



Building professionalism in project management.™

Project Management Institute

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Memo to: PMI® Registered Education Providers-S.J. Project Management Consulting Co. Ltd

From: Paul Grace
Certification Program Manager

Subject: PMI Certification Program Information

The purpose of this memorandum is to provide you with information about PMI's Project Management Professional (PMP®) certification program and PMI's newest project management certification program, the Certified Associate in Project Management (CAPM™). The CAPM program is scheduled to begin testing candidates in January 2002.

Specifically, this memorandum includes information on the following items:

- I. Revision to the PMP Candidate Qualifications
- II. CAPM Program Overview and Candidate Qualifications

I. PMP Qualifications Revisions Effective – JANUARY 2002

To qualify for admission to the PMP Certification Examination, a candidate must comply with all regulations and policies of the PMI Certification Program at the time the application is filed. An applicant must:

- Satisfy the general education requirement.
- Satisfy the project management education requirement (**new**).
- Satisfy the project management experience requirement (**characteristics**).
- Agree to adhere to the PMI Certificant and Candidate Agreement and Release Policy.

A. Project Management Education Requirement

At the time of application the candidate must document completion of at least thirty-five (35) contact hours of specific instruction addressing learning objectives in project management. The content of the instruction must provide instruction in project scope, time, cost, human resource, communications, risk, procurement, and integration management.

Candidates can satisfy this requirement by successfully completing courses, workshops and training sessions through one or in combination with the following types of education providers: academic and continuing education programs; training and consulting companies; PMI Component organizations; employer sponsored programs; and distance learning programs.

B. Project Management Experience Requirement Clarification

The Certification Board Center (CBC) Board of Directors defined and approved the characteristics for the project management experience requirement that candidates must satisfy. No change was made to the

project management hour requirement that candidates must satisfy. Acceptable project management experience must meet two criteria:

1. *The experience must be recognized as “**professional level**” work.*
Characteristics of the work experience include:
 - **Independence of actions** — relates to the amount of planning, self-direction, decision-making, problem-solving involved in the experience by the candidate;
 - **Depth of work requirements** — relates to the extent to which work experiences require data-gathering, analysis, and interpretations;
 - **Level of interaction** — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision makers;
 - **Accountable for work-outcome** — relates to accuracy and extent the individual is held accountable for his/her work and decisions.

2. *The experience must be “**broad in scope**”.*
Characteristics of the scope of the experience includes:
 - **Work function** — the continuum of the processes of project management practice which is project scope, time, cost, human resource, communications, risk, procurement, and integration management;
 - **Performance domains** — relates to work experience in the five group process areas. Experience is expected in at least three of the five areas.

When submitting their examination application candidates will be asked to verify that their overall project management experience satisfied the experience characteristics established by the CBC Board of Directors.

Additional information about these two items will be available after 1 June 2001 through the Certification Department at PMI Headquarters. Please refer to the Certification Section of the PMI Web site at www.pmi.org for program updates.

II. Certified Associate in Project Management (CAPM™) Certification Program

During their January 2001 meeting the CBC Board of Directors approved the development of a new project management certification program, the Certified Associate in Project Management (CAPM). During the last two years the Certification Program has received requests to develop an “associate-type” certification program for the practitioners who provide project management services, but are not eligible to apply for PMP Certification.

During the past few years more organizations are initiating career paths for their respective project management practitioners. Like the PMP, the CAPM is a project management certification credential that organizations will be able to rely on to help the organization implement its project management career options for their employees. Additionally, the CAPM credential can benefit a practitioner’s professional development, employment and/or project assignment opportunities, and personal recognition.

The CAPM will be a project management practitioner who has demonstrated fundamental project management knowledge and experience by supporting projects using project management tools, techniques and methodologies. While participating as a member of a project team the CAPM will typically rely on experienced project management practitioners for guidance, direction and approval.

A. CAPM Qualifications

To qualify for admission to the CAPM Certification Examination, a candidate must comply with all regulations and policies of the PMI Certification Program at the time the application is filed. An applicant must:

- Satisfy the general education requirement.
- Satisfy the project management education requirement.*

- Satisfy the project management experience requirement.*
- Agree to adhere to the PMI Certificant and Candidate Agreement and Release Policy.

* Please refer to sections I.A. and I.B. for information on these items

CAPM Candidate Qualifications Criteria

Category	General Education	Project Management Education	Project Management Experience	Code of Professional Conduct
One	Bachelors degree	35 contact hours	1500 hours	Yes
Two	High School graduate	35 contact hours	3000 hours	Yes

Additional information about this program will be available after 1 June 2001 through the Certification Department at PMI Headquarters. Please refer to the Certification Section of the PMI Web site at www.pmi.org for program updates.

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