



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 200 courses – more than 1500 participants in Switzerland!

GAF is Eduqua certified and approved by TempTraining.

STS and VIRAK are both PMI Registered Education providers REP and ATP.

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.

Courses starting the 2. January 2021 will be aligned to the 2019® Exam content outline.

Are the facilitators PMP® credential holders?

Of course they are. Our facilitators have successfully trained over 4'500 project managers in the past 15 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) with 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) also available as Online book on request
 - 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 and until you passed the exam

Do you offer this course as a virtual online course?

- Yes, since the COVID crisis we also offer this course as an online course
 - Webex Conferencing tool.
 - The course structure is the same as the class room training
 - The material will be shipped to each participant (free of charge in Switzerland)
 - The course fee for this course is CHF 3'400.

What happens if there is a second wave of COVID-19 and there are new restrictions?

With the past experience, we can quickly change a classroom course to a virtual course structure, so you won't lose out on your course.

NOTE: PMP, CAPM, PMI and PMBOK are registered marks of the Project Management Institute, Inc.



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?

Normally when applying for the exam, the candidate is not required to send any supporting documentation to PMI. However, PMI reserve the right to randomly audit a certain percentage of applications. If selected for 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

Please be aware that applications which are selected for audit will take longer to receive approval.

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.

Does ProPM-P provide any additional support to students preparing for the exam?

If you have participated in a preparation course with proPM-P or one of its partners (GAF, STS or VIRAK) you will have direct access to our trainers to provide support and advice. This support will be available until you pass the exam.

Additionally, ProPM-P provides monthly Q&A sessions through web conferencing. These sessions are free of charge for ProPM-P customers. Session dates and times will be made available on the ProPM-P website.

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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?

As of July 2019 the exam is available in English (default), German, French and other languages. The candidate will be given the opportunity to select the preferred language during the exam scheduling process.

During the exam, and if the exam language is not English, there will be an English Preference button the candidate can select in order to see the question in English. A new window will open displaying the question in English. The question will not be offered in both languages on the screen at the same time.

This language option does not seem to be available if you take the exam in English and would like to see the question e.g. in German.

We suggest doing the training and the exam 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 Sauter Training & Simulation 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 2-3 weeks before the training starts. Total CHF 3'700 + 7.7% 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.

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Should I become a member of PMI?

Membership with PMI is optional and has no 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 local PMI chapter events
- online communities of practice
- leadership and volunteer opportunities, as well as other 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 (e.g. Switzerland Chapter)

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.



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 spent leading and directing the project within the past 8 years and a 4 year university degree (bachelor's degree or equivalent) and have 35 contact hours of formal education
or
- b) Project leaders who have a minimum of 5 years/60 months unique non-overlapping professional project management experience spent leading and directing the project within the past 8 years and a secondary diploma (high school diploma or equivalent) and have 35 contact hours of formal education

NOTE: If you are an active CAPM certification holder, you do NOT need to document the 35 contact hours. Your project management education requirement is waived.

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. The exam is divided into two sections. You will have a 10 minute break once you complete the first section. Once your break has begun, you will NOT be able to review questions from the first part, either during the break or the second section. When you are signed back in, you will have the remaining allotted time to complete the second part. In total, you will have four hours (240 minutes) to respond to 200 questions.

See also at <https://www.pmi.org/update-center/certification-changes/pmp>

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 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 by following the link in your PMI account or these instructions for scheduling your test appointment with PearsonVUE - <https://www.pmi.org/update-center/-/media/pmi/documents/public/pdf/certifications/exam-schedule-pearson-vue.pdf>

With your acceptance email by PMI you will also receive a scheduling link.

There are two **PearsonVue select testing centers** for the PMP® exams in Switzerland.

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- -Helidux Academy in **Zurich**, which has about 10-12 exam dates a month and
- ISEIG is in **Lausanne**, where testing is possible every Wednesday and Thursday;

However, you can also take the exam in other European cities such as Frankfurt, Lyon, Milano and Munich etc. When scheduling online you can choose any available exam date and time.

This information is still subject to change in the next months.

Can I take the exam Online?

Yes, since this 2020 it is possible to take an online proctored exam. You can find details, and explanation video at <https://www.pmi.org/certifications/process/online-proctored-testing>

If you would like to test your computer and connection to prepare for your online exam, we suggest you visit home.pearsonvue.com/pmi/onvue to review instructions for running a system test prior to your exam. This page also includes a short video overview of the testing experience.

PMI has announced that the PMP® Exam will change 2nd January 2021. What does this mean?

The exam will still stay aligned to the Project Management Body of Knowledge PMBOK 6th Edition. However, the Exam Content Outline has been updated. You will find all up-to-date information at [PMP Exam Change](#)
proPM-P advises taking the current exam if in any way possible.

Will the proPM-P and proCAP-M course be aligned to this new exam?

proPM-P is reviewing and updating the course and material at this time, and the courses starting October 2020, to be confirmed, will be aligned to the new Exam Content Outline.

In general, we suggest taking the exam 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.

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 and supporting you in attaining this important credential.

Your proPM-P / proCAP-M Team

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