Certified Junior Project Manager (IAPM)
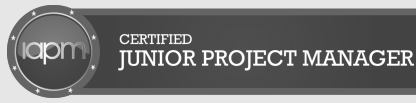

CERTIFIED
JUNIOR PROJECT MANAGER

General information

Who should take the certification?

★ PM[1] beginners

★ Students

Is project **experience required**?

No

Where is the certification exam taken?

★ Online via Classmarker

★ Wherever you want to

→ internet connection is required

★ Further requirements can be found here. [1]

Which topics are relevant for this certification?

1. Project Check
2. Project File
3. Project Environment
4. Stakeholders
5. Project Charter
6. Creation of the Specification
7. Creation of the Phase Model
8. Creation of the WBS[2]

How many questions need to be answered?

★ 40 questions

How long can I work on the exam?

★ 35 minutes

How many questions need to be answered correctly in order to **pass the exam**?

★ 65 %

How much is the exam?

★ Depends on your nationality.

★ Here you can calculate it. [2]

General information (cont)

Can a **discount** be granted?

No.

How can I **pay for** the exam? Do I have to **pay attention** to something?

★ Pay via PayPal, bank transfer or Wise. [3]

★ Always mention your invoice number.

★ Commas are used as decimal separators instead of dots. [4]

How do I **register** for the exam?

Follow this link to register. [5]

Notes

[1] Project Management

[2] Work Breakdown Structure

Links

[1] www.iapm.net/techreq-en

[2] www.iapm.net/fee-en

[3] www.iapm.net/paypal-en

[4] www.iapm.net/dsinfo-en

[5] www.iapm.net/rcjpm-en

Most important links

Register for the exam. [1]

The Project Managers' Guide (IAPM)[1], which builds the basis for the certification. [2]

Web-learning platform which is the optimal preparation for the exam. [3]

All questions and answers about the CJPM. [4]

All questions and answers about the test system. [5]

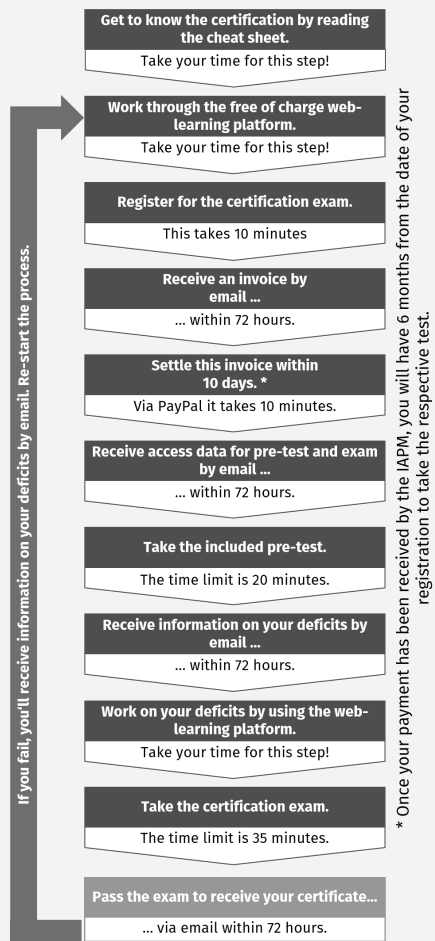All questions and answers. [6]

Notes

[1] Formerly known as PM Guide 2.0.

Links

[1] www.iapm.net/rcjpm-en

[2] www.iapm.net/pmg-en

[3] www.iapm.net/wlcjpm-en

[4] www.iapm.net/faqcjpm-en

[5] www.iapm.net/faqcm-en

[6] www.iapm.net/faq-en

Certification process:

Get to know the certification by reading the cheat sheet.
Take your time for this step!

Work through the free of charge web-learning platform.
Take your time for this step!

Register for the certification exam.
This takes 10 minutes

Receive an invoice by email ...
... within 72 hours.

Settle this invoice within 10 days. *
Via PayPal it takes 10 minutes.

Receive access data for pre-test and exam by email ...
... within 72 hours.

Take the included pre-test.
The time limit is 20 minutes.

Receive information on your deficits by email ...
... within 72 hours.

Work on your deficits by using the web-learning platform.
Take your time for this step!

Take the certification exam.
The time limit is 35 minutes.

Pass the exam to receive your certificate...
... via email within 72 hours.

If you fail, you'll receive information on your deficits by email. Re-start the process.

* Once your payment has been received by the IAPM, you will have 6 months from the date of your registration to take the respective test.

Preparation and pre-test

What is the **best preparation**?

★ IAPM's free of charge web-learning platform . [1]

Are there any additional **trainings** for preparation?

Contact the IAPM via the Certification Assistant to find a training partner. [2]

Where can I find **literature** for preparation?

Literature can be found here. [3]

What is a **pre-test**?

It's a test which ...
★ ... can be taken prior to the exam.
★ ... is included in the certification fees ➜ no separate registration needed.
★ ... can only be taken once.[1]
★ ... doesn't have an impact on the end-result.
★ ... is recommended to be taken, not mandatory.
★ ... gives you an idea your deficits.

What are the **pre-test's framework conditions**?

★ 25 questions
★ 20 minutes

How long do I have **time to take the exam / pre-test** after registering?

6 months from the date of receipt of payment.[2]

Notes

[1] In case you fail the certification exam and would like the repeat it, you can - of course - also re-take the pre-test.
[2] Since only one registration is necessary for both the pre-test and the certification test, both tests must be taken within 6 months after registration and payment.

Links

[1] www.iapm.net/wlcjpm-en
[2] www.iapm.net/certas-en
[3] www.iapm.net/lit-en

During the exam

May I use assistive devices during the exam?

No, you are not allow to.

→ You need to sign a affirmation in lieu of oath to garantuee that you will take the exam independently. [1]

Can I contact the IAPM in case of ambiguity during the exam?

No, questions must be answered independently.

Which type of questions can I expect?

★ Multiple-choice questions

→ single correct answer

→ multiple correct answers

★ True / false questions

Which examination system is used and why?

Classmarker system is used to ensure an objective certification. It requires ...

★ ... a current browser.

★ ... a stable internet connection.

★ ... activated JavaScript and cookies.

Can I skip questions or return to previous questions?

No, you need to answer a question before you can go on.

Subsequent changes are not possible.

What happens if the test is interrupted due to technical reasons?

★ Contact the IAPM support team immediately. [2]

★ Further course is then individually coordinated.

Links

[1] www.iapm.net/aloath-en

[2] www.iapm.net/contact-en

After the exam and certificate

Can I repeat the certification exam if I fail?

★ Yes you can repeat the exam twice with new questions.

★ After not-passing exam the second time, you need to wait 12 months before taking exam third time.

★ **Costs will be re-incurred.**

When and how do I receive my examination result?

★ By e-mail

★ Within 72 hours

Is the exact percentage I passed the exam shown on the certificate?

No, not the exact percentage is shown, but a wording:

★ pass (65% - 70%)

★ good pass (71% - 80%)

★ very good pass (81% - 90%)

★ pass with distinction (>90%)

How can the IAPM certificate influence my professional career?

The certificate is ...

★ ... valid woldwide.

★ ... internationally recognized.

★ ... an objective confirmation of your knowledge.

How long is my certificate valid and how much costs the recertification?

★ Valid a lifetime

★ No recertification fees!

Which documents do I receive after passing the exam?

★ Cover letter

★ Certificate

★ Testimony

★ Download link for your certification badge