



## PMI® CAPM CERTIFICATION PREPARATION

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**STS Sauter Training & Simulation SA**

Av. de la Gare 10

1003 Lausanne

Switzerland

## PUBLIC CAPM® CERTIFICATION PREPARATION BY STS



This certification is an essential first step in building a career as a project manager. As a PMI-ATP® (Authorized Training Partner) we have access and can provide you with PMI-specific material, additional information and test questions. STS can therefore provide a hands-on and blended learning program to best prepare you for the exam. While strictly covering all of the new [ECO \(exam content outline\)](#) our experienced, certified instructors facilitate class discussions, activities and use case studies to bring the material to life in real project environments. Our live training courses are supplemented with extensive e-Learning modules. Our courses also include a world-leading exam simulation tool, which includes over 500 test questions.

Our instructors will be available to accompany and coach you until you receive your CAPM® certification.

## OUR LEARNING APPROACH

Our courses are unique! STS combines instructor-led training sessions with classical learning material and complementary digital learning tools. We focus on teaching best practices in project management while assuring that the candidates learn all the necessary knowledge and competences to pass the exam. Lessons learned and sharing experiences play a large part in our workshops.

The public training is held in English; the trainers speak French and/or German.

## LEARNING MATERIAL

The course is designed to align with the new CAPM Exam Content Outline, which encompasses four distinct domains (PM Fundamentals and Core Concepts, Predictive, Plan-based Methodologies, Agile Frameworks/Methodologies, Business Analysis Frameworks. It's important to note that the Project Management Book of Knowledge, Seventh Edition (PMBOK® Guide) the official PMI® guide to Project Management is an essential reference, [additional resources](#) can also contribute significantly to your certification preparation.

The following course material will be provided to the participants:

- CAPM® Exam preparation book
- **STS Course Material:** The electronically provided binder includes all slides presented by the trainer.
- Each participant will also have access to our **exam simulator X-AM CAPM** - an online learning tool which helps candidates
  - to **learn**, consolidate and revise subject matter by answering questions and reviewing explanations;
  - to **evaluate** their knowledge level and to follow their progression by means of statistically stored performance measurement;
  - to **practice** for the exam under close-to-real conditions.<sup>1</sup>
- As an option, each participant can add a **digital library of dedicated project management learning contents** which treat the different certification topics in more

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<sup>1</sup> You can find more information of the exam simulator X-AM PMP® at: <https://sts.ch/en/exam-simulators/?profil=individual>

details. This self-paced digital learning material will reinforce the learning and provide in-depth insights to important project management topics including Agile, social competences, etc.

Participants should expect to make a considerable personal investment to prepare for this exam.

## LEARNING JOURNEY

The public CAPM certification preparation course is delivered in a blended learning format including an instructor-led trainings and a self-learning phase. Our trainers are PMI® certified trainers within the ATP program.

The journey starts with a **virtual kick-off meeting**, about one week before the first day of the training.

Then follows a 4-day course with individual preparation work – split into **2 blocks of 2 days**. The “All inclusive” package also offers distant coaching between the self-study phase and the classroom training.

We offer on-site and virtual trainings. The onsite-trainings are delivered in a hybrid format: face-to-face with the possibility to join in virtually.

### **In-house course**

The CAPM certification preparation is also available as a company-specific course, either in the same or different format – in English, French, or German. Please do not hesitate to contact us for further information.

## ELIGIBILITY REQUIREMENTS

Before you apply, make sure you meet the following set of requirements:

- Secondary degree (high school diploma, associate's degree or the global equivalent)
- 23 hours of project management education completed by the time you submit your application.

The CAPM course fulfills the 23 hours of education requirement.

For more details please refer to the [new CAPM Exam Content Outline](#) and [PMI Certifications Handbook](#).

## PACKAGES & PRICES

For these training formats – conducted as public courses – the following individual training fee per participant applies:

	All Inclusive	Exam Pack	Prep Pack
Instructor-led training with a PMI® ATP accredited and experienced trainer	✓	✓	✓
Access to PMI Training material, particularly designed to prepare for CAPM certification	✓	✓	✓
Additional training material – complementary to PMI training material	✓	✓	✓
Support for the registration and certification process	✓	✓	✓
Exam simulator with more than 1000 questions to exercise on exam-like questions as many times you want	✓	✓	✓
PMI membership & access to additional digital learning material (PMIStandards+) provided by PMI (for 12 months)	✓	✓	
PMP Exam Fee – which gives you direct access to the exam (valid for 12 months after course registration)	✓	✓	
Additional digital learning material covering predictive, agile and adaptive PM methods in more detailed	✓		
<b>In-Class Training</b>	<b>CHF 3'720</b>	<b>CHF 3'220</b>	<b>CHF 2'995</b>
<b>Virtual Training</b>	<b>CHF 3'420</b>	<b>CHF 2'920</b>	<b>CHF 2'695</b>

**Please note:** Students are highly encouraged to become members of PMI® and to take advantage of the free access to the PMI® PMBOK® *Project Management Body of Knowledge* together with the Agile Practice Guide, both of which are valuable support books for exam preparation.

## OPTIONS

### PMI Membership

Gives access to PMI membership which includes a variety of benefits such as:

- Unlimited access to PMIstandards+™ (Ready-to-go project plans, deliverable templates, and checklists)
- additional learning material
- newsletter and research papers related to project management profession

Valid for one year as of date of activation, any renewal falls into the responsibility of the candidate.

Not refundable and not extendable

USD 139.-

### Exam Fee

Access to the online PMP Exam in one of the PMI® authorized test centers.

The exam includes 180 questions which needs to be answered within 230 minutes.

Valid for 12 months after course registration. If the candidate does not take the exam within this period, the costs fall in this duty.

USD 300.-

### Digital Learning content

Access to more than 70 lessons related to the project management approach according to PMI and outlining the various aspects that will be covered during the course and in the exam.

The contents are aligned to the PMBOK Guide – 7<sup>th</sup> Edition, as well as to the 6<sup>th</sup> Edition and the learning material provided by PMI®.

Individual access to e-Learning platform, valid for 12 months

Possibility to be contact the trainer throughout the platform.

CHF 815.-

### Please note:

- 5% discount for 2 or more registration at one time (different course dates possible)
- The invoice will be issued by STS Sauter Training & Simulation SA. For supplier portals please enter STS as organizing company
- Provide STS with a purchase order for the invoice if required by your company.
- STS disposes of a series of virtual conferencing tools which are covered in the above-mentioned prices.

## DATES

These course dates are guaranteed. Courses take place in Geneva, Lausanne, Zurich and Basel, or on-line on the following dates:

Course dates 2024	
March 4, 5, 6, 11, 12, 13, 18, 19, 20 2024	Virtual: 9 x ½ days – 14:00 – 18:00
May 6, 7, 16, 17, 21, 22, 29, 30, 31	Virtual: 9 x ½ days – 14:00 – 18:00
May 13-14 + May 27-28 2024	Zurich
June 10-11 + June 24-25 2024	Lausanne
September 9-10 + September 26-27 2024	Basel
August 26-27 + September 12-13 2024	Zurich
September 19-20 + October 3-4 2024	Geneva
September 23, 24, 25, 30 + October 1, 2, 7, 8, 9 2024	Virtual: 9 x ½ days – 14:00 – 18:00
November 4, 5, 6, 11, 12, 13, 18, 19, 20 2024	Virtual: 9 x ½ days – 14:00 – 18:00
November 11-12 + November 25-26 2024	Zurich
November 28-29 + December 12-13 2024	Lausanne



## REGISTRATION

Please register directly [here](#). Upon your registration, you will receive a confirmation.

## TERMS AND CONDITIONS

- All prices are in Swiss Francs (CHF).
- VAT applies for delivery in Switzerland and depending on national VAT legislation.
- Payment Terms: advance payment before course the begins.
- Payment by credit card subject to additional fee.
- Rescheduling/Cancelation until 4 weeks before course begin free of charge. Venue cost and an administration fee of max 20% of the course fee may apply for cancellation within 4 weeks of the start of the course.
- All cancellation and rescheduling requests must be made in writing.
- Rescheduling of training is possible, but any costs incurred by STS will be charged.
- If a participant fails to attend a course without prior notification, no reimbursement of the course fee can be claimed.
- In the event a participant fails to attend a course on account of an emergency or any other unforeseeable circumstances, not constituting a Force Majeure Event, they must notify STS SA of their inability to attend the Course prior to the commencement of the Course, in which case STS will offer to transfer them to another date of the same Course. Costs for venue and material will be charged as may also an administration fee.
- Any official PMI® Authorized material is individual and cannot be transferred. It is not refundable.
- e-Learning licenses are valid for 12 months. They are individual and cannot be transferred. They are not refundable.