

**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. TABE scores of 12.9
3. Prove IT exam – PM Fundamentals
4. The ability to sit for the exam as outlined by Project Management Institute – www.pmi.org
5. Validation of experience (PMP and CAPM Handbook and application) for both PMP and CAPM – www.pmi.org
6. 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 needs 4500 hours of non-overlapping PM experience and person with AA or High School diploma needs 7500 hours of experience – 1,500 for CAPM)
2. Our requirements are generally for someone with BA degree, some cases have been made for others with substantial experience. If English not native language some discretion here regarding TABE score.
3. Everyone **must** take the Prove IT Project Management Fundamentals Exam. They are not expected to make 100% but should show a good foundation across the levels of questions (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 (PM I) reviews application and makes determination regarding which exam an applicant will be allowed to take. It is not the choice of the applicant or Atlanta Regional.
 - Participant is 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. **The LMI must reflect their background not just a PMP certification**
6. **It is ARWDB policy to pay for PMI membership. Members receive discounted price for PMP exam. Voucher should include membership and exam fee.**