



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

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Q. 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.

To apply for the PMP, [register and log in to the Global PMI online system](#) to get started. A printable [PMP application form](#) is also available.

Q. 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.

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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To apply for the CAPM, [register and log in to the Global PMI online system](#) to get started. A [printable CAPM application form](#) is also available.

Q. 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 2014, the cost for the exam itself is \$405 for PMI members and \$555 for non-members. See also [What is the total cost to become certified?](#)

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

The PMI Mile Hi Chapter offers a 3-day CAPM®/PMP® examination preparation course once a quarter, and it is open to the public for a fee. Each class is scheduled for Thursday, Friday and Saturday and is full days from 8 a.m. to 5 p.m.

It 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 an exam simulation software CD. Students earn **21** contact hours that they can apply to help meet the CAPM® or the PMP® credential eligibility requisites. Note that there is a requirement for **35** contact hours from global PMI. Refer to the [PMP Certification Handbook](#) or the [CAPM Certification Handbook](#) for a review on what can apply to the remaining 14 hours.

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 weeks studying on their own prior to sitting for the exam.

Q. 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, 2014, the costs associated with earning your certification are:

- **Total: \$1559** (assumes optional Global PMI and Mile Hi Chapter membership)
 - Course Tuition:
 - PMI Mile Hi Chapter: \$990 (payable to the Mile Hi Chapter)
 - Membership (optional but comes with benefits)
 - PMI Mile Hi Chapter Membership: \$25 (payable to the Global PMI organization)

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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- 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
- 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: \$2050**
 - Course Tuition:
 - Non-PMI Mile Hi Chapter Members: \$1500
 - 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.

Q. I will be going through WIA 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 WIA database. Note that all of our class attendees pay in advance of the class. You will need to work with your WIA case manager to have him\her email (dirpmpprep@pmimilehi.org) a copy of your 'Approved' grant voucher **one week in advance of the class start date** noting that it is for the PMP Prep Course and the dates. Many workforce centers remit payment for the class by using the WIA Card or, as noted above, we will need a copy of your approved grant voucher.

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- 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.

Q. 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 Thursday, Friday and Saturday and is full days from 8 a.m. to 5 p.m.

Q. 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 **one week prior to the class**. Contact the Director of Certification classes if your company will be paying via invoice at dirpmpprep@pmimilehi.org.

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

As of February 2014 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 Certifications must be contacted *no later than 2 weeks prior to the start of class* if the discount will be used due to material orders. Contact the Director of Certifications for more information at dirpmpprep@pmimilehi.org.

Q. 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.

Q. 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.**

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

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

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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!

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