



Frequently asked Questions

General questions

Who is proPM-P® / proCAP-M®?

ProPM-P/proCAP-M is a consortium of three Swiss companies specialized in Project Management Training, **GAF – STS – VIRAK**, who have pooled their competences to prepare you in the best possible way for these demanding exams. Since 2005 – more than 150 courses – more than 1100 participants in Switzerland! GAF is Eduqua certified and approved by TempTraining. STS and VIRAK are both PMI Registered Education providers REP.

To which version of the **PMBOK® Guide** is this course aligned?

All courses, material and e-learning products are based on the **PMBOK® Guide Sixth edition**, and are aligned with the 2016 PMP® Exam content outline.

Are the facilitators PMP® credential holders?

Of course they are. Our facilitators have successfully trained over 4'000 project managers in the past 12 years.

What does the proPM-P / proCAP-M Certification Training include?

- 4-day intensive class room training in Geneva or Zurich in English (exam is not included)
- the following material
 - **PMBOK® Guide** Sixth Edition (PMI Project Management Book of Knowledge)
 - PMP® Exam preparation book 9th Edition (Rita Mulcahy) or CAPM® Exam preparation book 3rd Edition (Rita Mulcahy)
 - PMP® or CAPM® Exam preparation binder with course notes
 - Participation in monthly Q&A sessions via web conference until you have successfully passed the exam
 - access to our web-based on-line exam simulation, X-AM with over 1400 questions
- hotline to our trainers and proPM-P office to provide on-going support during the application and exam process.

When I apply at proPM-P / proCAP-M am I also directly booked for the PMI exam?

No, you have to apply directly online at www.pmi.org for the PMI exam. Once your application has been accepted, you will need to pay online by credit card. Only then can you schedule your exam. proPM-P will be glad to assist you with the registration.

How does PMI check my information?

All applications are subject to an audit, although only a percentage of applications are selected for audit. During an audit, you will be asked to submit supporting documentation such as:

- Copies of your diploma/global equivalent
- Signatures from your supervisor(s) or manager(s) from the project(s) and/or program(s) documented in the experience verification section of the application
- Copies of certificates and/or letters from the training institute(s) for each course documented on the application to meet the required contact hours of project management education

The selection of an application for audit is random.

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Can I take the exam without doing your proPM-P training?

Of course you can. However, you will need to fulfil the PMI requisite education hours with a previous Project Management course. But to date, proPM-P has achieved an impressive exam pass rate in excess of 95% with students who have taken our course! The international pass rate is lower than 70%.

How much preparation time do I need to schedule before taking the exam?

We suggest doing 2 x 2 day training within 4-6 weeks and count another 2-4 weeks for self-study with the exam simulation.

During these 2-3 months you should schedule 80 to 100 hours personal study to ensure a positive result.

I have a doubt if I qualify for the PMP certification, or can only apply for CAPM. What can I do?

If you are not sure for which level you qualify, we will be pleased to put you in contact with a trainer with whom you can discuss your experience. Note that you can still decide on the first course day, which level you will apply for.

proPM-P proposes monthly Q&A sessions. Where do I find the dates and registration link?

Please visit www.proPM-P.com and scroll down to Course dates, after this you will find the section with dates and registration links for the Q&A webinars.

Monthly Q&A sessions. How often can I participate and do I have to pay anything?

If you have participated in a preparation course with proPM-P or one of its partners (GAF, STS or VIRAK) participation is free and you can participate as many times as you need to be fit for the exam.

What if I have questions after the course?

We are pleased to confirm that our trainers will be available to support you during the monthly Q&A session via webconference.

What is the optional e-learning based on the PMBOK® Guide?

In addition to the course you can order an e-learning based on the *PMBOK® Guide* for a special price of CHF 600.00 instead of CHF 1'055 (only for proPM-P participants). This e-learning, based on the *PMBOK® Guide*, includes theory, cross-references to the *PMBOK® Guide*, exercises, case-studies, checklists, etc.

Accompanied by a telecoach, you will get more in-depth PM Knowledge in Project Management. We recommend to do the e-learning before the class-room course.

Click here for a demo version www.sts.ch/pmbok6th_demo. This e-learning is **not** the exam simulator, which is already included in the course fee.

Can I also take the exam in French or in German?

The exam is in English only. But with your registration for the exam you can book a language aid, which means that the screen will be split in two vertically and at the bottom you will have the translated questions and answers.

You have to reply to the questions in the English version.

Using this option is very time consuming and the translations are not always very precise. We suggest doing the training and the exam in English and using the

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translation window only for comprehension questions in English. Our 4-day trainings are offered in English only.

Does proPM-P also organize company internal PMI preparation courses?

If you have more than 5 participants, we will be pleased to make you a proposal for a company-internal preparation course.

Will I receive an invoice for the course fee?

Yes, even though you will be receiving all communications from proPM-P, you will receive the invoice from proPM-P partner **STS SA**, who is responsible for the accounting side of proPM-P.

If your company requires a purchase order or an entry into a supplier system, please inform them that **STS SA** will be the official partner.

STS SA will send you an invoice for the training about 2 weeks before the training starts. Total CHF 3'700 + VAT.

Does proPM-P offer any discounts?

proPM-P is pleased to grant PMI members 10% discount on the course fee against proof of membership (scan of membership card or email confirmation by PMI).

If you register with a colleague or friend at the same time, not necessarily for the same course, both receive a 5% discount. A third simultaneous registration receives 10%.

Please note that any promotional offer may not be cumulated with other reductions.

Should I become a member of PMI?

Membership with PMI is optional. It does not have any influence on the certification procedure. However, please note that members receive discounts on certification exams and renewals (approximately the annual membership fee).

Among the benefits are electronic access to PMI publications (*PMBOK Guide*® in several languages) and global standards, networking options with their chapters and online communities of practice, and leadership and volunteer opportunities, as well as our professional development offerings.

If you would like to become a member at www.pmi.org, please do so **before** registering for the exam.

Individual PMI Membership (optional): US\$ 129.00 + US\$ 10 inscription
+ optional: \$ 30 Chapter membership

Membership is directly payable by credit card to PMI during the registration process.

Does proPM-P / proCAP-M accept PMI Switzerland training vouchers?

Yes, when you register for a seminar, please mention that you would like to use a valid PMI Switzerland training voucher and then mail it to us directly. We need the original paper voucher.

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Project Management Professional PMP® Certification Questions

Who can take the PMP® exam?

- a) Project leaders who have a minimum of 3 years/36 months unique non-overlapping professional project management experience during which at least 4'500 hours were spent leading and directing the project within the past 8 years and a 4 year university degree (bachelor's degree or equivalent)
or
- b) Project leaders who have a minimum of 5 years/60 months unique non-overlapping professional project management experience during which at least 7'500 hours were spent leading and directing the project within the past 8 years and a secondary diploma (high school diploma or equivalent)

If you have any in doubts about your eligibility, please contact us and we will be pleased to advise you.

What is the PMP® exam like?

The PMP® exam is a 4-hour, computer-based, multiple-choice exam with 200 questions.

Does this course fulfill PMI's education requirements (35 contact hours for PMP®)?

Yes, after completion of the course you will receive a certificate for the required 35 contact hours.

Do I have to register for the exam with PMI before the course?

No, you should wait. The trainer will explain the entire application procedure on the first course day.

To whom and when will I pay the PMP® certification exam fee?

When you apply for the CAPM® / PMP® exam and your application has been accepted you will receive an invitation to pay PMI directly by credit card.

PMP® examination fees: PMI Member US\$ 405.00/€ 340.00
 Non-Member US\$ 555.00/€ 465.00

When are the exam dates and where does it take place?

Once you have received your approval by PMI, you can register for the exam at www.prometric.com.

The Prometric testing center for the PMI® exams in Switzerland is in Geneva; however you can also take the exam in other European cities such as Frankfurt, Munich and Milano. Usually, there is an exam session in the morning and one in the afternoon. Exams are possible Tuesdays through Fridays at 9h or 13h30. You can choose any available exam date when you apply online. We suggest doing it, approx. 4 weeks after the last training day.

How long is the PMP® credential valid? How can I renew it?

Once you have attained the PMP® credential, you must participate in the Continuing Certification Requirements (CCR) program to maintain an active certification status. The PMP® certification cycle lasts three years from the date you pass the examination, during which you must attain no less than 60 professional development units (PDUs) toward credential maintenance. See PMI [PMP® Handbook](#) and [CCR Handbook](#) for more details.

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Certified Associate in Project Management CAPM® Certification Questions

Who can take the CAPM® exam?

- a) Practitioners or project team members or anybody interested in project management who have a Secondary Diploma (high school diploma or equivalent) and 1'500 hours of professional experience on a project team
or
- b) Practitioners or project team members or anybody interested in project management who have a Secondary Diploma (high school diploma or equivalent) and 23 hours of formal Project Management Education

Does this course fulfill PMI's education requirements (23 contact hours for CAPM)?

Yes, after completion of the course you will receive a certificate for 35 contact hours.

What is the CAPM® exam like?

The CAPM® exam is a 3-hour, computer-based, multiple-choice exam with 150 questions.

Do I have to register for the exam with PMI before the course?

No, you should wait. The trainer will explain the entire application procedure on the first course day.

To whom and when will I pay the CAPM® certification exam fee?

When you apply for the CAPM® exam and your application has been accepted you will receive an invitation to pay PMI directly by credit card.

CAPM® examination fees: PMI Member US\$ 225.00/€ 185.00
 Non-Member US\$ 300.00/€ 250.00

When are the exam dates and where does it take place?

Once you have received your approval by PMI, you can register for the exam at Pearson VUE (online proctored and center based test) <http://www.pearsonvue.com/pmi>

There are two options:

- a) Test-center based exam – you can find all available test centers at the above link.
- b) Online proctored exam – you can take the exam in at home or in the office, while being monitored by a proctor via webcam and microphone. To learn more about online proctoring and the conditions (quite strict) , please visit <http://www.pmi.org/CAPM-OP>

How long is the CAPM® credential valid? How can I renew it?

Once you have attained the CAPM® credential, you are certified for a period of five years. At this point you can either retake the CAPM® or if you are eligible, apply for any other PMI credential. See PMI [CAPM® Handbook](#) for more details.

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Should you have any further questions, please feel free to contact us at +41 (0)800 77 67 67 or e-mail info@proPM-P.com for information.

We look forward to receiving your registration with your chosen dates and training location.

Best regards

Your proPM-P / proCAP-M Team

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