

1 • CREDENTIAL

CAPM®

2 • FULL TITLE

Certified Associate in Project Management

3 • ISSUING BODY

PMI

4 • LAST VERIFIED

AUG 22, 2026

5 • STATUS

Maintained

The CAPM is the one project management credential you can qualify for on the day you decide to. No experience is required, just a high school diploma or GED and 23 hours of project management education, which is why PMI points people toward it when they don't yet meet the PMP's experience gate. Employers rarely require it, so its work is putting civilian vocabulary and a proctored exam behind what you already did in uniform. What most people miss is what it's worth later: an active CAPM waives the PMP's 35-hour training requirement.

CHANGE NOTICE • JULY 25, 2023

The credential itself hasn't moved since July 25, 2023, when PMI replaced the exam. That change added agile and business analysis content, and it introduced mixed question formats and a scheduled mid-exam break. Eligibility didn't change then and hasn't since. What has moved is the paperwork around it. PMI overhauled the PMP in July 2026 and left the CAPM's exam content outline on its 2023 label, and across 2026 it took the exam and renewal prices out of every current certification document.

PMI is serving two Continuing Certification Requirements handbooks at once, from two addresses on its own site. The one under /certifications/ is copyright 2026 and footed "Last updated April 2026". The one under /certifications/resources/ is copyright 2022. They agree that the CAPM needs 15 PDUs over three years, and they disagree about money. The 2022 handbook carries the \$60 member and \$150 non-member renewal fees. The 2026 one deleted that table and tells you to check your PMI dashboard. This guide follows the April 2026 document, because it's newer by four years. Anyone quoting \$60 and \$150 is quoting the 2022 file.

1 What counts from your service

The CAPM asks for no experience at all, so nothing you ran counts toward it. What PMI wants is 23 contact hours of project management instruction, and the only question your service raises is whether a course you already sat

delivers them. PMI's list of acceptable providers includes employer-sponsored programs and university or college programs, and those are the doors military training walks through.

WORK THAT QUALIFIES

A WarU (formerly DAU) project or program management course

The Warfighting Acquisition University teaches real project and program management, and it costs eligible DoD users nothing. It was Defense Acquisition University until a Secretary of War memo of November 7, 2025 renamed it, most people still say DAU, and dau.edu now redirects to waru.edu, checked August 22, 2026. It issues completion certificates too. PMI's Authorized Training Partner directory lists it under the old name, in the 2021 edition, the newest one we could read. Check atp.pmi.org before you rely on it.

CCAF or Air University project management coursework

Air University is regionally accredited, so its coursework goes in through the university and college route. Count the hours a course actually spent on project management, and keep the catalog description or a registrar letter showing them. CCAF works the same way for a course CCAF taught. Credit merely transferred onto a CCAF transcript is somebody else's instruction, and the transcript won't tell PMI how many project management hours were in it.

Onward to Opportunity's free coursework

Syracuse University's IVMF runs a CAPM pathway whose project management basics coursework is stated to satisfy the 23 hours. The training and the materials are free. Whether it also pays your exam fee is a separate question, under funding below.

An employer-sponsored course, including a service school's

PMI's provider list names employer and company-sponsored programs, and the military is an employer. What PMI doesn't do is bless any particular course, so you're claiming the project management hours inside one and the certificate has to say what they were.

A distance-learning course that ends in an assessment

PMI accepts distance learning only where there's an end-of-course assessment, so a video series with no test at the end doesn't satisfy the requirement. When you sat it doesn't matter, because PMI asks you to record every education hour whenever you earned it.

WORK THAT DOESN'T

- A DD-214, an NCOER or an OER. They prove service and describe performance, not instruction.
- A JST entry or an ACE credit recommendation on its own. Neither establishes contact hours.
- BLC, ALC, SLC or an NCO Academy as a whole course. Count identifiable project management modules and nothing else.

PROVING IT

The document to protect is the course certificate, and it has to name you, the provider, the course, the completion date and the hours. If it omits the hours, ask the provider for a letter that states them. That's very nearly the whole of a CAPM audit, because with no experience to record there's nothing for a supervisor to sign.

2 Eligibility

A high school diploma, GED or global equivalent

That's the whole educational bar, and it's the only row in PMI's eligibility table. A bachelor's or a master's reduces nothing here, the opposite of the PMP, where education level directly cuts the months of experience you have to document.

23 hours of project management education

Contact hours of specific instruction addressing project management learning objectives. PMI names quality, scope, time, cost, resources, communications, risk, procurement and integration, plus agile and business analysis, as content that counts.

No project experience, of any length

None at all. Not a month, not an hour. That's the single reason the CAPM works for junior enlisted service members, and for anyone whose project work has never appeared in a civilian job description.

Who's allowed to teach the hours

PMI Authorized Training Partners, PMI chapters, employer or company-sponsored programs, training companies and consultants, distance-learning companies whose course ends in an assessment, and university or college programs. Turning up to a PMI chapter meeting isn't education, though where at least an hour of one was spent on a learning activity, those hours do count.

It doesn't matter when you earned them

PMI's instruction is to record all education hours regardless of when they were accrued, so a course from ten years ago still counts. Completion does have a deadline. The coursework has to be finished by the time you sit the exam, not by the time you register.

An active CAPM waives the PMP's 35 hours

That's an eligibility fact about the PMP rather than the CAPM, and it's the reason to keep one alive rather than let it lapse. Training hours only, only while it's active, and nothing at all to the PMP's experience months.

3 The route

1 Get the 23 hours

Take one course that plainly states 23 contact hours and keep the certificate, which turns an audit from an argument into a single attachment. Get them free if you can: Onward to Opportunity's coursework is built for this, and WarU, still widely known as DAU, costs eligible DoD users nothing.

2 Register, don't apply

PMI calls this a registration rather than an application, and says registrations are processed in 24 hours or less. That timeline doesn't hold if you're picked for audit.

3 Clear the audit if you're picked

Registrations are picked at random, and you're told by email before you pay the certification fee. You get 90 days to send documents, and PMI takes about a week. Refusing or failing means a year before you can reapply.

4 Book the seat

A Pearson VUE test center or online proctored testing, and you switch by canceling and rebooking. Online candidates see comic strip questions only, because the animated ones carry audio. A different format, not an easier exam.

5 Sit the exam

150 questions in three hours, of which 135 are scored and 15 are unscored pretest items. There's one scheduled 10-minute break after question 75, and it's one-way. Start it and you can't go back.

6 Read the result

Pass or fail plus per-domain diagnostics, on the spot. PMI publishes no passing score and says the standard is set by psychometric analysis, so every percentage circulating online is invented. Three attempts in a one-year eligibility period.

7 Keep it, or let it go on purpose

15 PDUs every three years plus a renewal fee. Once you hold the PMP the PDUs you're already earning cover the CAPM too, so all that's left is the fee, and letting it lapse deliberately at that point is a reasonable call. Until then it isn't, because an expired CAPM stops waiving the 35 hours.

4 What it costs

Exam	\$300, or \$225 if you're already a PMI member
Retake, 2nd and 3rd attempts, 2019	\$150 / \$200
23 hours of training	\$0 to \$1,000+, by provider
Reschedule inside 30 days / inside 48 hours	\$70 plus taxes / not allowed
Renewal, 3 years, PMI's 2022 handbook	\$60 member / \$150 non-member

Both exam fees were read from Pearson VUE's government store on August 22, 2026, and VA's register carries the \$300 one. PMI states no CAPM exam or renewal fee in any current document, so pmi.org will confirm neither figure. It does publish other CAPM fees, and two of them are in the table above: the \$70 reschedule comes from PMI's June 2026 certification handbook, and the current exam content outline puts a manual rescore at \$45. Membership deserves its own arithmetic, and checking it needs the dues, which this guide used to leave out. PMI's own military resources page says global membership is \$129 a year plus a one-time \$10 application fee, read from a July 2025 web archive because pmi.org blocks automated reading. Chapter membership is optional, separate and about \$25 to \$40, which is what the \$149 to \$164 on chapter pages actually is: the combined total rather than PMI's dues.

Four chapter pages read August 22, 2026. Either way it's more than the \$75 the member voucher saves you, so on the exam alone, joining costs more than it saves. That is the whole of the comparison. Renewal adds another \$90 over three years for a non-member, which still doesn't reach \$387 of dues. On the PMP it goes the other way, because there the non-member premium is \$250. One disclosure belongs here rather than in a footer. A co-host of this show owns a company that trains for the PMP and the CAPM. No training provider is named anywhere on this page, and the advice runs the other way, toward getting the 23 hours free and toward skipping the CAPM altogether if you already qualify for the PMP.

5 Getting it paid for

- The CAPM is on DoD COOL as credential capm4005, listed by Army, Navy, Air Force, Marine Corps and Coast Guard, read in a browser on August 21, 2026. Space Force has no separate site, and Air Force COOL covers both. Army COOL marks it CA Eligible and approved for promotion points, which almost nothing written about the CAPM mentions, and Credentialing Assistance covers the training as well as the exam: up to \$2,000 a fiscal year for one credential, three in ten years, from ALARACT 102/2025 of November 14, 2025. CA and tuition assistance share one ceiling rather than sitting beside each other, and Army COOL's own Costs and Funding FAQ puts the two combined at \$4,500 a fiscal year, read the same day. The Army resets those limits every year, so check the current ALARACT before you plan around them. Approval comes before you buy, because CA isn't a reimbursement program.
- Army CA carries recoupment, and two Army documents run two different clocks. The credentialing assistance policy the Army issued on December 11, 2024 gives you 180 days from the date your passing training grade is posted to submit the exam funding request, and sends the bill to recoupment on day 181. AR 621-5, effective March 19, 2026, says at paragraph 4-17b(5) that using CA for a course and not sitting the exam within 365 days of the training gets the course, books and fees recouped. The regulation sets no 180-day CA exam deadline, so anyone checking it alone finds only the 365. Work to the 180. A completion certificate doesn't close the goal either, the exam result does, and two recoupments in a fiscal year means a 12-month suspension. That same AR made commissioned officers ineligible for CA, warrant officers excepted, with one transition clause: a goal submitted before March 19, 2026 can still be funded to completion. Plenty of sites still describe the old rule.
- Navy, Marine Corps and Coast Guard COOL all show the CAPM funded, read August 21, 2026. Navy pays the approved exam, Marine Corps funding is MOS-dependent and usually exam-only, and Coast Guard reimburses after prior approval. The Air Force lists it too, and Air Force funding runs through the Air Force Virtual Education Center rather than the DoD portal, so check AFVEC for the answer. Space Force is not a separate service on COOL, and Air Force COOL covers both.
- MyCAA is now the SpouseWorks Scholarship, and the old MyCAA page returns a 404. It gives eligible spouses up to \$4,000 toward a license or certification, and it's open to spouses of active-duty, National Guard and reserve component service members serving under qualifying Title 10 orders, across all ranks and pay grades. That last part matters, because pages all over the internet still print a sponsor pay-grade restriction of E-1 to E-9, W-1 to W-3 and O-1 to O-3, and Military OneSource applies none. Read there on August 22, 2026. The per-year and time limits on the \$4,000 are only shown in the scholarship's own terms once you have an account, so confirm those there before you plan around them. Get the provider, course and exam into the approved plan before the start date either way, because it won't reimburse anything already bought.

- The CAPM is on VA's approved licensing and certification register, as record 3422v79, CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT under Project Management Institute, with \$300 on file. That was read from VA's live register on August 22, 2026, and it matches the non-member price Pearson VUE sells today. VA reimburses what you actually paid, up to \$2,000 per test, and charges entitlement at one month for every \$2,578.64 it pays, at the rate effective August 1, 2026 through July 31, 2027. The \$300 works out at 0.12 months, or about three and a half days, and the \$225 member price about two and a half. It won't pay for the certification document itself, so membership and renewal fees are out. Use this route last anyway, because a service program would cover an exam this cheap without touching your months at all.
- Onward to Opportunity gives you the training free and the exam voucher only conditionally. Its coursework is stated to satisfy the 23 hours. It pays for one exam for transitioning active-duty participants in their final six months, and for military-connected participants who are currently unemployed. An employed veteran, Guard or Reserve member or spouse gets the course and pays their own exam fee.

6 Keeping it

Cycle	3 years
Required	15 PDUs
Renewal fee	\$60 / \$150, from PMI's 2022 handbook

At least 9 of the 15 have to be Education PDUs, with a minimum of 2 in each of PMI's three Talent Triangle areas and the remaining 3 from any of them. Giving Back is capped at 6. The fees above come from PMI's 2022 CCR handbook, because the April 2026 replacement deleted the table.

How current this is

Everything above was checked against published material from PMI on August 22, 2026. Requirements, fees and course content all move, and they are not always announced loudly. Check the sources below before you spend money on the back of anything here.

This guide was written independently: PMI had no part in it and did not endorse it. Where this page names a training provider or a school, assume we may have a commercial interest in it and judge the guide on whether the facts check out against the references below.

This is a guide, not advice. We're not PMI, the VA, DoD, your security manager or your education office, and the funding rules in particular change by service and by year. Anything here that costs money, or that may be restricted in any way in your own work, is worth confirming with the people who own it before you act on it.

R References

- **CAPM Examination Content Outline (PMI)** (<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/capm-exam-content-outline-english.pdf>) Eligibility, the 23 hours, the provider list, exam format and retakes. Labeled 2023, file revised 2025.
- **PMP Examination Content Outline, July 2026 (PMI)** (<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/new-pmp-examination-content-outline-2026.pdf>) The 35-training-hour credit an active CAPM earns toward the PMP, and PMI's advice to sit the CAPM instead.
- **PMI Certification Handbook, revised June 2026** (<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/generic-certification-handbook.pdf>) The audit and its timelines, the \$70 reschedule fee, the 48-hour forfeit, the passing-score policy.
- **CCR Handbook, last updated April 2026 (PMI)** (<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/ccr-certification-requirements-handbook.pdf>) The governing renewal document. 15 PDUs over three years, Talent Triangle minimums, lapse and expiry. Read August 22, 2026.
- **CCR Handbook, copyright 2022 (PMI, superseded)** (<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/resources/ccr-certification-requirements-handbook.pdf>) Still hosted, and the only PMI document carrying the \$60 and \$150 renewal fees. Cited for those alone. Read August 22, 2026.
- **Pearson VUE government store, CAPM exam vouchers** (<https://govstore.pearsonvue.com/p/PMI-CAPM>) Both exam fees, read August 22, 2026. PMI-CAPM at \$300, PMI-CAPM-MBR at \$225.
- **Warfighting Acquisition University (formerly DAU)** (<https://www.waru.edu/>) The free DoD courses, and dau.edu 301s here, checked August 22, 2026. DAU's place in PMI's Authorized Training Partner directory was read from the 2021 PDF, so check the live one.
- **Onward to Opportunity (Syracuse University IVMF)** (<https://ivmf.syracuse.edu/programs/career-training/>) The CAPM pathway, the free coursework, and who qualifies to have an exam paid for.
- **Approved licensing and certification tests, search tool (VA)** (<https://www.va.gov/education/gi-bill-comparison-tool/licenses-certifications-and-prep-courses>) Record 3422v79, \$300 on file, read August 22, 2026. VA reimburses up to \$2,000 per test and charges entitlement at \$2,578.64 a month, after you pay and sit it.
- **CAPM credential record, capm4005 (DoD COOL)** (<https://www.cool.osd.mil/army/credential/index.html?cert=capm4005>) The credential id, all five services, and Army's CA Eligible and Promotion Points icons. Swap army for usn, usmc or uscgv. Read in a browser August 21, 2026.
- **Army Credentialing Assistance: three documents** (https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance) The \$4,500 combined TA and CA ceiling, quoted verbatim, read August 21, 2026; the December 11, 2024 policy memo states it at paragraph 6. AR 621-5 of March 19, 2026 carries the officer exclusion and 365-day recoupment at 4-17b and no dollar figures. Rates are ALARACT 102/2025, republished annually.
- **SpouseWorks Scholarship, formerly MyCAA (Military OneSource)** (<https://www.militaryonesource.mil/benefits/spouseworks-scholarship/>) The \$4,000, Title 10 eligibility and "across all ranks and pay grades". Read August 22, 2026. The old MyCAA URL 404s.
- **Project coordinator salaries (Indeed)** (<https://www.indeed.com/career/project-coordinator/salaries>) "\$62,803 per year in the United States", updated August 17, 2026. Read August 22, 2026.