

# Should I pursue a project management credential?

Skilled project managers are in demand around the world. A globally-recognized project management credential 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 credential – an important investment in your career that can increase your job stability, expand your earning potential and help you to stand out to employers.

## Step 1:

## Decide Which Credential is Right for You

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

### Certified Associate in Project Management (CAPM)<sup>®</sup>

**Demonstrate your skills as a project team member**

1. Are you a junior project management practitioner or new to project management?
2. Are you familiar with the latest edition of *A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide)*?

NOTE: If you already hold the PMP credential, you may not apply for the CAPM.

### PMI Risk Management Professional (PMI-RMP)<sup>®</sup>

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

1. Can you demonstrate knowledge and skill in the specialized area of project risk management?
2. Do you perform a dedicated role as a project risk management professional and support the project team?
3. Are you responsible for assessing and identifying project risks?
4. Are you responsible for preparing mitigation plans and capitalizing on opportunities?

### PMI Scheduling Professional (PMI-SP)<sup>®</sup>

**Develop and maintain the project schedule**

1. Can you demonstrate knowledge and skill in the specialized area of project scheduling?
2. Do you perform a dedicated role as a project scheduling professional and support the project team?
3. Are you responsible for creating and maintaining the project schedule, including reporting status and updates?

### Project Management Professional (PMP)<sup>®</sup>

**Lead the team and direct all project tasks**

1. Do you perform your duties under general supervision?
2. Are you responsible for all aspects of a project for the life of the project?
3. Do you lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget and scope?
4. Do you demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined requirements and deliverables?
5. Are you familiar with the *PMBOK<sup>®</sup> Guide*?

### Program Management Professional (PgMP)<sup>®</sup>

**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 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?
6. Are you familiar with the latest edition of the *PMBOK<sup>®</sup> Guide* and *The Standard for Program Management*?

Good things happen when you get involved with PMI.

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## Step 2: Check Your Eligibility

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

Credential	CAPM®	PMI-SP®
<b>Credential Definition</b>	The CAPM credential 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 PMI-SP Credential recognizes demonstrated knowledge and expertise in the specialized area of developing and maintaining the project schedule.
<b>Examination Fee</b>	PMI Member US\$225.00 / €185.00 Non-Member US\$300.00 / €250.00	PMI Member US\$520.00 / €430.00 Non-Member US\$670.00 / €555.00
<b>Who should apply for this credential?</b>	Project team members who: <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>	Project team members with specialized expertise in project scheduling
<b>Education</b>	High school diploma, Associate's Degree, or the global equivalent	Bachelor's Degree, global equivalent, or higher degree  OR  High school diploma, Associate's Degree, or the global equivalent
<b>Project Management Education</b>	23 hours (without work experience)	Minimum 30 hours in project scheduling
<b>Professional Project Management Work Experience</b>	1500 hours of professional experience on a project team (without project management education)	With Bachelor's Degree or global equivalent within the past five years a minimum of 3,500 hours of work experience in project scheduling  OR  With high school diploma or global equivalent within the past five years a minimum of 5,000 hours of work experience in project scheduling
<b>Examination Information</b>	3 hour, 150 question multiple choice examination	3.5 hour, 170 question multiple choice examination
<b>Examination Preparation Tips</b>	<ul style="list-style-type: none"> <li>• Review the CAPM credential 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 PMI-SP credential handbook</li> <li>• Review the PMI-SP Examination Specification</li> <li>• Review the latest edition of the <i>PMBOK® Guide</i></li> <li>• Review the <i>Practice Standard for Scheduling</i></li> <li>• Enroll in formal study courses</li> </ul>

PMI-RMP®	PMP®	PgMP®
The PMI-RMP Credential 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.	The PMP recognizes a demonstrated understanding of knowledge and skill to lead and direct project teams to deliver results within the constraints of budget, time and scope.	The PgMP credential recognizes demonstrated experience, skill, and performance in oversight of multiple, related projects that are aligned with organizational objectives.
PMI Member US\$520.00 / €430.00 Non-Member US\$670.00 / €555.00	PMI Member US\$405.00 / €340.00 Non-Member US\$555.00 / €465.00	PMI Member US\$1500.00 / €1250.00 Non-Member US\$1800.00 / €1500.00
Project team members with specialized expertise in project risk management	<ul style="list-style-type: none"> <li>• Those who are responsible for all aspects of a project for the life of a project</li> <li>• Those who lead and direct cross-functional teams to deliver projects within the constraints of time, budget and scope</li> </ul>	<ul style="list-style-type: none"> <li>• Those who manage programs that contain complex activities that span functions, organizations, geographic regions and cultures.</li> <li>• Those who build credibility, establish rapport and maintain communication with stakeholders at multiple levels, including those external to the organization.</li> <li>• Those who possess advanced skills in finance, cross-cultural awareness, leadership, communication, influence, negotiation and conflict resolution.</li> </ul>
Bachelor's Degree, global equivalent, or higher degree <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> High school diploma, Associate's Degree, or the global equivalent	Bachelor's Degree, global equivalent, or higher degree <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> High school diploma, Associate's Degree, or the global equivalent	Bachelor's Degree, global equivalent, or higher degree <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> High school diploma, Associate's Degree, or the global equivalent
Minimum 30 hours in project risk management	35 hours	Not applicable
With Bachelor's Degree or global equivalent within the past five years a minimum of 3,000 hours of work experience in project risk management. <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> With high school diploma or global equivalent within the past five years a minimum of 4,500 hours of work experience in project risk management.	With Bachelor's Degree or global equivalent within the last eight years a minimum of three years unique non-overlapping professional experience during which at least 4,500 hours are spent leading and directing project tasks <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> With high school diploma or global equivalent within the last eight years a minimum of five years unique non-overlapping professional experience during which at least 7,500 hours are spent leading and directing project tasks	With Bachelor's Degree or global equivalent within the last 15 years: four years/6,000 hours of project management experience AND four years/6,000 hours of program management experience <hr style="width: 20%; margin: 0 auto;"/> <b>OR</b> <hr style="width: 20%; margin: 0 auto;"/> With high school diploma or global equivalent within the last 15 years a minimum of four years/6,000 hours of project management experience AND seven years/10,500 hours of program management experience
3.5 hour, 170 question multiple choice examination	4 hour, 200 question multiple choice examination	Evaluation 1: Panel review Evaluation 2: 4 hour, 170 question multiple choice examination Evaluation 3: Online Multi-Rater Assessment
<ul style="list-style-type: none"> <li>• Review the PMI-RMP credential handbook</li> <li>• Review the PMI-RMP Examination Specification</li> <li>• Review the latest edition of the <i>PMBOK® Guide</i></li> <li>• Enroll in formal study courses</li> </ul>	<ul style="list-style-type: none"> <li>• Review the PMP credential handbook</li> <li>• Review the PMP Examination Specification</li> <li>• Review the PMP Sample Questions document</li> <li>• Review the latest edition of the <i>PMBOK® Guide</i></li> <li>• Enroll in formal study courses</li> </ul>	<ul style="list-style-type: none"> <li>• Review the PgMP credential handbook</li> <li>• Review the PgMP Examination Specification</li> <li>• Review the PgMP Sample Questions document</li> <li>• Review the latest edition of the <i>PMBOK® Guide</i></li> <li>• Review <i>The Standard for Program Management</i></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.

## Step 3: Prepare for Examination

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

- Read the credential handbook to familiarize yourself with testing policies and procedures. (Credential handbooks can be downloaded in PDF format at [www.pmi.org/careerdevelopment](http://www.pmi.org/careerdevelopment)).
- 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.
- Take a prep course offered by a PMI component, PMI Registered Education Provider (R.E.P.), or other education provider.
- Form a study group with colleagues or friends.

## Step 4: Maintaining Your Credential

Once you earn a PMI credential, 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 where you earn professional development units (PDUs).

The table below details requirements for each credential.

Credential	Certification Cycle	Number of PDUs needed in three year cycle
PMP	3 years	60 PDUs
PgMP	3 years	60 PDUs
PMI-SP	3 years	30 PDUs in specialized area of project scheduling
PMI-RMP	3 years	30 PDUs in specialized area of project risk management
CAPM	5 years	No PDUs. Re-exam at end of five year cycle



## Five Reasons for Earning a PMI Credential

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

- 1. PMI credentials recognize your project management knowledge, skills and abilities.** PMI serves as an unbiased endorsement of your project management knowledge and professional experience on a global level.
- 2. PMI credentials reflect achievement.** Our credentials show that you have demonstrated excellence in the field by meeting standard requirements established by global project management practitioners.
- 3. PMI credentials can lead to greater earnings.** Many credential holders experience salary increases because of their certification status.
- 4. PMI credentials can lead to career opportunities and advancement.** Our family of credentials 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 credentials allow for greater recognition from employers.** PMI credential holders gain increased recognition from employers for taking the extra step in professional development.

► **For more information and to apply for a PMI credential, visit [www.pmi.org/careerdevelopment](http://www.pmi.org/careerdevelopment)**

With members in 170 countries, Project Management Institute (PMI) is the leading membership association for the project management profession and the largest association dedicated to project management in the world. As the leading advocate for the profession, PMI is actively engaged in setting professional standards, providing a professional career path for project managers and maintaining a family of professional credentials.

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