A Plan for How to Get Your PMP® or CAPM® Certification

Initiating Your Certification Journey

- Step 1. Start with a Strong "Why"
- Step 2. Read the Credential Handbook
  - PMP
  - CAPM
- Step 3. Choose Which Certification to Pursue
  - PMP requires education and work experience
  - CAPM does not require the work experience

Learning and Applying

- Step 4. Get Your Educational Hours
  - Identify courses to get required hours
    - Essentials of Project Management e-learning (15 contact hours)
    - Advanced Project Management e-learning (20 contact hours)
    - PM PrepCast
    - Local college/university
- Step 5. Gather the Information for Your Application
  - Get started, with the most recent projects
  - Get in touch with project contacts
  - Join PMI before submitting application
- Step 6. Submit Your Application on PMI.org
  - Submit payment when application is accepted
  - Audit Process, if applicable (it's not scary if you talk with your project contacts ahead of time)
    - Send audit letters to project contacts
    - They sign off for each project and return sealed envelopes to you
    - You send all the sealed envelopes to PMI
- Step 7. Select the Test Site, Date, and Time
  - Follow the instructions to reserve a slot 4-6 weeks out

Studying

- Step 8. Develop a Study Plan
  - Review lessons in our LinkedIn group
  - Find a friend or colleague to study with
  - Determine how you will allocate your time
- Step 9. Study!
  - Go through your exam prep materials 3 times
  - Read through the PMBOK Guide at least twice
  - Memorize Rita's Process Chart
  - Memorize processes by Process Group and Knowledge Area
  - Take many, many practice exam questions.
  - Create your own study tools through notes, mindmaps, flashcards, etc.
  - Organize a study group and meet regularly
  - You're ready when you are regularly scoring in the 80-85% range on new practice questions

Completing the Journey

- Step 10. Take the Exam
  - Print directions or load address into your mapping app
  - Get a good sleep the week before the exam
  - Eat a good meal before leaving to the testing center
  - Bring identification information
  - Leave home to arrive a the site early
  - Take the exam
  - Send Andy an email to celebrate!
  - Share lessons in the LinkedIn group