



# FACT SHEET



## PMI® – CAPM CERTIFICATION PREPARATION

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT



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## WHO AND WHAT IS PROCAP-M?

proCAP-M is a consortium of three Swiss companies, [GAF](#) - [STS](#) - [VIRAK](#), who bring extensive experience in training, developing and coaching project managers and teams. They have pooled their competencies and resources to offer project managers the best preparation for this demanding exam. For PMP® certification preparations, we are proud to announce that through our consortium, proPM-P are authorized to deliver PMI's official "PMI® Authorized PMP® Exam Prep" which was developed for the new ATP program.

## YOUR JOURNEY TOWARDS CAPM® CERTIFICATION



The Certified Associate in Project Management – **CAPM** certificate is an entry-level **certification** for project practitioners. Designed for those with no or less project experience, the **CAPM** is intended to demonstrate candidates' understanding of the fundamental knowledge, terminology and processes of effective project management. Our trainers are available to discuss your experience and guide you towards the certification degree according to your experience (CAPM or PMP)

## WHAT PROCAP-M OFFER

ProCAP-M has created an innovative and creative approach to preparing you. While strictly covering all the [ECO](#) (exam content outline) our extremely experienced, certified instructors facilitate class discussions, activities and use case studies to bring the material to life in real project environments. Our training courses are supplemented with extensive e-learning modules. Our courses also include access to a world-leading exam simulation tool – X-AM which includes about 1800 test questions.

Of course, our trainers support and coach you until you have passed your CAPM® exam successfully.

## PUBLIC OR COMPANY-SPECIFIC DELIVERIES

proCAP-M provide regularly scheduled public training courses in both Zurich and Geneva. These training courses are normally delivered in two sessions each of two days separated by 3 or 4 weeks. This structure gives participants the time to absorb what they have learned and to begin work with the e-learning tools provided.

proCAP-M also provides in-company training solutions. This approach has the added value of scheduling training to meet company requirements and to integrate company-specific methodologies into the training material and classroom discussions.

In both cases, taking into account social distancing restrictions in force, virtual on-line solutions are available. Please consult our website for the latest dates and formats.

## OUR TRAINERS

Our trainers are what make proCAP-M special. Between them, they have helped thousands of project managers on their journey to this valuable certification. Feedback from participants repeatedly comment on our instructors' ability to bring this subject to life and to praise their personal accessibility to accompany students until they gain their certification.

Our instructors are PMI® certified trainers. They bring along extensive experience in project management and are accomplished trainers. You can find out more about them on our website <http://propm-p.com/About Us> or consult their LinkedIn profiles here.

- [Anders Pedersen](#)
- [Steven Sloan](#)

## OUR TRAINING APPROACH



An experienced and PMI®-certified trainer fully covers all the content defined by the PMI® Exam Content Outline [Exam Content Outline](#) and all the lesson contents and the training material and teaches the project management approaches according to the requirements of PMI®.

During our training courses, our objective is to not only introduce you to the PMI® standard but also to discuss its application and reasoning with the help of examples, exercises, and case studies. Our trainers emphasize the application of the concepts in practice and make sure that they are well understood by explaining them in real-life contexts

In any format – classroom or virtual – the training is intended to be as interactive as possible and give the possibility to exchange and discuss examples. Knowledge transfer is done during the individual learning phase.

In parallel, as well as after the workshops, the participants are requested to intensively work on the PMI® specific contents with help of the online tool and the material. It is strongly recommended to take the exam latest 4-6 weeks after the last course day.

The training is held in English, the trainers speak French and/or German.

## 2021-08 **BLENDED LEARNING**

proCAP-M has a unique solution which combines live training sessions with complementary e-learning modules. These self-paced modules will reinforce important project management topics including Agile. Participants should expect to make a considerable personal investment to prepare for this exam.

## **COURSE MATERIAL**

All proCAP-M participants also get access to:



- CAPM® Exam Preparation Book (Rita Mulcahy): This electronically provided book helps candidates to prepare for the exam.
- STS Course Material: The electronically provided binder includes all slides presented by the trainer.
- Access to digital learning content

Students are highly encouraged to become members of PMI® and to take advantage of the free access to the PMI® PMBOK® *Project Management Body of Knowledge* together with the Agile Practice Guide, both of which are valuable support books for exam preparation.

## DELIVERY FORMATS

The public course is delivered in a blended learning format – including instructor-led training and self-learning:

### Classroom Training or Virtual Training – 4 days

The course is delivered as a 4-day course with individual preparation work – split into 2 blocks of 2 days with distant coaching in between. It is introduced by a virtual kick-off meeting, about one week before and complemented with specifically designed learning tools.

In the current sanitary conditions, and if required, the courses will be converted into online instructor-led training sessions.

## DIGITAL LEARNING CONTENTS

The digital contents help to further elaborate some methods and tools, particularly related to the processes. They are structured according to the lessons provided by the instructors and provide more detailed information which is helpful for the understanding. The digital learning contents are integral part of the training.

The CAPM Prep Pack is a web-based preparation tool which consists of two parts:

- The first part is an e-Learning course PMBOK® Guide, which covers all the ten knowledge areas and the five process groups of the Project Management Body of Knowledge PMBOK® Guide. An easy way to learn self-paced and motivated!
- The second part is the Exam Simulator X-AM CAPM®, an interactive tool, endowed with numerous exercises, examples and tests.



## E-Learning PMBOK® Guide

The guideline of this e-Learning is interactivity. Participants are deeply involved and have to work on many exercises – the best way to experience and acquire the know-how. In addition, numerous tests have been designed to ensure a perfect understanding.

The tool is available in English, Spanish and French. It has the average duration of 24 hours. To finish the course, the learner must complete all lessons with a minimum of 80%.

A demo version is available [here!](#)

Extra service: During the time of preparation, candidates can choose as an additional service to be accompanied by an experienced tutor who answers questions and gives support during the learning process.

## X-AM CAPM®

Our X-AM CAPM® preparation tool is not only an exam simulator that allows certification candidates to train in real conditions, it also serves to practice exam-like questions, review answers, and learn from mistakes. Thanks to its integrated tracking system, the tool allows to monitor the learner's progress over time and view the feedbacks for each question.

The tool contains approximately 1800 questions and enables certification candidates to prepare for the CAPM® examination in an efficient way.

X-AM CAPM® is available in different languages: English, German, French, Spanish, Italian.

The average duration for completing the course is 15 hours. In order to complete the course, the learner needs to:

- Complete one full exam simulation with a final score of 80% or more;
- Answer at least 70% of the available questions.

A demo version is available [here!](#)

## ELIGIBILITY REQUIREMENTS

Before you apply, make sure you meet the following set of requirements:

- Secondary degree (high school diploma, associate's degree or the global equivalent)
- 23 hours of project management education completed by the time you submit your application.

The proCAP-M course fulfils the 23 hours of education requirement.

For more details please refer to the [CAPM Handbook](#).

## THE PMI® CAPM® EXAM

- The exam can be taken in a test center or online.
- The certification exam has 150 multiple-choice questions, and you have three hours to complete it.
- CAPM® certification holders need to earn 15 PDUs every three years to maintain the certification

## PRICES

For these training formats – conducted as public courses – the following individual training fee per participant applies:

Item	Price per participant
<b>Face-2-face course:</b>	
Instructor led training	
4 days of course	
Training Material	CHF 3'700.-
Refreshments and meals at the venue	
Q&A Sessions	
Application support	
Support by trainers until successful exam	
<b>Virtual course:</b>	
Instructor led training	
4 days of course	
Training Material	CHF 3'400.-
Q&A Sessions	
Application support	
Support by trainers until successful exam	

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- The invoice will be issued by proCAP-M | proPM-P partner STS Sauter Training & Simulation SA at the same address.
- PMI members receive 5% discount on proof of membership if mentioned with registration
- 5% discount for 2 or more registration at one time (different course dates possible)
- For supplier portals please enter STS as organizing company
- Provide proCAP-M with a purchase order for the invoice if required by your company



## DATES

These course dates are guaranteed. Courses take place in Geneva (or Lausanne), in Zurich or on-line on the following dates:

Zurich	Geneva
20-21 September + 7-8 October 2021	4-5 October + 4-5 November 2021
1 -2 November + 25–26 November 2021	15-16 November + 6-7 December 2021
17-18 January + 10-11 February 2022	7-8 February + 28 February + 1 March 2022
7-8-March + 24-25 March 2022	21-22 March + 7-8 April 2022
4-5 April + 5-6 May 2022	2-3 May + 23-24 May 2022
16-17 May + 9-10 June 2022	
22-23 August + 8-9 September 2022	25-26 August + 20-21 September 2022
13-14 September + 3-4 October 2022	29-30 September+ 31 October+ 1 November 2022
27 -28 October + 17–18 November 2022	14-15 Nov + 5-6 Dec 2022
<b>Virtual Courses – Hybrid format</b>	
Join our face-to-face courses virtually	See dates above

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The delivery may be entirely virtual – depending on the sanitary conditions.

- It is possible to combine dates of different venues without additional cost
- Dates of the second session can be changed if advised 2 weeks in advance. Otherwise venue fees might be payable by participant.
- In a virtual course, the number of participants is limited to maximum 15 participants.

## REGISTRATION

To register please complete the supplied registration form and return it to info@proCAP-M or info@proPM-P.com. You will receive your confirmation by return email.

## TERMS AND CONDITIONS

- All prices are in Swiss Francs (CHF).
- VAT applies for delivery in Switzerland and depending on national VAT legislation.
- Payment Terms: advance payment before course begin.
- The prices do not include the certification fees which have to be paid directly to the certifying body.
- Payment by credit card subject to additional fee.
- Rescheduling/Cancellation until 4 weeks before course begin free of charge, venue cost and administration fee may apply for cancellation within 4 weeks of course begin.
- E-Learning licenses are valid for 12 months. They are individual and cannot be transferred. They are not refundable.
- The exchange between the coach and the certification candidates may be virtual or on-site depending on the availabilities of both parties and the sanitary conditions.
- proCAP-M | proPM-P disposes of a series of virtual conferencing tools which are covered in the above-mentioned prices.

We remain at your disposal for any questions and are looking forward to hearing from you.

Lausanne, August 2021

Your proCAP-M | proPM-P Certification Team