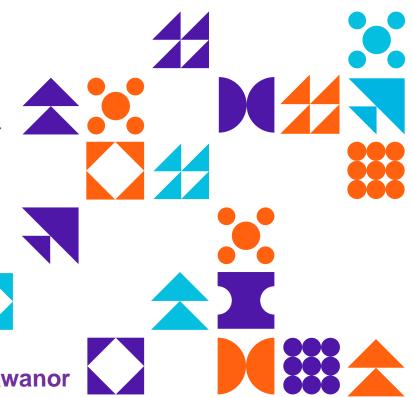


TOPIC: *CAPM* FOR STUDENTS & BEGINERS. ALL YOU NEED TO KNOW

Date: May 29, 2020.

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Outline

- I. Overview of CAPM Certification
- II. Why CAPM Certification?
- III. CAPM Certifications Requirements
- IV. CAPM Certification Process
- V. Preparation for the CAPM Exam
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- VII. References

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Overview of CAPM Certification

- Project Management is growing at a surprisingly fast rate.
- According to PMI, "Through 2020, **1.57 million** new jobs will be created each year and qualified practitioners are in demand".
- PMI introduced the CAPM Certification in 2003 after realizing that many who wanted to be certified in project management couldn't under the PMP (Project Management Professional) guidelines.
- The CAPM certification demonstrates professional knowledge
- The CAPM exam is targeted toward anyone looking to obtain or enhance PM skills.

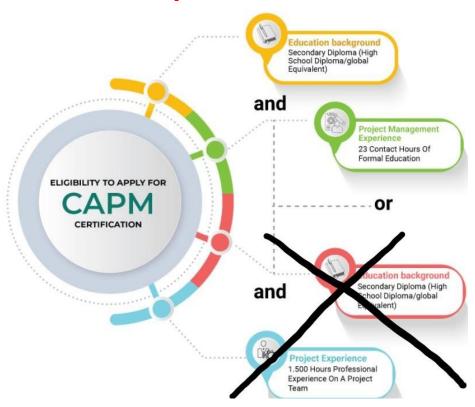


Why CAPM Certification?





CAPM Certifications Requirements





CAPM Certification Process

Application Completeness <u>Application Submission</u> Review You have 90 days to complete the 24 hours when application application once you start it. submitted online. **Audit Process Application Payment** Only certain applications will You cannot take exam till be selected to be audited. payment made Applications audited will have 90 days to provide relevant information. **CAPM Examination** You have 1 Year to Complete the PMI will have 5-7 days examination from the date of reviewing audited applications. application approved. Eligibility period starts once You can take exam up to 3 times successful completion of audit in one year. Once CAPM Qualified **Renew Certification CAPM Certification Cycle** To renew the CAPM Certification The certification is valid for 5 Years you need to reapply and take the from the day you pass. examination again.



Preparation for the CAPM Exam

- Obtain the required CAPM education from PMI Ghana chapter
- Attend Exam Prep Boot camp
- Read the PMBOK thoroughly

Exam Characteristics

- 150 Questions (Multiple Choice with four options)
- 15 Pretest questions (Non-scoring)
- 100% based on the PMBOK (6th Edition
- Pass/ Fail available when complete

PMBOK® Guide – Sixth Edition Chapter	Percentage of Questions
1	6%
2	6%
3	7%
4	9%
5	9%
6	9%
7	8%
8	7%
9	8%
10	10%
11	8%
12	4%
13	9%
TOTAL	100%



Conclusion / Beyond CAPM

- Gain experience (Apply for Job)
 - · Associate Project Manager
 - Project Coordinator
 - Service Project Manager

- Gain experience (Volunteer Work)
 - Community projects
 - School projects
 - PMI Ghana chapter opportunities

Pursue other certifications

- PMP
- ACP
- PBA



References

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Q & As







27 MAY 2020