

**Project Management Professional (PMP) Training Guidelines
and
Certified Associate in Project Management (CAPM)**

Basic Requirements for Consideration

1. Requires extensive previous full scale project management experience
2. TABE scores of 12.9
3. Prove IT exam – PM Fundamentals
4. The ability to sit for the exam as outlined by Project Management Institute – www.pmi.org
5. Validation of experience (PMP and CAPM Handbook and application) for both PMP and CAPM – www.pmi.org
6. Labor Market Information that is in line with their experience and requires PMP/CAPM certification.

Processes:

1. Resume/work history must reflect PM experience. (Person with BA needs 4500 hours of non-overlapping PM experience and person with AA or High School diploma needs 7500 hours of experience – 1,500 for CAPM)
2. Our requirements are generally for someone with BA degree, some cases have been made for others with substantial experience. If English not native language some discretion here regarding TABE score.
3. Everyone **must** take the Prove IT Project Management Fundamentals Exam. They are not expected to make 100% but should show a good foundation across the levels of questions (basic, intermediate, and advanced as well as the scope of types of questions).
4. Ability to sit for exam involves:
 - Being able to show evidence of required number of experience hours (without overlapping one project to another and counting hours twice) within the last 8 consecutive years from date of application (If audited must provide paper documentation and supervisory contact for validation). Project Management Institute (PM I) reviews application and makes determination regarding which exam an applicant will be allowed to take. It is not the choice of the applicant or Atlanta Regional.
 - Participant is asked to complete the experience part of the PMP or CAPM application to demonstrate their experience. The hours must be realistic to the time worked. www.pmi.org
5. **Their previous work experience must reflect their background not just a PMP certification**
6. **It can be policy to pay for PMI membership. Members receive discounted price for PMP exam. Voucher should include membership and exam fee.**

*******Assessments *******

- **Information Technology - Computer Literacy Advanced and the specific IT Program**
- **Project Management - Project Management Fundamentals**
- **Lean Six Sigma - Quality Assurance and Manufacturing Engineers or something comparable**

Guidelines for Information Technology Training

Candidates should have basic skills in math, reading and language arts at the grade levels specified on this chart. Level I career track areas indicate entry level Information Technology careers.

Candidates should have training/certification of competence with actual work experience and/or education in Level I career areas before moving to Level II and Level III career areas.

Program of Study	General Job Titles	O*Net Code	Math, Reading
Level I – Entry Level			
Data Entry	Data Entry, Inventory Specialist	41.9021	10 - 11
Accounting Technology	Accounts Payable/Receivable, Accounting Clerk	Account Information clerk 43.3031	10 - 11
Computerized Customer Service	Customer Service Representative	Customer Service Rep 43.4051	10 - 11
Word Processing, Business Office Technology	General Office Support, Receptionist, Word Processor	Word Processing Operator 43.9022	10 - 11
PC Applications	Manufacturing Machine Operator	Computer Operator 43.9011	10 - 11
Level II Intermediate Level			
A+	Entry level help desk, PC Tech	Microcomputer Support Specialist 15.1041	11 – 12.9
A+, Net+, MCP (combination (s))	Applications Support, Technical Support, Help Desk	User Support Analyst 15.1041	11 – 12.9
MCSA	System Administrator	System analyst 15.1032	12-12.9 minimum of 1 yr. desktop/network experience
AAT Degree	Network Specialist	Network Control Operator 15.1081	12 - 12.9

Program of Study	General Job Titles	DOT Number and O*Net Number	Math, Reading (Grade Equivalent)
Auto Cad	Auto-cad drafter	Design Technician, Computer Aided 17.3013	11 – 12.9
Computer Programming AA	Computer Programmer	Computer Programmer 15.1131	12 – 12.9
Level III – Advanced Level			
Project Management	Project Manager	Project Manager 15.1199	12.9
Java	Systems Programmer	Systems Programmer 15.1131	12.9
Oracle	Database Administrator	Database Admin. 15.1061	12.9
Solaris, UNIX, CICS	Network Administrator	Communications Analyst 15.1051	12.9
MCSE	Software Engineer	Software Engineer 15.1099	12.9
Web Design	Web Master, Designer	Database Design Analyst – 15.1134	12.9
IT Security	Network Security	Security Coordinator 15.1071	12.9 must have extensive networking experience
Six Sigma Black Belt	Industrial Manager, Process Improvement Manager	Industrial Organization Manager 11.3051	12.9 must have statistical data assessment experience and Green Belt
Software testing	Software Test Engineer	Software quality assurance engineers and testers 15-1199.01	12.9 Tech. knowledge and experience
Software developer	Software Architect	Software Developers, Systems Software 15-1133	12.9 Tech Knowledge and experience

Profile levels and educational requirements developed from review of Skills Shortages Business Partners' industry specific job descriptions as well as cross section of related industries' job descriptions and training and educational requirements. Additional listings developed based on labor market demands, industry professional organization requirements and current practitioners.

Labor Market Information regarding education and experience should be used to assist customers in determining appropriate training. Certifications for IT positions are provided by a variety of industry associations and testing sites. Customers should carefully research requirements to sit for the credential they desire.