



Vets2PM PMP®/CAPM® Boot Camp

Student Checklist

1. PREPARE THE PMI PMP®/CAPM® APPLICATION (also covered in class)

- Watch the [Application Translator Video](#) (also available on sheet 1 of the Vets2PM Application Translator)
- Reference sheets 3-6 and use appropriate sample narratives to copy/paste to sheet 2 (Worksheet)
- Create project summaries on sheet 2 of the Application Translator for use on the PMP®/CAPM® application
- Transfer summaries to the PMP®/CAPM® application (final submission can occur upon Boot Camp completion)

2. ATTEND VETS2PM PMP®/CAPM® BOOT CAMP COURSE

- Attend PMP®/CAPM® Boot Camp (online and on-demand courses are accessed through the Student Portal)
- If any portion of training is missed, coordinate with the instructor; review corresponding recorded online session(s) to complete required instructional hours and report completion to the instructor (maximum of 10 hours)
- Upon course conclusion, receive Vets2PM PMP®/CAPM® Boot Camp certificate of completion

3. SUBMIT PMP®/CAPM® APPLICATION / PREPARE FOR AND TAKE THE EXAM

- Add the following "Course Title" for the *PM education requirement* on the PMI application: "Vets2PM PMP Exam Prep Plus," and use the date(s) on the Vets2PM certificate of completion for the "Education Dates"
- Submit completed application to PMI (including the Vets2PM PMP®/CAPM® Boot Camp certificate of completion)
- Upon application approval, submit exam fee to PMI and schedule exam completion date (if exam fee was added to the registration fee, forward PMI application acceptance to [Vets2PM Operations](#) for fee submission to PMI)
- Contact any Vets2PM instructor for curriculum guidance, military transition mentorship, or PMI application denial

4. ACCESS VETS2PM RESOURCES

- Contact [Vets2PM Career Services](#) to complete your Project Management resume and to access additional resources
- Watch the "Interview Skills Workshop" on the Student Portal, if it was included in your membership
- Request to join the private "Vets2PM Alumni" LinkedIn group via the Vets2PM Student Portal
- Upon earning PMP®/CAPM® certification, please notify [Vets2PM](#). Thank you for joining the Team!