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**Project Management Professional (PMP) Training Guidelines
and
Certified Associate in Project Management (CAPM)**

Basic Requirements for Consideration

1. Requires extensive previous full scale project management experience.
2. SHL Assessment Exam – PM Fundamentals
3. The ability to sit for the exam as outlined by Project Management Institute –www.pmi.org
4. Validation of experience (PMP and CAPM Handbook and application) for both PMP and CAPM –www.pmi.org
5. Labor Market Information that is in line with their experience and requires PMP/CAPM certification.

Processes:

1. Resume/work history must reflect PM experience. (Person with BA must have 36 months of unique non-overlapping professional project management experience leading projects within the past eight years and person with AA or High School diploma needs 60 months of unique non-overlapping professional project management experience leading projects within the past eight years)
2. Our requirements are generally for someone with a BA degree, some cases have been made for others with substantial experience.
3. Everyone **must** take the Project Management Fundamentals Exam. They are not expected to make 100% but should show a good foundation across the levels of questions at **70% or above**. (Basic, intermediate, and advanced as well as the scope of types of questions).

4. Ability to sit for exam involves:
   - Being able to show evidence of required number of experience hours (without overlapping one project to another and counting hours twice) within the last 8 consecutive years from date of application.
     (If audited must provide paper documentation and supervisory contact for validation). Project Management Institute (PMI) reviews applications and makes determinations regarding which exam an applicant will be allowed to take.   It is not the choice of the applicant or Metro Atlanta Regional.
   - Participants are asked to complete the experience part of the PMP or CAPM application to demonstrate their experience. The hours must be realistic to the time worked. www.pmi.org

5. **Their previous work experience must reflect their background not just a PMP certification.**
6. **It is ARC policy to pay for PMI membership. Members receive discounted prices for PMP exam.**
7. **Check with your county to determine if PMP and/or CAPM is available to you.**

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Notes for PMP Training Qualification:

PMP Application must meet the following criteria.

1. Project entries represent professional project work experience only. They cannot include experience such as the following examples, which are not acceptable:

- Their own personal wedding or other personal event
- Duties completed within the normal process and role of program manager.
- Academic Research for a degree-granting program
- Creation of a newsletter
- Home improvement project

2. All projects included are listed individually. Participant has not listed multiple projects as one entry.

3. Participant must include the true title of the project or basic descriptor of the project purpose, not their role on the project, in the title field.

- Example: CRM Implementation Project

4. Each project description is a high-level summary of the project in total:

- A brief, one or two sentence project objective describing the purpose or goal of the project.

    o Example: The objective of the project was to implement a CRM system to replace multiple legacy systems.

- A Summary of the final project deliverables.

    o Example: Presented end-to-end functionality and received client sign off approval.

5. Participant project entries do not include routine, operational, or administrative tasks and responsibilities.

6. Participant has accurately indicated the number of team members who participated in the project and the budget for the project.

7. If selected for the PMI audit process, participant can obtain proper verification for the project experience listed on their application.

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Number of Months of Project Management Experience:

For each month in which you worked on multiple, overlapping projects, you can only count the time spent on ONE of those projects toward fulfilling your eligibility requirements. Using this example below, the time spent working on Project 1 from January–April would count as four months toward the eligibility requirement, while the time spent working on Project 2 during May–June would count as two months toward the eligibility requirement. However, you cannot count the time working on both projects during February–April twice. Therefore, Project 1 and Project 2 equal six months (January–June) of project management experience toward your eligibility requirement.

Example of Overlapping Projects

Labor Market Information regarding education and experience should be used to assist customers in determining appropriate training.   Customers should carefully research requirements to sit for the credential they desire.

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WIOA Project Management Professional Checklist to Approve Training

I certify that the below statements are true and accurate.

1. I have previous full scale project management experience.
2. I have work history that Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined requirements and deliverables.
3. I agree to take an assessment for Project Management Fundamentals and score 70% or above.
4. I meet the education and experience requirements stated below to qualify for training.

Education/Experience Requirements

- Post-Graduate degree from a GAC accredited program
- 24 months unique non-overlapping professional project management experience leading projects within the past eight years
- 35 hours of project management education/training or CAPM® certification

— **or** —

- Four-Year College / University Degree
- 36 months of unique non-overlapping professional project management experience leading projects within the past eight years
- 35 hours of project management education/training or CAPM® certification

— **or** —

- High School or Secondary School Diploma
- 60 months of unique non-overlapping professional project management experience leading projects within the past eight years
- 35 hours of project management education/training or CAPM® certification

By affixing my signature below, I attest that this document has been reviewed with me by a career advisor or Talent Development Specialist and I understand and certify that the above statements are true. I also understand that all training funded by WIOA is contingent on the availability of funds.

Customer Signature_____ Date_____

Staff/Manager's Signature_____ Date_____