



What is Certified Associate in Project Management (CAPM), and why should I take this class?

We're so glad you asked! CAPM is an internationally-recognized entry-level certification demonstrating a mastery of the basics of project management.

You should take this class to expand your project management skills. So, whether you're responsible for a work project, a home remodel, or the office holiday party, CAPM will give you the skills needed to effectively manage your project.

What will I learn?

You will learn the fundamentals of effective project management, including terminology and implementing standard processes and practices to be successful in your projects.

Can I take this class online?

Yes, you can! The class is designed to be offered online and is available 24/7. The best feature is the instructor assigned to you – on day 1 – for the duration of your class. They are 100% confident that if you follow their direction, you will become CAPM-certified. Instructors are available via text, phone, or email.

How long will it take to finish?

Many students complete the class in as little as three months, but we give you almost twice that time so you can work at a pace that fits into your current commitments.

Who should take this class, and are there any prerequisites?

Anyone who wants to have a leadership role in a work project or have any project run more smoothly should take this course. There are no prerequisites for this class. Check out an overview of PMI's certifications here:

<http://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/overview-guide-and-brochure.pdf>

Will my tuition assistance program benefits cover the cost?

Yes, if you have enough funds in your tuition assistance account, there are no out-of-pocket expenses, and that includes the CAPM certification exam. Wow! You can get an internationally-recognized certification with no out-of-pocket costs.

How much does it cost?

The class tuition is \$1,800, and your tuition assistance program covers the cost of this class, the class materials, and one certification exam voucher.

When does the class start?

This class starts most Mondays. Register early to get the start date that works for you.

How do I register?

1. Visit www.itcap.com/VZW-ITcerts/Register to register online, or
2. For more information, email us at info@itcap.com, or
3. You can call our helpful staff ☺ at **877-877-0122**.