



INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

GREATER CHINA CHAPTER

Operated by International Project Management Limited

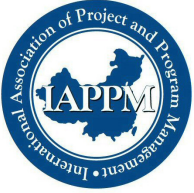
國際項目及專案管理協會（大中華區分會）

# IAPPM

## Certified Project Manager (CPM) Candidate Guideline

© International Association of Project and Program  
Management (IAPPM) Greater China Chapter  
Room 2912, Shell Tower, Time Square, 1 Matheson Street,  
Causeway Bay, Hong Kong  
Tel.: +852 2165 4759  
Fax: +852 3016 8159  
[www.iappm.org.hk](http://www.iappm.org.hk)

All rights reserved. No part of this publication may be reproduced without written permission from the IAPPM



## INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

### GREATER CHINA CHAPTER

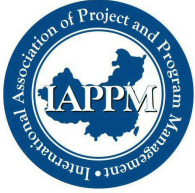
Operated by International Project Management Limited

### 國際項目及專案管理協會（大中華區分會）

IAPPM administers a globally accepted and recognized, rigorous, examination-based, professional certification program of the highest caliber. The Certified Project Manager (CPM) program track provides a generalized project education at the graduate level, covering essential subject matter useful to practitioners. The CPM program is specifically designed to:

- Complement existing specialty certifications by both soft and technical skills
- Validate a business professional's practical project experience and knowledge
- Serve as an efficient preparatory tool for future career progression and advancement

The CPM designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace. At the core of the CPM certification is the CPM Examination. The one-part, two hour examination is based on a comprehensive and practical business curriculum. The CPM Exam syllabus, study materials, and continuing education program are revised regularly to reflect the ever-changing face of the global business economy.



## ELIGIBILITY REQUIREMENTS

### Eligibility Criteria for CPM

Candidates applying for the Certified Project Manager credential must satisfy the following requirements:

CPM Credential Track	Guideline
Track 1: Academic / Professional Background	Bachelor's degree or above, or globally equivalent; OR Certified Project Professional (CPP); AND
Track 2: Project Management Experience	Minimum <b>4 years / 48 months</b> project and program management <b>experience</b> (non-overlapping) during which at least <b>5,000 hours</b> are spent leading and directing project tasks in all project and program management domains; AND
Track 3: Project Management Education and Training	Attend a <b>2-day comprehensive training</b> of CPM project and program management training on CPPM Guide syllabus.
Track 4: CPM Examination	Pass a <b>2-hour CPM Examination</b> , which is comprised of <b>100 multiple-choice</b> questions <b>Passing Rate: 75%</b>
Validity	3 years

### Eligibility Notification

CPM credential application will be reviewed by IAPPM and an email will be sent to candidates who are eligible for the examination. *Please ensure a valid email address is provided in both CPM application form and examination enrollment form.* The notification email will be sent 1 week before the scheduled examination date.



## INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

### GREATER CHINA CHAPTER

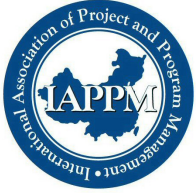
Operated by International Project Management Limited

國際項目及專案管理協會（大中華區分會）

### Continuing Certification

The certification of CPM is valid for 3 years. To maintain the CPM credential, CPMs have to gain the required Professional Development Units (PDUs) within the certification period, and pay the renewal fee:

CPM Continuing Credential	Guideline
Professional Development Units (PDUs)	Minimum of <b>30 PDUs</b> within the certification period, which is typically <b>3 years</b> . <i>Individuals who have earned more than 30 PDUs within the certification period CANNOT carry forward the remaining PDUs to the next certification period.</i>
Renewal Fee	HKD 600



## APPLICATION PROCEDURE

### CPM Application

The credential is opened to all applicants throughout the year.

#### Step 1: Fill in the application form

Application forms in both Excel and PDF format are available in IAPPM website:

[http://www.iappm.org.hk/eng/MEMBERSHIP/m\\_app.asp](http://www.iappm.org.hk/eng/MEMBERSHIP/m_app.asp).

Candidates should fill in the membership application form, indicating the interest to apply CPM in Section D of the form. Apart from personal details, the following information has to be provided for those applying CPM:

Required Information	Guideline
Qualifications	Fill in <b>Section E</b> of the application form; AND Attach copies of <b>academic transcript(s) and testimonial(s)</b> of the declared qualifications as supporting documents.
Summary of Relevant Experience	Fill in <b>Section F</b> of the application form; OR Attach <b>resume</b> with position held, duration (including start date and end date), details of responsibilities and relevant project and program management experience.
References	Provide <b>at least two referees</b> who will verify job title, date of employment and outline of the candidate's project or program management duties by having the referees filling in <b>Section G</b> of the application form. Please replicate the page of Section G where necessary.

Please send by post the completed application form together with supporting documents to IAPPM.

#### Step 2: CPM Training Course

**Candidates must complete a 2-day training of CPM project and program management training based on the CPPM Guide syllabus.** Regardless of when they are taking the training course, candidates have to complete the training prior to the CPM application.



## INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

### GREATER CHINA CHAPTER

Operated by International Project Management Limited

國際項目及專案管理協會 (大中華區分會)

#### Step3: CPM Examination Application and Scheduling

CPM examinations are scheduled twice or third times per year. Candidates who would like to apply for the examination should fill in the examination enrollment form and send back to IAPPM by means indicated in the form. For detail information, please refer to the IAPPM website:

<http://www.iappm.org.hk/eng/ABOUTUS/event.asp>

#### Step4: Application Fees

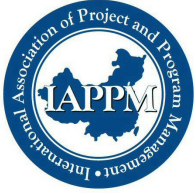
Candidate should settle down the payment with methods indicated in the application form and provide payment evidence or reference number together with the form to IAPPM.

Application Item	Fee
CPM* certification application fee	HKD 3300
Re-examination	HKD 400

\* - The fee includes the one-time examination fee

#### Examination Cancellation / Rescheduling / Missing Appointment

Examination cancellation and rescheduling will not be accepted. Fail to take the examination as schedule, candidates will forfeit the examination fee.



## EXAMINATION POLICIES

### Admission to the Examination

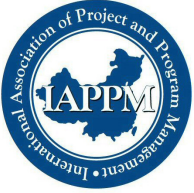
Candidate should arrive the examination centre 15 minutes before the examination for sign-in. No additional time will be compensated for late candidates. Once the examination has started, no one is allowed to enter the examination centre and candidate will forfeit the examination fee.

Only registered candidates are permitted to take the examination, and should present the **enrollment confirmation email** and a **valid photo ID with signature** in order to be admitted to the examination centre. The identification **must have the exact name as given on the examination application form**. Examples are:

- Driver's license
- Passport
- National ID, e.g. HKID

### Examination Rules

1. Candidate should use **pencils** and mark answers to the answer sheets provided by IAPPM.
2. Only a 5-function calculator is permitted to be used in the examination.
3. Copying or communicating examination questions to any other person is a violation of the IAPPM Ethics Statement.
4. Candidates may leave the examination room during the examination **with the permission from proctor. Lost time will not be made up.**
5. Test booklet and answer sheet will be collected by proctor while candidate leave the examination room, and return them back to candidate when return.
6. **All examination material must be remained at the examination centre.**
7. Any study / reference materials are prohibited to be brought to the examination.
8. Candidate may not bring food, beverages, book bags, cell phones, pagers, PDAs, tape recorders, dictionaries or other personal things to the examination desks.
9. Cell phones, pagers and 2-way radios must be turned off.
10. **Cheating is NOT allowed.**
11. If there are any questions or comments about the examination, candidates may email to [certification@iappm.org.hk](mailto:certification@iappm.org.hk), attention to IAPPM Certification Department with email subject: "Exam Feedback".



**INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT**

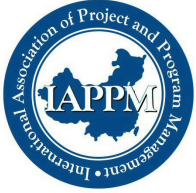
**GREATER CHINA CHAPTER**

Operated by International Project Management Limited

**國際項目及專案管理協會（大中華區分會）**

## **Special Examination Accommodations**

Candidate may submit a written notice to IAPPM if require a special examination accommodation due to handicap, disability or other conditions. Approval **MUST** be received from IAPPM Certification Department **BEFORE** scheduling the examination.



## EXAMINATION INFORMATION

### Overview

The examination is comprised of 100 multiple-choice questions, which covers the areas in CPPM Guide and CPPM Guide reference. Candidates are allowed to complete the examination within 2 hours. There are two types of multiple-choice questions. Some of the questions will have only 1 correct answer, and there are questions with more than 1 correct answer. Candidates have to select answer(s) according to the instruction of each question.

### Sample Questions

Sample questions are listed below to show the types of the examination questions. The answer of each question is indicated in bold and underline text.

1. A troubled project has just been allocated to you to fix. What are the immediate things you do? (select three)
  - A. **List all risks and issues**
  - B. **Meet with the client**
  - C. Create a Gantt chart
  - D. Cancel the project ASAP
  - E. **Perform an assessment**
  - F. Blame the team
  - G. Obtain additional resources
  
2. Brainstorming is a communication technique to encourage what?
  - A. Team building
  - B. Close the project
  - C. **Choosing among alternatives**
  - D. Resolve conflicts

### Passing Score

Candidates must obtain a score of 75% or higher to pass the examination.

### Notification of Results

The examination result will be announced to candidates through email by the 6<sup>th</sup> week after the examination.



INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

GREATER CHINA CHAPTER

Operated by International Project Management Limited

國際項目及專案管理協會（大中華區分會）

## POST-EXAMINATION PROCESSES

### Re-examination

Candidates fail the examination can re-submit a new examination application form to IAPPM when next examination date is announced. A fee of HKD 400 should be paid for re-examination.

### Appeal Procedures

Candidates may submit a written request to IAPPM Certification Department for appeal within 1 month after the examination result notification. Certification Department might contact the candidate and follow up with the case.

### Certification for Candidates Passing the Examination

The CPM certificate and acknowledgement letter from IAPPM will be mailed to newly certified members by the 8<sup>th</sup> week after the examination.



## INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

### GREATER CHINA CHAPTER

Operated by International Project Management Limited

國際項目及專案管理協會 (大中華區分會)

## IAPPM ETHNICS STATEMENT

By signing the examination application form and sign-in roster on the exam day, you represent and agree to the IAPPM Ethnic statement listed as below:

1. I acknowledge the confidential nature of CPM Examination (or the “Exam”) and hereby agree that I will not copy, retain Exam questions or disclose to transmit them in any form to any other person
2. I certify that I am working toward my CPM designations or taking the Exam to meet the continuing education requirements for recertification. I agree that taking the Exam for any other purpose is strictly prohibited
3. I also acknowledge that the Exam review course instructors are prohibited by IAPPM from taking exams for the purpose of preparing students to take the Exam and/ or for the creation of their course materials.
4. I expressly agree and understand that certification may be denied or revoked, or the Exam scores may be invalidated or withheld by the Certification Committee of IAPPM (the “Committee”) in the event that the Committee determines that an individual has
  - falsified or misrepresented information on the registration form or information provided is in error
  - participated in an unauthorized disclosure of Exam questions
  - mailed, received, relayed in any fashion, or used copies of the Exam materials without authorization from IAPPM
  - retained the Exam materials after the examination
  - engaged in cheating or other misconduct or unprofessional behavior with respect to talking, administering, or preparation for Exam
5. I agree to abide by IAPPM Principles and Standards of Conduct, whether or not I am a member of IAPPM
6. I granted IAPPM permission to make any and all inquiries, which are necessary to evaluate my credentials for certification or recertification and agree to respond to requests for information related to any of the above.
7. I further authorized IAPPM to publish information about my certification and to make any and all inquiries, investigations, or other communications, which may be necessary for the Committee to grant, deny or revoke certification, or to invalidate or withhold examination scores
8. I hereby certify that the information submitted on or with this form is true and accurate to the best of my knowledge, and I agree to be bound by the terms and conditions set forth herein and by any and all policies and procedures of IAPPM applicable to the CPM or the Exam as may be amended from time to time.



INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

GREATER CHINA CHAPTER

Operated by International Project Management Limited

國際項目及專案管理協會（大中華區分會）

## CONTACT INFORMATION

For further information or enquiry, please contact us at

Tel: +852 2165 4759

Fax: +852 3016 8159

Email: [certificate@iapmm.org.hk](mailto:certificate@iapmm.org.hk)

Website: <http://www.iapmm.org.hk>