



## **CAPM Exam Scheduling:**

**What are the changes for the exam scheduling process for individuals scheduling or rescheduling their CAPM certification examination?**

1. Exam candidates now have the option to sit for the CAPM exam through the Prometric IT channel for computer based testing.
2. Exam candidates will now be required to create a Prometric user profile when scheduling, rescheduling, or cancelling an exam.
3. A larger selection of testing centres will be available for eligible CAPM exam candidates.
  
4. Additional options are available when candidates attempt to access scheduling information for the CAPM exam. Additional links and functions include:
  - Candidate History-Candidates will have the ability to review a running history of the IT exams scheduled, cancelled, or taken with Prometric. This does not include scheduling information for the PMP, PgMP, PMI-SP, PMI-RMP credential exams.
  - Update Personal Information-Candidates will have the ability to edit their Prometric user profile demographic and contact information.
  - Change Password- Candidates will have the ability to update the password for their Prometric user profile.
  - Change Country, State, Province-Candidates will the ability to update their preferred testing area.
  
5. At these new CAPM test sites, CAPM exam candidates will only need to provide one form of Photo ID, with or without signature. Examples of acceptable forms of IDs are the following:
  - Valid Driver's License
  - Valid military ID
  - Valid passport
  - Valid national identification card
  - Valid employee ID
  - Valid student ID

*No changes have been made to the scheduling process or identification verification requirements for Paper-Based Testing (PBT)*

### **When will the new scheduling process take affect?**

A new scheduling process for the CAPM certification will be released in early January, 2011.

### **Who is impacted by this change?**

This new change will impact all individuals who are scheduling a computer-based CAPM exam for the first time as well as individuals who are attempting to reschedule or cancel their existing exam appointment. This does not affect candidates scheduling a paper-based exam.

### **How will exam candidates schedule/reschedule their CAPM computer based exam through the Prometric IT channel?**

All eligible exam candidates still have the option to schedule and reschedule their CAPM computer-based exam date online, or by phone with Prometric.

CAPM exam candidates who wish to schedule an appointment online will need to create a Prometric user profile before attempting to schedule or reschedule their computer-based exam. Once a test location and exam date is selected the candidate will need to enter their PMI eligibility ID in order to finalize their exam appointment. Candidates will also have the option to Reschedule/Cancel an Exam once they login to their Prometric user profile.

\*The PMI eligibility ID is the number a candidate receives from PMI after submission of exam fees.

### **Where will the CAPM computer-based exams be offered?**

CAPM computer-based exams will now be offered at over 5,000 new Prometric testing locations worldwide. Candidates may visit <http://www.prometric.com/PMI/default.htm> for the nearest CAPM test locations and availability in their demographic area.

### **How do I retrieve my Prometric User ID or Password?**

A CAPM exam candidate's primary e-mail address will always serve as their User ID on Prometric's website.