

## **What is PMP®?**

Project Management Professional (PMP®), a certification awarded by the PMI (Project Management Institute) is a first-rate professional credential for individuals associated with project management. The PMP® designation is the highest ranking in project management internationally.

## **What type of exam is it and where can you take it?**

It is a professional certification exam and can be taken at any Prometric center [www.prometric.com](http://www.prometric.com) located anywhere in the world

## **I don't have 3 years work experience?**

If you don't have 3 years project-related work experience; you have to do CAPM. CAPM stands for Certified Associate in Project Management. A CAPM is a project management practitioner who has demonstrated fundamental project management knowledge and experience by supporting projects using project management tools, techniques, and methodologies. While participating as a member of a project team the CAPM typically relies on experienced project management practitioners for guidance, direction, and approval. The Project Management Institute offers this credential primarily for project team members, operations-related personnel, entry-level and students wishing to improve their chances in the job market. The Syllabus is the same with PMP except the ethics. These are the other differences between the PMP and CAPM exam:

- PMP exam is tougher. PMP consist of 200 questions for 4 hours, CAPM consist of 150 questions for 3 hours
- The exam fee is different. PMP exam fee is \$405 while CAPM exam fee is \$225.
- As a CAPM certification holder, you do not need to earn PDUs. Instead, you take a re-exam before the end of your five-year certification cycle

## **How do I prepare for PMP® certification?**

Below is recommended Steps for taking and passing the PMP® Exam The program is mainly based on the PMBOK. PMBOK stands for Project Management Book of Knowledge.

- Attend 35 hr contact programs
- Study PMBOK and other recommended books, individually and in groups
- Self test, take few mock exams to find weaknesses
- Become PMI member \*
- Apply for PMP® Exam

- Receive approval from PMI on application
- Register exam date with Prometric
- Further study (When you start scoring above 80% in the mock exams, you are ready to visit a Prometric center for the exam.)
- Take a refresher course
- Take Exam

### **How much time does it take to prepare for the PMP® certification exam?**

The amount of time it will take for you to prepare for the PMP® certification exam will depend on how much experience you have as a project manager, how familiar are you with PMI's terminology, which book you use to prepare etc. Because the exam tests your understanding of project management principles, processes, procedures: you should spend enough time so that you feel comfortable.

### **Do I need to memorize all the Inputs, Tools and Techniques, and Outputs?**

This depends on individual, but you need to understand the meaning and concepts related to all the inputs, tools and techniques, and outputs. So if you can memorize that is good, if you can't there is no problem

### **Will the PMP® certification help me get a job?**

Project Management related jobs in today's world require PMP® certification. Getting PMP® certification is not a guarantee for a successful job search. But it can help you get those elusive interview calls. In today's competitive job market if you are looking for a Project Manager's position or any other project management related jobs, then getting PMP® certified can significantly increase your chances of getting a job. Also many organizations have started using the terminologies and tools that you will learn as part of PMP® certification. The certification will help you do your job better.

### **What else is allowed inside the exam?**

Nothing is allowed in to the exam hall. every thing you need will be provided for you so you don't need to go with anything

What happens after I pass the exam? If I pass the CAPM® exam, when can I take the PMP® exam? What do I have to do to maintain the credential??

After you pass the exam, you may immediately use the credential in your name. Your test results are sent to PMI and a certificate is sent to you.

CAPM® candidates who pass the exam may use the credential for 5 years. The

credential does not require PDUs or other activities for renewal. CAPM® may apply for the PMP® at any time during the 5 years. After 5 years the credential expires, and the candidate can apply to take the PMP examination. The full certification fee must be paid for whichever examination the candidate chooses.

PMP® candidates who pass the exam may use the credential as long as they comply with the Continuing Credential Requirements (CCR) program. The CCR program supports PMPs in developing their professional knowledge and maintaining their credentials, by requiring participation in activities during the CCR cycle, which are assigned a Personal Development Unit (PDU) value.

A PMP's initial CCR cycle begins with the date the exam is passed, and ends on December 31st of the 3rd full calendar year after that date. Subsequent CCR cycles are a period of 3 years, starting on January 1st of the period and ending December 31st of the third year. During each period the PMP must accrue at least 60 PDUs by the end of the CCR cycle. PDUs are a measuring unit used to quantify learning and professional activities. PMPs can obtain a description of the activities which earn PDUs, from [www.pmi.org](http://www.pmi.org) by referencing the PMP® Continuing Certification Requirements or the PMP® Continuing Certification Requirements (CCR) Handbook.

### **What is the minimum criteria for candidates for applying for the PMP® exam?**

PMI® has specified that at the time of application the candidate

1. Holds a global equivalent university degree and has a minimum of 4,500 hours of project management experience within the five project management process group.
2. Has at least three years of project management experience within the six-year period prior to the application.
3. 35 contact hours of project management education.

-OR-

- Does not hold a global equivalent university degree, but holds a high school diploma or equivalent secondary school credential and has a minimum of 7,500 hours of project management experience within the five project management process groups.
- At least five years of project management experience within the eight-year period prior to the application.
- 35 contact hours of project management education.

- Five Process Groups are Initiating, Planning, Executing, Controlling and Closing

### **Who can provide 35 contact hours in Project Management education?**

According to PMI® candidates can satisfy the 35 hours requirement by successfully completing courses, workshops and training sessions through one or more of the following types of education providers;

- University/college academic and continuing education programs
- Courses or programs offered by training companies or consultants
- Courses or programs offered by PMI Component organizations
- Courses or programs offered by PMI Registered Education Providers (R.E.P.)
- Courses or programs offered by employer/company-sponsored programs
- Courses or programs offered by distance-learning companies
- No separate authorization is required from PMI to conduct 35 hour programs
- Ritetrac Consulting Nigeria limited falls in this category

How much is the PMP® preparatory course (Weekends only)??

\*64,900Naira but early class commitment fees apply.

### **How much does it cost to take the PMP®/CAPM® exam?**

The CAPM® exam cost \$225 for PMI members and \$300 for non-members. While the PMP Exam Fee costs \$405 for PMI Members and \$555 for non-members

Is it advisable to become a PMI member before taking the PMP® exam? If so, what are the benefits??

Since the annual fees for PMI membership is \$119, it makes sense to become a member and then apply for the exam as you will be getting other values and benefits from membership.

### **Is there any negative marking in the exam?**

There is no negative marking in the exam. Unanswered questions are treated as wrong questions. Exam is preceded by 15-minute computer tutorial on the format of the exam.

## **How do I maintain my PMP Credentials?**

As a PMP certification holder, you need to earn 60PDUs every 3 years. Earning PDU is easy learn more at <http://www.pmi.org/Certification/Maintain-Your-Credential.aspx> and gain PDUs at [Earn PMP PDUs](#). Join our Forum on Facebook to learn more here [Facebook Group 'Earn PMP PDUs'](#)

## **Will taking the PMP® Prep Course with “Ritetrac” teach me everything I need to know to pass the PMP exam?**

Yes, this is because we make use of the PMI Accredited Training materials and much more.