['PMP Certification: What You Need to Know'](#)

Of course, I'll assume you already know who the PMI (Project Management Institute) is. If you don't, we have a short video, **['What is the PMI?'](#)**.

And finally, we have published two other useful guides:

- **[PMI Education Contact Hours and PDUs: Your Essential Guide](#)**
- **[The PMI Talent Triangle: A Guide \[for members and non-members\]](#)**

Is it worth getting the CAPM certificate, or is it better to wait and get the PMP certificate?

CAPM is certainly not as well known as PMP. If you tell people involved in projects that you are a certified Project Management Professional, most of them will know what it is. And they will appreciate what it represents.

Not everyone knows about the CAPM certificate.

Part 2: Preparing for Your Exam

Can I take the PMP exam without taking a course?

No. The PMI says you must have formal education for the exam. You can get this anywhere, as long as it fulfills PMI's conditions. And you must log your education hours.

It is ideal if you can take a course with a PMI Registered Education Provider (REP). Our PMP and CAPM Exam Preparation is provided by unbored Training/PTCOE, which is a REP.

Isn't it necessary to take classroom courses for the PMP exam?

PMI accepts both classroom courses and eLearning courses for exam preparation. You will be eligible to take the CAPM exam once you finish our eLearning course.

Do I get PDUs for this course?

PDUs are for renewing your existing certificates with PMI. If you're going to take the PMP exam, what you need is 'contact hours', rather than PDUs.

We give you the contact hours that you need for the exam, and these are pre-approved, as our endorsed partner is a REP. Our eLearning course gives you 48 hours.

- You need 35 contact hours for the PMP exam.
- For the CAPM exam, you should either have relevant work experience or 25 contact hours.

However, if you are not going to take the PMP or CAPM exam but you have another certificate with PMI (such as PMI-ACP), then you can apply for PDUs with this course.

Do I need to study the PMBOK Guide?

You don't have to study the PMBOK Guide when using our eLearning course, as everything is covered throughout the course.

Do I need to buy the PMBOK Guide?

The PMBoK is not necessary but we do recommend you have a copy. However, we recommend you become a member in PMI, so you can download the PMBOK Guide and other publications for free. Or you can buy a paper copy from Amazon ([US](#)[UK](#)) or other booksellers.

Is the PMBOK Guide practical? Does it add value to my work?

We believe the PMBoK is a great guide to the whole breadth of project management. However, a common problem with many CAPM and PMP courses is that they are only about learning how to pass the exam.

What we hope our eLearning course does is to create something that is useful and can add value to your work as well.

Part 3: The Exam

How much is the exam? How can I pay for the exam?

The exam price is not included in this course fee.

When you finish the course, you will be eligible to take the PMP or CAPM exam, and you can start applying for it. When PMI accepts your application, you can pay the exam fee to PMI and book it.

The CAPM exam costs (Jan 2019) \$225 for PMI members and \$300 for non-members. We recommend you become a member, because although it costs you about \$150, as a member you can download all standards for free and you'd have about \$150 discount on the exam.

Please check the PMI's website for up-to-date prices: [PMP](#) / [CAPM](#).

The full application process is explained in our eLearning course.

Is the exam online?

The CAPM exam has recently been made available online, but the PMP and other exams from PMI are not (Jan 2019) online. Exams are done in Prometric centers, and there are centers in all major cities.

After you pay PMI for the exam, they will give you a link, which you can use to select the location and time of your exam. It's best to set the time a few weeks ahead to be sure it will be available at a time that suits you. You may not be able to find available places for 'tomorrow at 3 pm'.

What is the format of the exam?

The CAPM exam has 150 questions and lasts 3 hours.

The PMP exam has 200 questions and lasts 4 hours.

All questions are multiple-choice with one correct answer. Everything is in English, but a language aid is available for some languages, and the questions are designed in a way that is comfortable for an international audience to understand.

- There are no trick questions – at least, in theory.
- There's no exact passing score for the exam, but it's about 62%.
- You can have breaks during your exam.

Is the exam in open-book format?

No.

Part 4: Work Experience

Do I need to have work experience to be eligible for the exam?

For the CAPM exam, you need to have either work experience or contact hours. When you take our eLearning course, you will accumulate the contact hours and so work experience won't be necessary.

The work experience should relate to managing, directing, and leading projects. It doesn't have to be as a project manager, but it should involve project management activities.

For example, if you're a project planner, then almost everything you do is a project management activity, and so it counts. But if you're a developer, say, the technical work that you do doesn't count, whereas if you also spend a part of your time doing things such as collecting requirements, then you can submit that part.

Having the required amount of related work experience is not enough. You will also need to satisfy the following two conditions as well:

1. You should have experience in all types of project management activity (i.e. initiating, planning, executing, monitoring and controlling, and closing).
2. You should have experience in leading teams. If you've done everything by yourself, it won't be enough.

Both of the above conditions are, however, open to interpretation. For example, you may consider yourself the only person who collects requirements. At first, this may seem like something that is done without a team, but when you think about it, you can see that more than ten people have been contributing to that activity, and you've been following up with them, asking them to provide you with different types of information, coaching them, and so on. So, you have really been leading a team to collect requirements. If that's the case, then it will be fine.

The final thing you should remember when submitting your work experience is to explain everything from the project perspective, rather than from the organizational perspective. For example, instead of saying that you've been a quality expert in the QA department of the organization, you should say which projects you've been involved in, and what your role was in those projects.

How should I prove my work experience?

The PMI selects a small percentage of candidates, to audit their applications.

If you get chosen, they will ask you to send them proof of everything in your application. In that case, what you need for your work experience is letters from your previous managers in which they explain your responsibilities and duration of service. Not, it's letters from your previous managers they want, not from the companies, which makes it easier.

If you don't have access to your previous managers, you can ask the managers of those managers for the letter, and if you don't have access to anyone in the chain of managers, you can ask your previous peers to write the letter for you.

Part 5: FAQs about the PMP and CAPM Exam Preparation Program

Do you issue a certificate at the end of the course?

Yes, unbored issues a certificate of completion at the end of your course, which you can send to PMI to show you've had formal training for your exam. And of course, you can also add your certificate to your resumé.

Does your certificate of completion offer the evidence of Contact Hours that the PMI needs?

Yes.

PMI conducts a quality assurance (QA) audit of its Registered Education Providers (REPs). They will check all PTCOE's certificates (and other records) periodically. This is necessary for PTCOE to continue as an REP with PMI.

How can I make sure that PTCOE is a REP?

You can search the REPs on this page: <https://ccrs.pmi.org/search/providers>

And here we are as well: <https://ccrs.pmi.org/search/provider/1000004868>

Please note that OnlinePMCourses re-sells courses by unbored Training. And unbored Training is a brand name. The legal name of the training provider company is Professional Training Center of Excellence.

How long does it take to finish your course?

You need about 48 hours, although some people prefer to repeat certain activities. So, it may take longer.

We suggest you spend 20 to 30 minutes per day. In this case it would take you about four months to finish it. A short amount of daily activity doesn't put pressure on you (we know that you're busy with your work and already have a lot of things to worry about).

This approach also allows you to learn more efficiently. When you learn gradually, your brain has more time to digest and absorb the information.



On the other hand, if you prefer, you can take the course as if you are attending a classroom course: 7 to 8 hours a day. In this case, you can finish the course in a week.

Part 6: Your Qualification

Does the certificate expire?

The CAPM certificate expires after 5 years, after which you have to take the exam again.

How does the CAPM certificate help me in my career?

The CAPM certificate is well-known in most countries and industry sectors. It demonstrates your commitment to pursuing a project management career, and shows you have a strong base-level of project management knowledge. But this may not be the case where you are, and in the sector within which you aspire to work. You must do your own research.

Does a professional qualification perform magic? No. It isn't the only thing you need, for a successful career. But it can be a big help.