



CAPM Overview

What is CAPM[®]?

• Master of Project Academy

- CAPM = Certified Associate in Project Management
- Most recognized professional certificate for Project Management!



CAPM® Certification Requirements

• A Secondary degree (high school or equivalent)

Master of Project Academy

AND

- 23 Hours of Project Management Education.
- Check <u>CAPM Handbook</u> for further details.

CAPM[®] Application Methods

Master of Project Academy

- Online application
 - **-**1 day
- Paper Application
 - -By individuals (10 business days)
 - -By corporations (20 business days)
- Online application is recommended
- Online application can be started by creating a profile on pmi.org through: <u>https://certification.pmi.org/</u>link.



myPMI	Certifications	Membership	Learning	Events	Busin Gover
Login					
Existing U If you have an e * Username: I forgot my use * Password: I forgot my pas	existing account, enter y	your username and pa	ssword below.		

New User

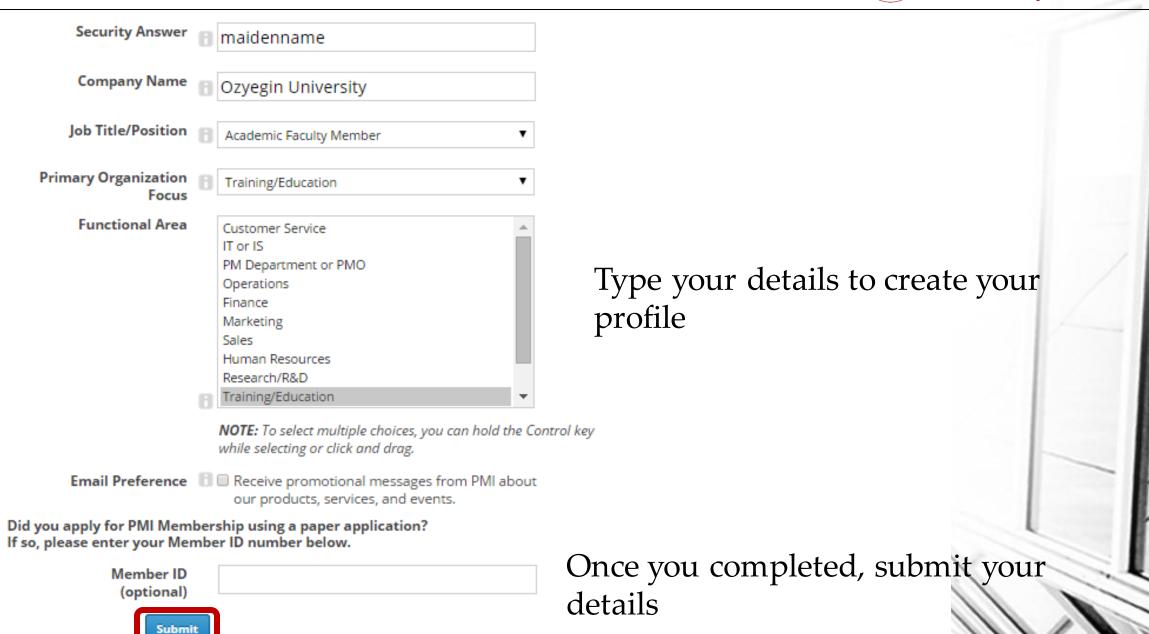
If you are new to PMI, or if you applied for PMI Membership using a paper application, create an account now using our online registration process.



Click «Create an Account» button.

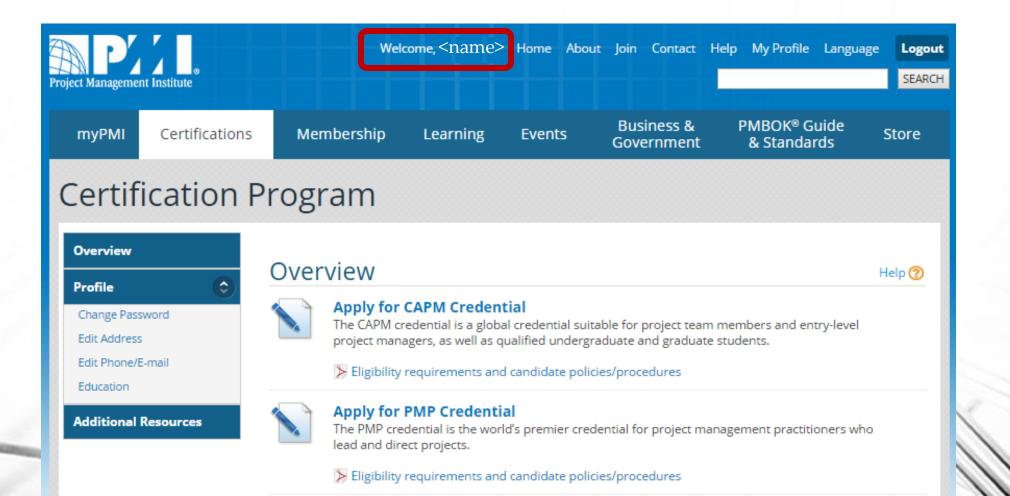


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NOTE: All fields	are required uni	less othe	wise indicated.								
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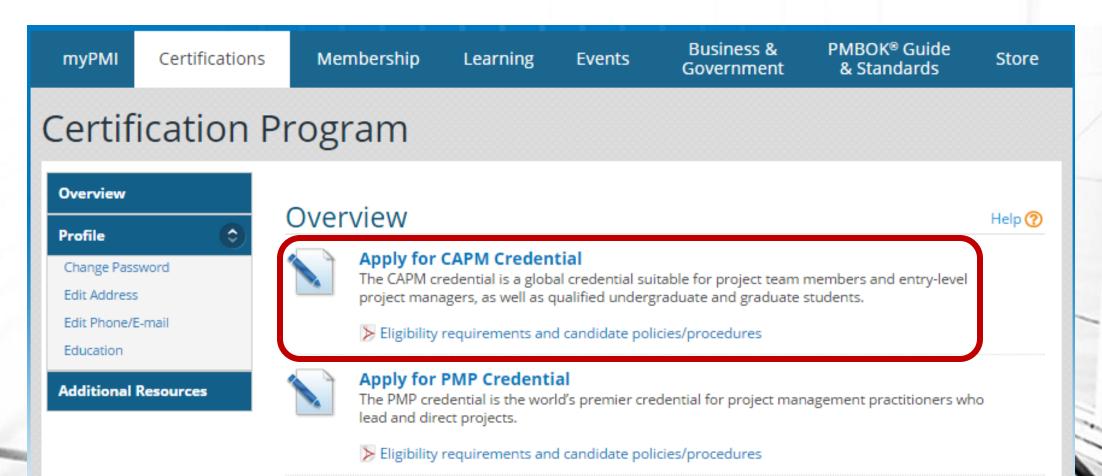


Master of Project Academy

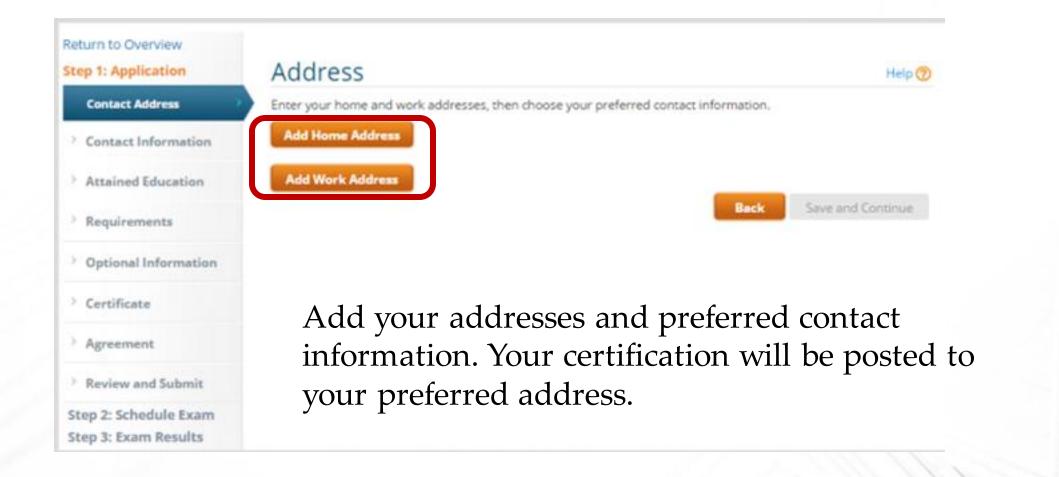
- Master of Project Academy
- Your profile will be created and you will be logged on to your profile automatically.



- Master of Project Academy
- Select «Apply for CAPM Credential» option to start application process.



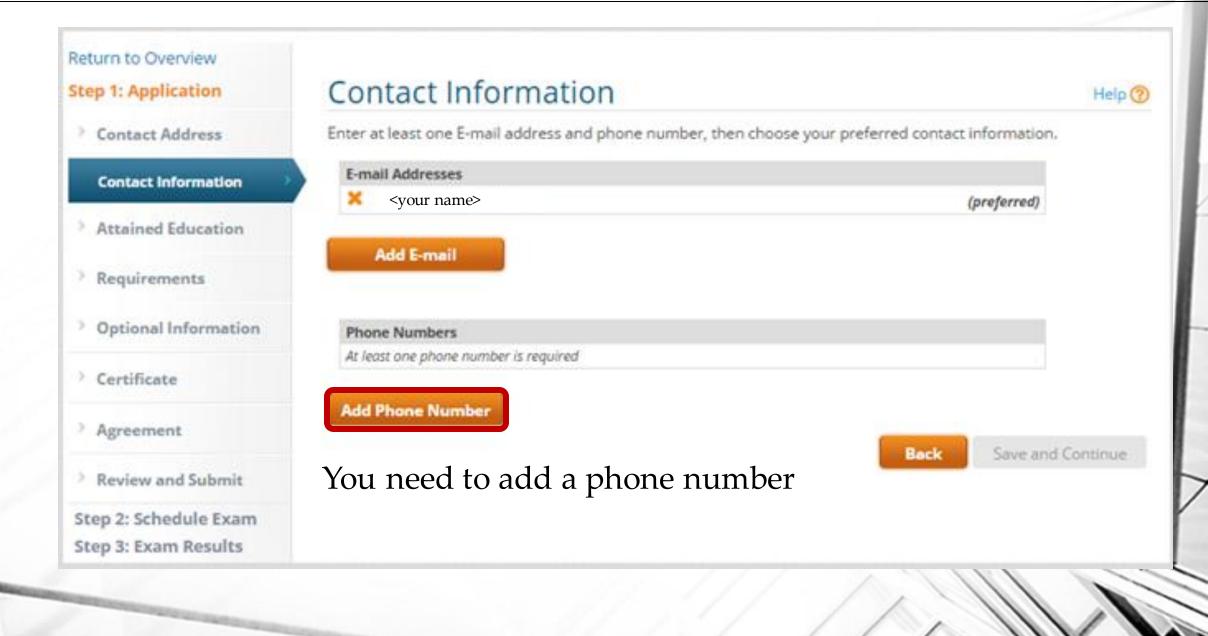






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Step 3: Exa	m Results						

Online Application-Attained Education



myPMI	Certifications	Membership	Learning	Events	Business & Government	PMBOK [®] Guide & Standards	Store
CAPN	I Applica	tion - Step	o 1: Ap	plicatio	on		
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> Requirem	nents	* School/University:		Business and Fina	🛛 the tir	ne of your	
> Optional	Information	* Field of Study: * Country:	Business United Kingdom	▼ ⑦	applic	cation.	
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Online Application-Attained Education



myPMI	Certifications	Membership	Learning	Events	Business & Government	PMBOK [®] Guide & Standards	Store
CAPM	Applica	tion - Step	o 1: Ap	plicati	on		
Return to Over	view						
Step 1: Applic	ation	CAPM Requ	irements	Overvi	ew		Help 🕐
> Contact Ad	dress	Based on the information eligible to sit for the exa	* '	ded us, you mu	ist meet one of the follo	owing two requirements t	o be
> Contact Inf	formation	Project Work Experien	ce				
> Attained Ed	ducation	You may document any in any of the five proces				0 hours of project work e	xperience
Requiremer	nts >	Initiating Process					
Overview		Planning Process Executing Process		(САРМ арр	olication	
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PM Educat	ion	OR		r	eminded.		
> Optional In	formation	Project Management I Minimum of 23 project		ication hours			
> Certificate		In the next few sections	we will be asking	you to docume	ent vour proiect work e	xperience or education to	meet one
Agreement		of the above requireme		, <u>, - 2 to dotain</u>			

Review and Submit

Back Save and Continue

PM Experience or PM Education

CAPM Application - Step 1: Application

Return to Overview

Step 1: Application

Contact Address

Contact Information

Attained Education

Requirements

Overview

Eligibility Worksheet

Project Experience

PM Education

Optional Information

Certificate

Agreement

Eligibility Worksheet

Use the Eligibility Worksheet to track your progress. Qualified requirements must equal or exceed the required totals before the application can be submitted for review. However, once the requirement has been reached, additional entries will not be permitted.

	Required	Qualified	Still Need
Project Experience Hours	1500.00	0.00	1500.00
OR			
PM Education Hours	23.00	0.00	23.00

Requirements

Use any of the following links below to update a specific requirement or continue with the application by clicking 'Save and Continue'.

click on «PM Experience» or «PM Education»

Project Experience





Help 🕐

PM Experience or PM Education

CAPM Application - Step 1: Application

Return to Overview

Step 1: Application

- Contact Address
- Contact Information
- > Attained Education

Requirements

Overview

Eligibility Worksheet

Project Experience

PM Education

Optional Information

Education Overview

Use the worksheet to document your training in project management. Start with your most recent and verifiable courses. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EDUCATION SUBMITTED

Course	Hours	
Total:	0.00	
Required:	23.00	
Still Need:	23.00	



Click «Add» to start adding your project management education.

Master of Project Academy

Help 🕐

Save and Continue

Back

PM Experience or PM Education

CAPM Application - Step 1: Application

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Eligibility Worksheet

Project Experience

PM Education

Optional Information

Add Education

Please enter your project management education information below. Specify the number of hours that qualify from the course being documented that are applicable to the credential you are applying for.

CAPM® EXAM COMPLETE Training-23 PDU Hrs ULTIMATE CAPM

- * Course Title:
- * Institution Name:
- * Course Start Date:
- * Course End Date:
 - * Hours:
 - * Qualifying Hours:
- Master of Project Academy e.g. 2/16/2015

23.00

23.00

- 9/11/2014 11/18/2014 e.g. 2/16/2015

NOTE: Qualifying hours are hours that are applicable to this credential only.

Fill in details of your project management

education. * indicates a required



Help ?



PM Experience or PM Education

CAPM Application - Step 1: Application



> Contact Address

> Contact Information

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Requirements

Overview Eligibility Worksheet Project Experience

PM Education

> Optional Information

Certificate

Education Overview

Use the worksheet to document your training in project management. Start with your most recent and verifiable courses. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EDUCATION SUBMITTED

Course Hours	
CAPM® EXAM COMPLETE Training-23 PDU Hrs ULTIMATE CAPM Course 23.00 X Master of Project Academy	
Total: 23.00	
Required: 23.00	
Still Need: 0.00	
Add Enrolled Project Management cours. should be at least 23 contact hours.	



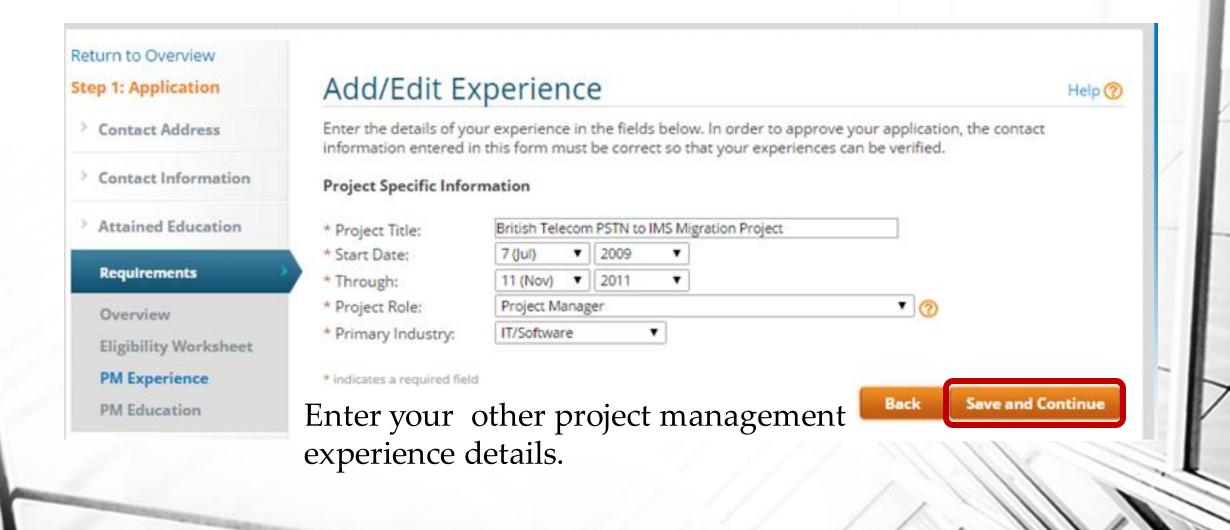
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Back

Save and Continue

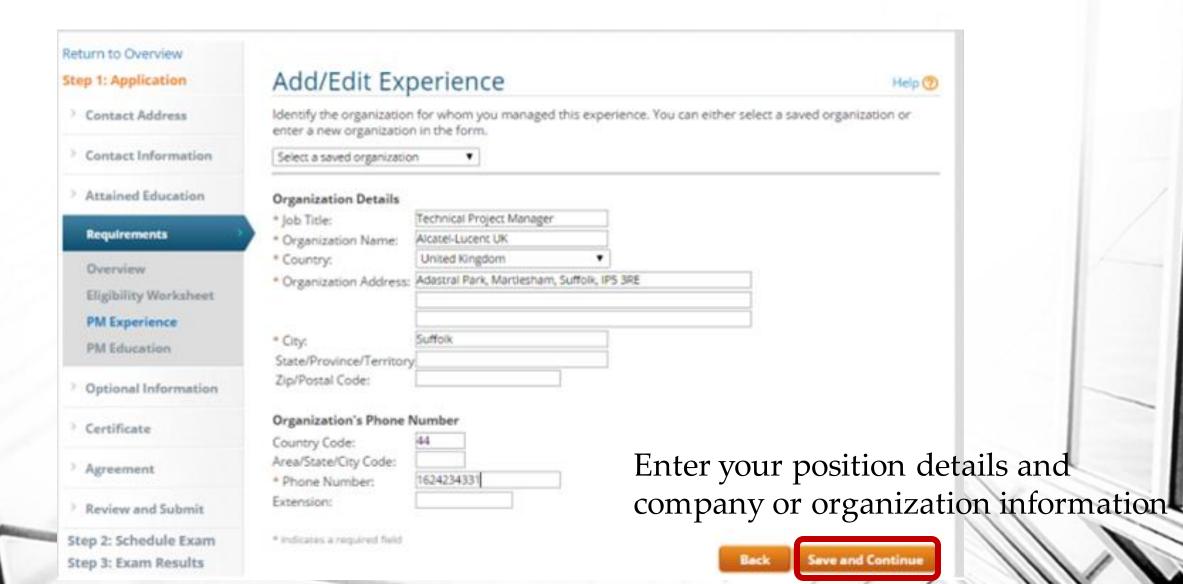


PM Experience or PM Education





PM Experience or PM Education





Help 🕐

PM Experience or PM Education

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Step 1: Application

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Eligibility Worksheet

PM Experience

PM Education

Optional Information

Add/Edit Experience

Identify your primary contact for this experience. PMI may contact this person to verify your work experience.

Organization Contact

Contact Name: Nick Atchison
 Contact Relationship: Client
 Contact E-mail: Nick.Atchison@britishtelecom.com

Contact's Phone Number

Country Code: 44 Area/State/City Code: 162432453413 Extension: 162432453413 Enter a reference contact for your new experience. PMI might contact with this person in case of audit.

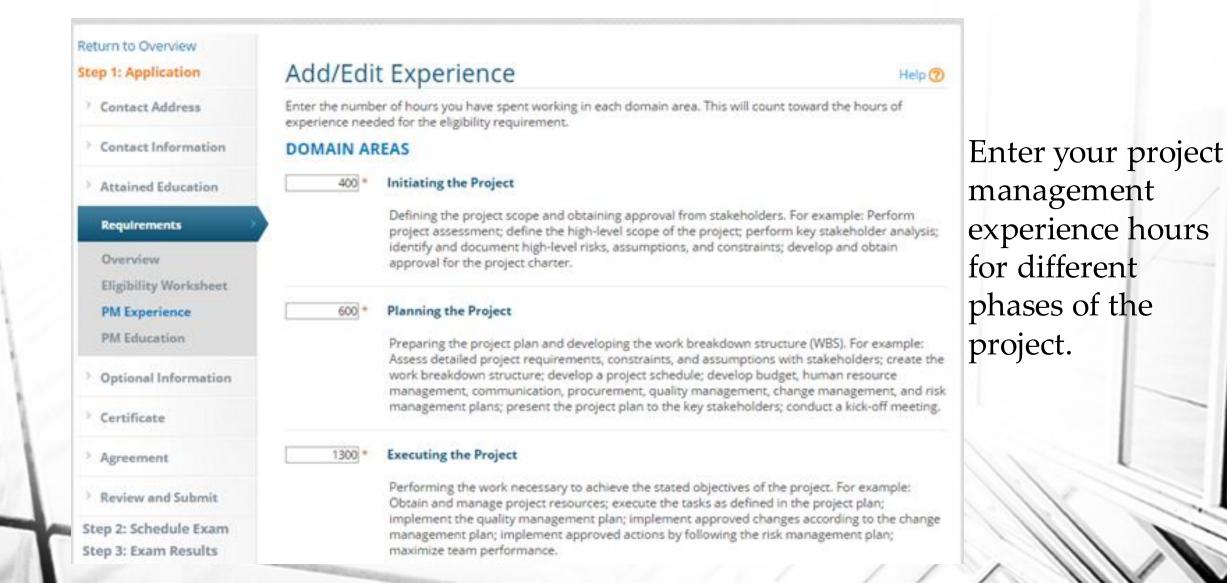
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Back

Save and Continue



PM Experience or PM Education





PM Experience or PM Education

1000

Controlling and Monitoring the Project

Monitoring project progress, managing change and risk, and communicating project status. For example: Measure project performance using appropriate tools and techniques; manage changes to the project scope, schedule, and costs; ensure that project deliverables conform to the quality standards; update the risk register and risk response plan; assess corrective actions on the issue register; communicate project status to stakeholders.

300

Closing the Project

Finalizing all project activities, archiving documents, obtaining acceptance for deliverables, and communicating project closure. For example: Obtain final acceptance of the project deliverables; transfer the ownership of deliverables; obtain financial, legal, and administrative closure; distribute the final project report; collate lessons learned; archive project documents and materials; measure customer satisfaction.

* indicates a required field

Back Save and Continue

Enter your project management experience hours for different phases of the project.

Return to Overview

Step 1: Application

Contact Address

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Eligibility Worksheet

Requirements

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PM Experience or PM Education



In the space provided below, summarize this project. The summary should include the project objectives and your role, as well as key deliverables and outcomes by Process Groups. The description should include examples of how you led and directed this project. Ensure that your description is between 300 and 550 characters. *

Main purpose of the project was replacing old PSTN system of British telecom with new IMS technology. In scope of the project, more than 40 million subscribers have been migrated from old PSTN technology to new IMS system.

My main responsibility was managing IMS Integration team to implement new system and migrating the <u>subsribers</u> from old system to new system. Implementation, integration and testing activities have been done by our team under my supervision.

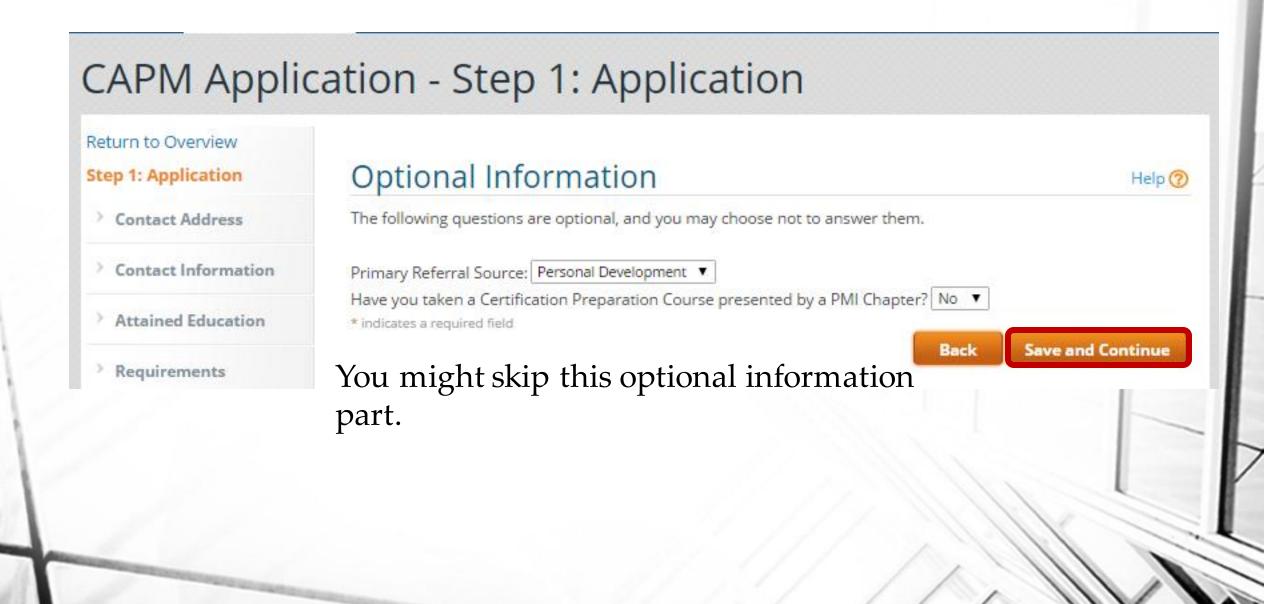
Enter your project's main objective and your role in this experience.

Character Count: 465 (Maximum 550)

* indicates a required field









Master of Project Academy



CAPM Application - Step 1: Application



Step 1: Application

- Contact Address
- Contact Information
- **Attained Education**
- Requirements
- **Optional Information**

Certificate	0
Confirm that this is the name that you would like to appear on your certificate.	
This is exactly how it will appear:	
<your name=""></your>	
* indicates a required field Confirm your name on certificate. Back Save and Continue	e

CAPM Application - Step 1: Application

Return to Overview

Step 1: Application

> Contact Address

- Contact Information
- Attained Education
- Requirements
- Optional Information
- Certificate

Agreement

Review and Submit

Step 2: Schedule Exam Step 3: Exam Results

Agreement PMI CERTIFICATION APPLICATION/RENEWAL AGREEMENT

By clicking the "I really Agree" box below, you represent and agree to the following terms, conditions and releases related to PMI's Certification Programs:

1) I agree to satisfy and conduct myself in accordance with all PMI certification program policies and requirements, including this Agreement, the CAPM Handbook, and the PMI Code of Ethics and Professional Conduct (as they may be revised from time to time); and I shall maintain confidentiality of PMI examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of PMI examination questions and answers, to any individual.

2) I agree that I shall at all times act in a truthful and honest manner and provide truthful and accurate information to PMI. I agree that any intentional or unintentional failure to provide true, timely and complete responses to questions in this application or renewal form may lead to further investigation and/or sanctions by PMI. I also agree to promptly report to PMI any possible violations of the terms of this Agreement or the PMI Code of Ethics and Professional Conduct by PMI members or by persons who have applied for a PMI credential or have been awarded a credential by PMI.

 I agree to notify the PMI Certification Department in a timely manner of changes concerning the information I have provided, including my current address and telephone number.

4) I have reported, and will continue to report, to the PMI Certification Department, within sixty (60) days of occurrence, any matters, proceedings, lawsuits, settlements and/or other agreements, administrative agency actions, or organizational actions relating to my profession or occupation, including all complaints relating to my professional activities as a project management practitioner, and matters or proceedings involving, but not limited to certification, credentialing, malpractice, disciplinary ethics or similar matters. I also agree to promptly report, within sixty (60) days of occurrence, any felony criminal charges, convictions, or plea agreements or other criminal charges, convictions, or plea agreements relating to acts of dishonesty or unethical conduct.

Read the agreement and save after agreeing.



Help 🕐



 I agree that upon achieving the PMI credential, my name may be posted on the PMI website as part of an Online Registry to be created and maintained by PMI.

12) I certify that I am legally eligible to seek certification from PMI, and that I am not on any list of designated parties maintained by the US government, including but not limited to the List of Specially Designated Nationals and Blocked Persons, nor am I in anyway affiliated with the governments of countries to comprehensive US sanctions, currently Iran, Sudan, Syria and Cuba, nor am I ordinarily or permanently resident in Syria or Cuba.

13) I agree that information related to my participation in the PMI certification process may be used in an anonymous manner for research purposes only.

14) I agree that all disputes relating in any way to my application for a PMI credential and/or my involvement generally in a PMI certification program, will be resolved solely and exclusively by means of PMI Certification Department policies, procedures and rules, including the Appeals Process.

15) PMI reserves the right to suspend or revoke the credential of any individual who is determined to have failed to uphold, or otherwise breached this Agreement, or committed a violation of the PMI Code of Ethics and Professional Conduct.

16) I release and indemnify PMI and the PMI Certification Department from all liability and claims that may arise out of, or be related to, my project management and related activities.

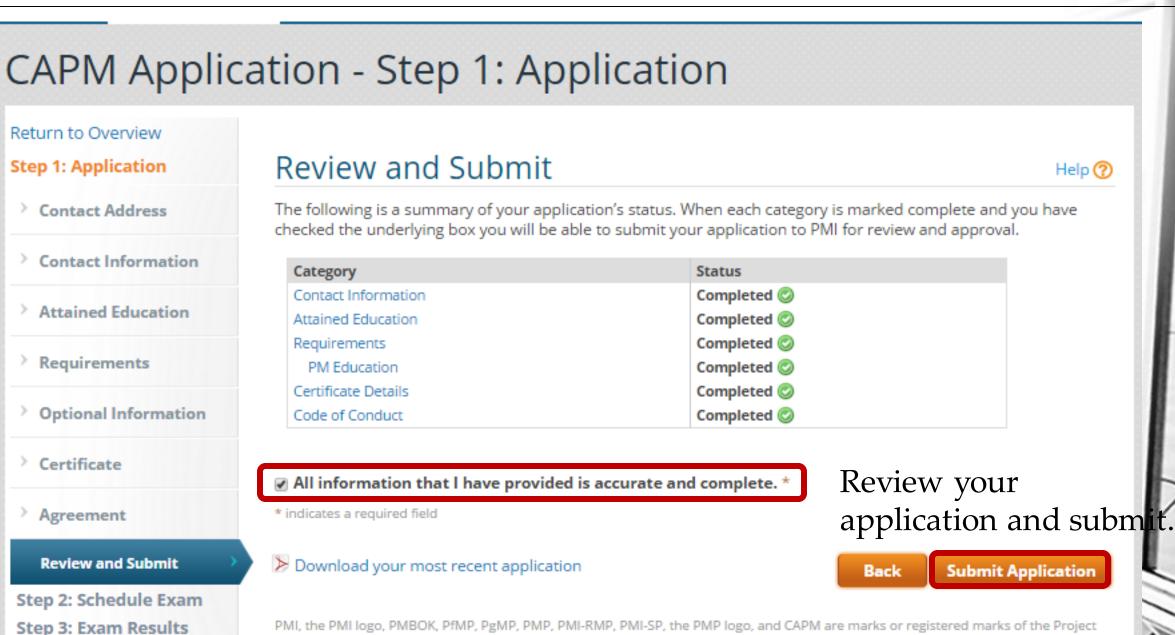
17) I hereby release, discharge and indemnify PMI, its directors, officers, members, examiners, employees, attorneys, representatives, agents and the PMI Certification Department from any actions, suits, obligations, damages, claims or demands arising out of or in connection with this application, the scores given with respect to the examination or any other action taken by PMI with regard to credentialing, testing and professional development including, but not limited to, all actions related to ethics matters and cases. I understand and agree that any decision concerning my qualification for any credential, as well as any decisions regarding my continuing qualification for any credential and my compliance with the PMI Code of Ethics and Professional Conduct, rest within the sole and exclusive discretion of PMI, and that these decisions are final.

This Agreement may be updated or revised from time to time. For the most current information, please refer to the online version of the credential handbooks located in the Certification Program section of PMI's website at http://www.pmi.org/Certification/Which-PMI-Certification-is-Right-for-You.aspx.

✔ I Agree*

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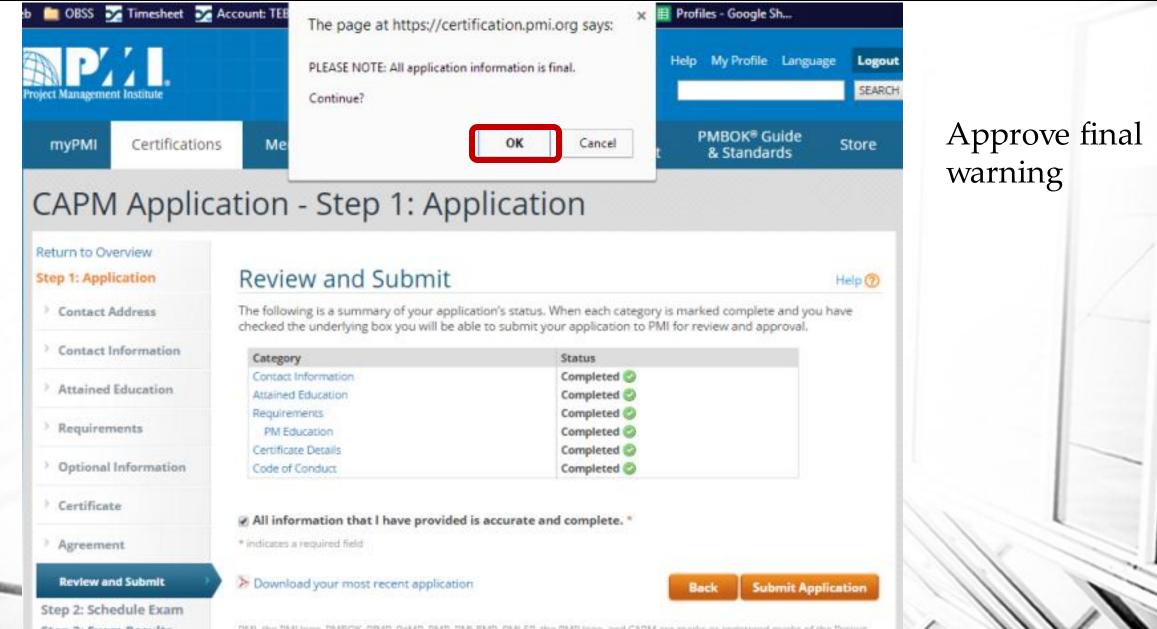
Read the agreement and save after agreeing.



Management Institute Inc.

Master of Project Academy

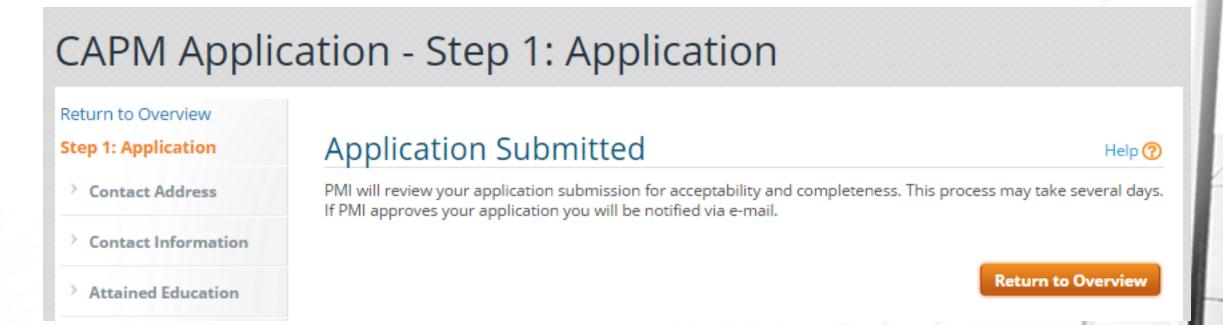




Step 3: Exam Results

PMI, the PMI logo, PMBOK, PIMP, PgMP, PMP, PMI-BMP, PMI-SP, the PMP logo, and CAPM are marks or registered marks of the Project





You will receive a notification email that your application has been submitted. Within 1 calendar day, you should be notified about your application by PMI.

Master of Project Academy

Project Management Institute	We	elcome, Resit Gulec	Home About	t Join Contact H	lelp My Profile Langua	ge Logout SEARCH
myPMI Certifications	Membership	Learning	Events	Business & Government	PMBOK [®] Guide & Standards	Store
Certification F	Program					
Overview Profile Change Password Edit Address Edit Phone/E-mail Education Additional Resources	In this step Please note Certificatio	, you will begin the that you will not b	examination sch e able to schedul		ation be required to submit payr Intil you have paid the	Help 🕐
Current status o	Start: 16 End: 16 Downlog	i Feb 2015 i Feb 2016 ad submitted applic	ation	on your pro	ofile in pmi.o	rg

PMI Audit Process

Master of Project Academy

- PMI audit is done randomly.
- PMI might require following if your application is audited.
 - Copies of your diploma/global equivalent
 - Reference letters from your supervisors or managers that you performed the project work you stated in your application
 - Copies of certificates and/or letters from the training institutes for each course recorded in project management education section.

PMI Audit Process

 After you receive the notification email of PMI regarding supporting documentation about audit, you need to send these documents to following address of PMI within 90 days.

Master of Project Academy

Address:

PMI

Attn: Certification Audit 14 Campus Blvd. Newtown Square, PA 19073-3299 USA

CAPM Examination Content

- Master of Project Academy
- 150 Questions (15 questions are not scored, 135 questions are scored)
- 3 Hours

Chapters	Percentage of Questions
Introduction to Project Management	6%
Project Environment	6%
Role of the Project Manager	7%
Integration Management	9%
Scope Management	9%
Schedule Management	9%
Cost Management	8%
Quality Management	7%
Resource Management	8%
Communication Management	10%
Risk Management	8%
Procurement Management	4%
Stakeholder Management	9%