



PMI Mile Hi Chapter PMP®/ CAPM® Certification Class FAQ

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Q1. I do not have my PMP but have been a Project Manager for years, what do I need to do to obtain my PMP credential?

There are a number of certifications that the [Global PMI organization](#) offers for each step in your career. The PMP® certification has certain requirements in order to sit for the exam. According to the [Global PMI website](#), to apply for the PMP® certification, you need to have either:

- A secondary degree (high school diploma, associate's degree, or the global equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education.

or

- A four-year degree (bachelor's degree or the global equivalent) and at least three years of project management experience, with 4,500 hours leading and directing projects and 35 hours of project management education.

More details can be found here: [Description of the PMP](#) and in the [PMP Handbook](#)

Q2. How do I determine if I have the pre-requisite experience for exams and exam preps?

These Macro-enabled excel spreadsheets assist applicants in inventorying their experience in preparation for application.

- [Summary - Mosaic Project Services Pty Ltd](#)
- [PMP Work Experience - Project Smart](#)

To apply for the PMP, register and log in to the [Global PMI online system](#) to get started.

For additional questions that might not be covered here, contact the PMI Mile Hi Chapter Director of Certifications at: dirpmpprep@pmimilehi.org.



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Q3. What if I do not have the number of experience hours/education to receive my PMP® certification?

If you do not have the work experience or the education, you may consider obtaining your CAPM® certification instead. For this certification, according to the [Global PMI website](#), to apply for the CAPM® certification, you need to have either:

- A secondary degree (high school diploma or the global equivalent)
and
- At least 1,500 hours of project experience
or
- 23 hours of project management education by the time you sit for the exam.

More details can be found here: [Description of CAPM](#) and in the [CAPM Handbook](#)

To apply for the CAPM, register and log in to the [Global PMI online system](#) to get started.

Q4. How does someone go about actually scheduling the PMP or CAPM exam and what is the cost?

Once you apply to PMI and get accepted, the information on how to schedule the exam will be included in your acceptance letter along with the link to the Prometric's testing center. As of 2015, the cost for the exam itself is \$405 for PMI members and \$555 for non-members. See also [Q6. What is the total cost to become certified?](#) You have one year from the date that PMI approves your application to take the test. You may take the test 3 times in that year period.

Q5. How is the PMI Mile Hi Chapter certification course structured?

The PMI Mile Hi Chapter offers a 4-day CAPM®/PMP® examination preparation course once a quarter, and it is open to the public for a fee. Each class is scheduled for two weeks over both Fridays and Saturdays. They are 4 full days from 8 a.m. to 5 p.m. You must register for all 4 days as the course content is spread out over the full time of the class. You may not attend one weekend and not the other.

The course is designed to assist participants in preparing to take the CAPM® or the PMP® certification exam. The course covers eligibility requirements, application process, testing strategies, *etc.* Instruction is broken down into the five process groups, the ten knowledge areas, Professional and Social Responsibility and is taught by volunteer instructors of PMI Mile Hi Chapter. The course fee includes a course binder, placemat, text materials and cloud-based exam simulation software CD (including practice tests) and homework assignments. Students earn 35 contact hours that they can apply to help meet the CAPM® or the PMP® credential eligibility requisites.

Similar to taking a Kaplan prep class to prepare for the SAT, GMAT, GRE, or the LSAT, our course is targeted for students preparing to sit for the CAPM®/PMP® certification exam. After the class, study groups are recommended. It is also recommended that students spend between 25 - 60 hours or 6 - 8

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weeks studying on their own prior to sitting for the exam. It is up to the student to determine how long to study for the exam but it is recommended to not take more than 3-6 months to prepare.

Q6. What is the total cost to become certified?

The PMI Mile Hi Chapter conducts the preparation class to allow students to become ready to sit for the CAPM®/PMP® exam. Other costs are associated with receiving certification including the exam fee and optional membership with the global PMI organization and with the PMI Mile Hi Chapter.

As of January 1, 2017, the costs associated with earning your certification are:

- **Total: \$1898** (assumes optional Global PMI and Mile Hi Chapter membership)
 - Course Tuition:
 - PMI Mile Hi Chapter: \$1319 (payable to the Mile Hi Chapter)
 - Membership (optional but comes with benefits)
 - PMI Mile Hi Chapter Membership: \$35 (payable to the Global PMI organization)
 - PMI Global Membership: \$129 + initial \$10 fee = \$139 (payable to the Global PMI organization)
 - Exam Fee
 - \$405 exam fee payable to directly the Global PMI organization upon approval of your application (there is no application fee)
- As noted above, membership with Global PMI and the PMI Mile Hi Chapter are optional. Here is the total if you are not a member:
 - **Total: \$2549**
 - Course Tuition:
 - Non-PMI Mile Hi Chapter Members: \$1999
 - Exam Fee
 - \$550 non-member

NOTE: These costs are subject to change. Ensure that you visit the [Global PMI website](#) and the [PMI Mile Hi Chapter site](#) for up-to-date costs.

Q7. I will be going through WIOA to help pay for the expense of the PMP Prep class and certification. What do I need to know?

The PMI Mile Hi Chapter is an approved education provider in the WIOA ([Workforce Innovation and Opportunity Act](#)) database. Note that all of our class attendees pay in advance of the class. You will need to work with your WIOA case manager to have them email (dirpmpprep@pmimilehi.org) a copy of your 'Approved' grant voucher **no later than one week in advance of the class start date** noting that it is for the PMP Prep Course and the dates. *Reach out to the Director, PMP Prep (dirpmpprep@pmimilehi.org) as soon as you think you may want to take the class. The full WIOA process can take a month – plan ahead!*

Q8. How often is the PMI Mile Hi Chapter PMP Prep Class offered?

We try to have a PMP Prep Class at least once per quarter. Each class is scheduled for two weeks over both Fridays and Saturdays. They are 4 full days from 8 a.m. to 5 p.m. You must register for all 4 days as

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the course content is spread out over the full time of the class. You may not attend one weekend and not the other.

Q9. My employer will pay for my class, do you offer an invoice?

We accept credit cards for payment or invoices if your company prefers. However, full payment must be received ***no later than one week prior to the class***. Contact the VP, Professional Development if your company will be paying via invoice at profdev@pmimilehi.org

Q10. Does the Mile Hi Chapter provide preparation classes on site for companies?

We are unable to support on-site classes directly for companies. We do, however, offer a group discount for those companies who would like to send 5 or more employees. The Director of PMP Prep must be contacted ***no later than 2 weeks prior to the start of class*** if the discount will be used due to material orders and the process to register everyone. Contact the Director of PMP Prep for more information at dirpmpprep@pmimilehi.org.

Q11. How do I register for the PMI Mile Hi Chapter PMP Prep Class?

You will find the class posted on the events page of the [PMI Mile Hi Chapter website](#) and may register there. Ensure that you log in with your PMI Mile Hi Chapter ID so that you receive the member price.

Q12. I went to register for the Mile Hi PMP Prep Class but it is not accepting me as a member. I know that I signed up for PMI Mile Hi membership when I registered at Global. How can I get the member price?

Our membership data feeds from the Global PMI organization once daily. If you have waited at least 48 hours and it is still not allowing you to register, please go in to your global profile and capture a screen shot that clearly shows you are a member of the PMI Mile Hi Chapter. Send this screen shot to the Mile Hi Chapter Help Desk at helpdesk@pmimilehi.org along with your intent to register for the class. You will be contacted so that you can be manually registered. ***Remember, that payment must be received one week prior to the class so please plan accordingly. Please do not register for the class as a non-member without contacting the Help Desk so that reimbursement will not be required.***

Q13. The requirements state that I need 35 contact hours of education for my application. How do I receive those contact hours?

The Mile Hi Chapter PMP/CAPM Certification Class will satisfy all 35 contact hours of the requirement.

Q14. I need help with study guides and how to fill out the application. What help can you provide?

Check out all of the resources on the [PMP/CAPM Prep webpage](#) on the Mile Hi Chapter website. There are a lot of resources available at the bottom of the page.

Q15. Once I receive my certification, do I need to do anything to maintain it?

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As part of PMI's Continuing Certification Requirements program, a PMP credential holder will need to earn 60 PDUs per three-year cycle. To learn more about the program, what are PDUs, how to earn and claim them, as well as step-by-step instructions on how to renew your certification, watch the [CCR video](#). You can also reference the latest [PMP Handbook](#) found on [PMI.org](#)

The PMI Mile Hi Chapter offers many ways in which to maintain your credentials as well as continue growing through your career. Let us know how we can be of help to you!