

# Should I Pursue a Project Management Certification?

CAPM® | PMP® | PgMP® | PMI-ACP<sup>SM</sup> | PMI-RMP® | PMI-SP®

Skilled project managers are in demand around the world. A globally recognized project management certification shows employers that you have the knowledge, experience and education to effectively contribute to project team success. The four-step process outlined here will show you the pathway to applying for, earning and maintaining a PMI certification—an important investment in your career that can increase your job stability, expand your earning potential and help you to stand out to employers.

## Six Reasons for Earning a PMI Certification

Certification is an important step in career development and recognizes qualified and competent individuals. Here are six reasons why project management practitioners become PMI certified.

1. PMI certifications recognize your project management knowledge, skills and abilities. PMI serves as an unbiased endorsement of your project management expertise and professional experience on a global level.
2. PMI certifications reflect achievement. Our certifications show that you have demonstrated excellence in the field by meeting standard requirements established by global project management practitioners.
3. PMI certifications can lead to greater earnings. Many certification holders experience salary increases because of their certification status.
4. PMI certifications can lead to career opportunities and career advancement. Our family of certifications identifies you as a practitioner who has demonstrated competency in project management processes or in knowledge and experience in specialty areas of practice based on industry standards.
5. PMI certifications allow for greater recognition from employers. PMI certification holders gain increased recognition from employers for taking the extra step in professional development.
6. PMI certifications can afford you a competitive advantage within the job market, because the certifications can differentiate you from others within your industry.

For more information and to apply for a PMI certification, visit [www.PMI.org](http://www.PMI.org)



## STEP 2

### CHECK YOUR ELIGIBILITY

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	CAPM®	PMP®	PgMP®						
<b>CERTIFICATION DEFINITION</b>	The CAPM certification recognizes a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in the <i>PMBOK® Guide</i> that are needed for effective project management performance.	The PMP certification recognizes competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects.	The PgMP certification recognizes demonstrated experience, skill and performance in the oversight of multiple, related projects that are aligned with organizational objectives.						
<b>EXAMINATION FEE</b>	<table border="0"> <tr> <td>PMI Member US\$225 (€185)</td> <td>Non-Member US\$300 (€250)</td> </tr> </table>	PMI Member US\$225 (€185)	Non-Member US\$300 (€250)	<table border="0"> <tr> <td>PMI Member US\$405 (€340)</td> <td>Non-Member US\$555 (€465)</td> </tr> </table>	PMI Member US\$405 (€340)	Non-Member US\$555 (€465)	<table border="0"> <tr> <td>PMI Member US\$1500 (€1250)</td> <td>Non-Member US\$1800 (€1500)</td> </tr> </table>	PMI Member US\$1500 (€1250)	Non-Member US\$1800 (€1500)
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<b>WHO SHOULD APPLY FOR THIS CERTIFICATION?</b>	<p>Project team members who</p> <ul style="list-style-type: none"> <li>provide subject matter expertise (e.g., marketing, finance, customer care, processing, fulfillment)</li> <li>serve as project sponsors, facilitators, liaisons or coordinators</li> </ul>	<p>Those who</p> <ul style="list-style-type: none"> <li>are responsible for all aspects of a project for the life of a project</li> <li>lead and direct cross-functional teams to deliver projects within the constraints of time, budget and scope</li> </ul>	<p>Those who</p> <ul style="list-style-type: none"> <li>manage programs that contain complex activities that span functions, organizations, geographic regions and cultures.</li> <li>build credibility, establish rapport and maintain communication with stakeholders at multiple levels, including those external to the organization.</li> <li>possess advanced skills in finance, cross-cultural awareness, leadership, communication, influence, negotiation and conflict resolution.</li> </ul>						
<b>EDUCATION</b>	High school diploma, associate's degree, or the global equivalent	Bachelor's degree, global equivalent or higher degree <b>or</b> High school diploma, associate's degree or the global equivalent	Bachelor's degree, global equivalent or higher degree <b>or</b> High school diploma, associate's degree or the global equivalent						
<b>PROJECT MANAGEMENT EDUCATION</b>	23 hours (without work experience)	35 hours	Not applicable						
<b>PROFESSIONAL PROJECT MANAGEMENT WORK EXPERIENCE</b>	1,500 hours of professional experience on a project team (without project management education)	<table border="0"> <tr> <td>With <b>bachelor's degree</b> or global equivalent within the last eight years: a minimum of three years of unique non-overlapping professional experience, during which at least <b>4,500 hours</b> were spent leading and directing projects</td> <td><b>or</b></td> <td>With <b>high school diploma</b> or global equivalent within the last eight years: a minimum of five years of unique non-overlapping professional experience, during which at least <b>7,500 hours</b> were spent leading and directing projects</td> </tr> </table>	With <b>bachelor's degree</b> or global equivalent within the last eight years: a minimum of three years of unique non-overlapping professional experience, during which at least <b>4,500 hours</b> were spent leading and directing projects	<b>or</b>	With <b>high school diploma</b> or global equivalent within the last eight years: a minimum of five years of unique non-overlapping professional experience, during which at least <b>7,500 hours</b> were spent leading and directing projects	<table border="0"> <tr> <td>With <b>bachelor's degree</b> or global equivalent within the last 15 years: <b>four years (6,000 hours)</b> of project management experience <b>AND four years (6,000 hours)</b> of program management experience*</td> <td><b>or</b></td> <td>With <b>high school diploma</b> or global equivalent within the last 15 years: a minimum of <b>four years (6,000 hours)</b> of project management experience <b>AND seven years (10,500 hours)</b> of program management experience*</td> </tr> </table>	With <b>bachelor's degree</b> or global equivalent within the last 15 years: <b>four years (6,000 hours)</b> of project management experience <b>AND four years (6,000 hours)</b> of program management experience*	<b>or</b>	With <b>high school diploma</b> or global equivalent within the last 15 years: a minimum of <b>four years (6,000 hours)</b> of project management experience <b>AND seven years (10,500 hours)</b> of program management experience*
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<b>EXAMINATION INFORMATION</b>	3-hour, 150-question, multiple-choice examination	4-hour, 200-question, multiple-choice examination	<table border="0"> <tr> <td><b>Evaluation 1</b> Panel review</td> <td><b>Evaluation 2</b> 4-hour, 170-question, multiple-choice examination</td> <td><b>Evaluation 3</b> Online multi-rater assessment</td> </tr> </table>	<b>Evaluation 1</b> Panel review	<b>Evaluation 2</b> 4-hour, 170-question, multiple-choice examination	<b>Evaluation 3</b> Online multi-rater assessment			
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<b>EXAMINATION PREPARATION TIPS</b>	<ul style="list-style-type: none"> <li>Review the CAPM handbook — paying particular attention to the CAPM examination blueprint</li> <li>Review the latest edition of the <i>PMBOK® Guide</i></li> <li>Participate in a web-based self-study course offered by PMI</li> <li>Enroll in formal study courses</li> </ul>	<ul style="list-style-type: none"> <li>Review the PMP handbook</li> <li>Review the PMP Examination Content Outline</li> <li>Review the PMP Sample Questions document</li> <li>Review the latest edition of the <i>PMBOK® Guide</i> and current titles in project management</li> <li>Enroll in formal study courses or participate in a study group</li> </ul>	<ul style="list-style-type: none"> <li>Review the PgMP handbook</li> <li>Review the PgMP Examination Content Outline</li> <li>Review the PgMP Sample Questions document</li> <li>Review the latest edition of the <i>PMBOK® Guide</i></li> <li>Review current titles in program management including <i>The Standard for Program Management</i></li> <li>Enroll in formal study courses or participate in a study group</li> </ul>						

\* PROGRAM MANAGEMENT EXPERIENCE: for each program listed, there must be at least two corresponding projects that share the common strategic goal and budget of the program.

To be eligible for a PMI certification, applicants must meet specific educational, project, program management and/or specialty area experience requirements. Applicants also must pass evaluations, including a rigorous, scenario-based multiple-choice examination designed to objectively assess and measure professional ability and project management competence.

PMI-ACP <sup>SM</sup>	PMI-RMP <sup>®</sup>	PMI-SP <sup>®</sup>
<p>The PMI-ACP certification validates a practitioner's ability to understand and apply agile principles and practices on basic projects. The PMI-ACP carries a high level of credibility as it requires a combination of agile training, experience working on agile projects and examination on agile practices of project management.</p>	<p>The PMI-RMP certification recognizes demonstrated knowledge and expertise in the specialized area of assessing and identifying project risks along with plans to mitigate threats and capitalize on opportunities.</p>	<p>The PMI-SP certification recognizes demonstrated knowledge and expertise in the specialized area of developing and maintaining the project schedule.</p>
<p>PMI Member US\$435 (€365)      Non-Member US\$495 (€415)</p>	<p>PMI Member US\$520 (€430)      Non-Member US\$670 (€555)</p>	<p>PMI Member US\$520 (€430)      Non-Member US\$670 (€555)</p>
<p>Those who</p> <ul style="list-style-type: none"> <li>• have experience leading or working on agile project teams or with agile methodologies.</li> <li>• have training in agile practices</li> </ul>	<p>Project team members with expertise in risk management</p>	<p>Project team members with expertise in project scheduling</p>
<p>High school diploma, associate's degree or the global equivalent</p>	<p>Bachelor's degree, global equivalent or higher degree   High school diploma, associate's degree or the global equivalent</p>	<p>Bachelor's degree, global equivalent or higher degree   High school diploma, associate's degree or the global equivalent</p>
<p>Minimum 21 hours in <b>agile practices</b></p>	<p>Minimum 30 hours in <b>project risk management</b> with a bachelor's degree or global equivalent or a minimum 40 hours with an associate's degree or global equivalent</p>	<p>Minimum 30 hours in <b>project scheduling</b> with a bachelor's degree or global equivalent or a minimum 40 hours with an associate's degree or global equivalent</p>
<p>2,000 hours working on project teams. These hours must have been earned within the last five years. (Note: For those holding a PMP or PgMP certification, PMI has already verified that the candidate has exceeded these requirements. A PMP or PgMP certification holder will not need to enter these requirements on the application.)</p> <p style="text-align: center;"><b>AND</b></p> <p>1,500 hours working on Agile project teams or with agile methodologies. These hours must have been earned within the last three years.</p>	<p>With <b>bachelor's degree</b> or global equivalent within the last five years: a minimum of <b>3,000 hours</b> of work experience in project risk management</p> <p style="text-align: center;">or</p> <p>With <b>high school diploma</b> or global equivalent within the last five years: a minimum of <b>4,500 hours</b> of work experience in project risk management</p>	<p>With <b>bachelor's degree</b> or global equivalent within the last five years: a minimum of <b>3,500 hours</b> of work experience in project scheduling</p> <p style="text-align: center;">or</p> <p>With <b>high school diploma</b> or global equivalent within the last five years: a minimum of <b>5,000 hours</b> of work experience in project scheduling</p>
<p>3-hour, 120-question, multiple-choice examination</p>	<p>3.5-hour, 170-question, multiple-choice examination</p>	<p>3.5-hour, 170-question, multiple-choice examination</p>
<ul style="list-style-type: none"> <li>• Review the PMI-ACP handbook</li> <li>• Review the PMI-ACP Examination Content Outline</li> <li>• Review the current PMI-ACP reference list</li> <li>• Enroll in formal study courses or participate in a study group</li> </ul>	<ul style="list-style-type: none"> <li>• Review the PMI-RMP handbook</li> <li>• Review the PMI-RMP Examination Specification</li> <li>• Review the latest edition of the <i>PMBOK<sup>®</sup> Guide</i></li> <li>• Review the <i>Practice Standard for Risk Management</i></li> <li>• Enroll in formal study courses or participate in a study group</li> </ul>	<ul style="list-style-type: none"> <li>• Review the PMI-SP handbook</li> <li>• Review the PMI-SP Examination Specification</li> <li>• Review the latest edition of the <i>PMBOK<sup>®</sup> Guide</i></li> <li>• Review the <i>Practice Standard for Scheduling</i></li> <li>• Enroll in formal study courses or participate in a study group</li> </ul>

If you answer *yes* to more than one of the questions below a specific certification, PMI recommends that you pursue that certification.

### **CAPM® (Certified Associate in Project Management)**

Demonstrate your skills as a project team member

1. Have you been in project management for less than two years or are you new to project management?
2. Do you participate on a project team?

### **PMP® (Project Management Professional)**

Lead and direct projects

1. Are you responsible for all aspects of a project for the life of the project?
2. Do you lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget and scope?
3. Do you demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined requirements and deliverables?

### **PgMP® (Program Management Professional)**

Manage an organizational objective through a group of projects and their shared resources

1. Do you manage multiple, related projects directed toward a strategic business objective?
2. Do the programs you manage contain complex activities that span functions, organizations, geographic regions and cultures?
3. Are you responsible for defining and initiating projects and assigning project managers to manage the cost, schedule and performance of component projects, while working to ensure the ultimate success and acceptance of the program?
4. Do you maintain continuous alignment of the program scope with strategic business objectives and make recommendations to modify the program to enhance effectiveness toward the business result or strategic intent?
5. Do you have advanced skills in finance, cross-cultural awareness, leadership, communication, influence, negotiation and conflict resolution?

### **PMI-ACP<sup>SM</sup> (PMI Agile Certified Practitioner)**

Exhibit expertise in understanding agile principles and concepts

1. Do you work on project teams that utilize agile practices?
2. Can you demonstrate proficiency in using agile tools and techniques?

### **PMI-RMP® (PMI Risk Management Professional)**

Assess and identify project risks, along with making plans to mitigate threats and capitalize on opportunities

1. Can you demonstrate increased knowledge and skill in the specialized area of project risk management?
2. Are you responsible for assessing and identifying project risks?
3. Are you responsible for preparing mitigation plans and capitalizing on opportunities?

### **PMI-SP® (PMI Scheduling Professional)**

Develop and maintain the ongoing project schedule

1. Can you demonstrate knowledge and skill in the specialized area of project scheduling?
2. Are you responsible for creating and maintaining the project schedule?
3. Are you responsible for reporting status and updates for project schedules?

## STEP 3

### PREPARE FOR EXAMINATION

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Use these tips to help you prepare for your PMI certification examination:

1. Read the certification handbook to familiarize yourself with testing policies and procedures. (Visit the Certification tab on PMI.org to download certification handbooks.)
2. Read *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, along with other project management reference sources, to familiarize yourself with current terminology and processes.
3. Take a prep course offered by PMI, a PMI component, a PMI Registered Education Provider (R.E.P.), or other education provider.
4. Form a study group with colleagues or friends.

## STEP 4

### MAINTAIN YOUR CERTIFICATION

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Once you earn a PMI certification, you are required to participate in the Continuing Certification Requirements (CCR) program.

To adhere to the CCR program, you need to participate in professional development activities in which you earn professional development units (PDUs). The table below details the requirements for each certification.

	CAPM®	PMP®	PgMP®	PMI-ACP <sup>SM</sup>	PMI-RMP®	PMI-SP®
CERTIFICATION CYCLE	5 years	3 years	3 years	3 years	3 years	3 years
NUMBER OF PDUs NEEDED IN THREE-YEAR CYCLE	No PDUs. Re-exam at end of five-year cycle	60 PDUs	60 PDUs	30 PDUs* in agile principles and practices	30 PDUs* in specialized area of project risk management	30 PDUs* in specialized area of project scheduling

\*Note: These hours can also count toward maintenance of the PMP or PgMP certification.

## Good things happen when you get involved with PMI.

PMI is the world's largest project management member association, representing more than 600,000 practitioners in more than 185 countries. As a global thought leader and knowledge resource, PMI advances the profession through its global standards and credentials, collaborative chapters and virtual communities and academic research. When organizations invest in project management, supported by PMI, executives have confidence that their important initiatives will deliver expected results, greater business value and competitive advantage. Learn more at [www.PMI.org](http://www.PMI.org).

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