



# CAPM® CERTIFICATION CHECKLIST

This checklist outlines the key activities that you will need to complete in order to be fully prepared for the CAPM® Certification Examination. For more information on CAPM certification preparation including a comprehensive set of frequently asked questions, please visit our website [www.praxismi.com](http://www.praxismi.com).

Due Date	Activity	Done
Today	(Optional) Submit application for membership with the Project Management Institute (PMI). Joining PMI gives you a discount on the test registration fee.  <a href="http://www.pmi.org">www.pmi.org</a>	<input type="checkbox"/>
Today	Submit application for CAPM Certification Examination with PMI.  <a href="http://www.pmi.org">www.pmi.org</a>  After your application has been processed, you will receive an exam eligibility letter.	<input type="checkbox"/>
Today	Select a method of study: <ul style="list-style-type: none"> <li>◆ Praxis' CAPM Exam Boot Camp provides four days of immersion in the PMBOK® Guide, as well as exam simulations, discussion and memorization drills to ensure that you are ready to pass. We recommend taking the real CAPM exam at an authorized Prometric testing center on the 5<sup>th</sup> day.</li> <li>◆ Many study guides are commercially available. We recommend Rita Mulcahy's book.</li> <li>◆ Buy a CAPM Testing tool. Praxis recommends PM Final™ because it has hundreds of questions across all knowledge areas and it lets you track your progress.</li> <li>◆ Many e-learning programs are available – beware that not all e-Learning is created equal. Look for more than just an animated slideshow. Interactive exercises are necessary to test your knowledge.</li> </ul>	<input type="checkbox"/>
Today or as soon as you receive study materials	Schedule time off from work (ideal) or block weekend and evening times to focus on CAPM study. Don't put too much time between study sessions or between study and the exam. You'll lose valuable information from your short-term memory.	<input type="checkbox"/>
Day You Are Accepted by PMI	Pay for your exam through PMI. Then, schedule exam appointment at a Prometric Test Center.  Your exam eligibility letter will provide specific details for scheduling your exam. <a href="http://www.prometric.com">http://www.prometric.com</a>	<input type="checkbox"/>

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Due Date	Activity	Done
Next 30 – 180 days	Stick to your study plan! It's too easy to put off study with work and family commitments.	<input type="checkbox"/>
Test Day minus 2 days	Gather materials and prepare for your exam appointment. Be sure you have: <ul style="list-style-type: none"> <li>◆ CAPM Certification Examination confirmation letter</li> <li>◆ CAPM Certification Examination test appointment confirmation</li> <li>◆ Two forms of identification, including at least one photo ID (e.g., driver's license, passport, credit card) - make sure your name appears on both pieces of identification exactly as it appears on your CAPM Examination Confirmation letter from PMI</li> <li>◆ <i>Non-programmable</i> calculator</li> <li>◆ Casual, comfortable clothes (include a sweater or jacket)</li> </ul>	<input type="checkbox"/>
Test Day	Take the CAPM certification exam.	<input type="checkbox"/>



### About Praxis Management International

Based in Indianapolis, Praxis (<http://www.praxismi.com>) provides project management training and consulting services to government agencies and companies across the United States. Its customers include the U.S. Navy, Abbott Laboratories, Intel, Motorola, and Capital One. Praxis Learning Networks is a Registered Education Provider for the Project Management Institute.

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