



Certification training

Certified Associate in Project Management

CAPM

Preparation for the PMI CAPM exam

Foundation training for newcomers and project team members that brings project fundamentals, predictive and agile approaches and business analysis into one clear framework.

Delivered by Vertex Business, a professional certification training provider.



Four domains
CAPM outline



Predictive and agile
plus business analysis



Arabic explanation
exam terminology kept



Register interest
for the next round

Program details and enrolment

vertexbusiness.xyz/programs/capm?lang=en

A structured foundation for a project career.



About the training

Project team members need to understand lifecycles and roles, know when a phased plan fits and when iterative delivery does, and read requirements clearly. This training organizes those fundamentals around the four CAPM exam domains.

The exam at a glance

150	180	4
questions	minutes	domains
multiple choice	exam time	CAPM outline

Per PMI's CAPM page and exam content outline, accessed 14 October 2026. Arabic is among the current exam languages.

What the exam measures



Core knowledge

Terms, roles and project lifecycles.



Early application

Choosing the right tool or approach in a simple project situation.

SCENARIO ITEMS

How to work through a scenario item

01

Locate the stage

Where in the project lifecycle is the situation?

02

Identify the approach

Is the project predictive or agile?

03

Choose the right tool

Favor the action that fits both stage and approach.

For those starting in project management, or working on project teams.



This suits you if you:

✓ **Are starting a project management career**

You want a structured foundation before leading a project.

✓ **Work on a project team**

You coordinate tasks, track the schedule or support the project manager.

✓ **Handle requirements**

You gather, document or validate them with stakeholders.

✓ **Meet PMI's education requirement**

A secondary diploma and 23 hours of project management education.



Roles at this level

Illustrative roles that work at this level; PMI determines eligibility.

✓ **Project coordinator**

Tracks tasks, schedules and meetings.

✓ **Project analyst**

Gathers data and prepares performance reports.

✓ **PMO support specialist**

Applies approved templates and standards.

✓ **Assistant project manager**

Supports planning and day-to-day follow-up.

ELIGIBILITY AND LANGUAGE

Before you apply for the exam

Education

A secondary diploma or equivalent, with no project leadership experience required.

Education hours

23 hours of project management education before the exam.

Exam language

Arabic is among the current CAPM exam languages.

Full eligibility on PMI's official page [↗](#)

CAPM exam domains and weights

The CAPM exam spans four domains covering fundamentals, approaches and business analysis.

CAPM Examination Content Outline

Fundamentals

36%

Project lifecycles

Planning and roles

Risk and problem solving

Predictive

17%

Scope and schedule

Cost and quality

Phase-based planning

Agile

20%

Agile frameworks

Adaptation and collaboration

Iterative delivery

Business Analysis

27%

Requirements

Product roadmaps

Solution validation

CAPM or PMP?

CAPM

PMP

Experience

No leadership experience required

36 or 60 months leading projects

Education or training

23 education hours

35 training hours or an active CAPM

Exam

150 questions · 180 minutes

180 questions · 240 minutes

Source: PMI's CAPM page and exam content outline, and the PMP page on pmi.org.

Four domains, each tied to a project situation.

The training organizes project fundamentals, approaches and business analysis into connected units.

01 Fundamentals

Lifecycles, planning, roles, risk and problem solving.

Applied example A late task affects other tasks on the schedule.

02 Predictive

Scope, schedule, cost, quality and phase-based planning.

03 Agile

Agile frameworks, adaptation, collaboration and iterative delivery.

04 Business Analysis

Requirements, product roadmaps and solution validation.

Applied example An unclear requirement reaches the team just before build.

— LEARNING OUTCOMES

What you will be able to do

01 Explain the project lifecycle and roles

And place yourself within it.

02 Distinguish predictive from agile

And choose the right one for a simple situation.

03 Apply business-analysis basics

When gathering and validating requirements.

Register your interest; the round is announced once approved.



Register interest

The program page accepts interest now; dates, price and study format are announced when a round is approved.



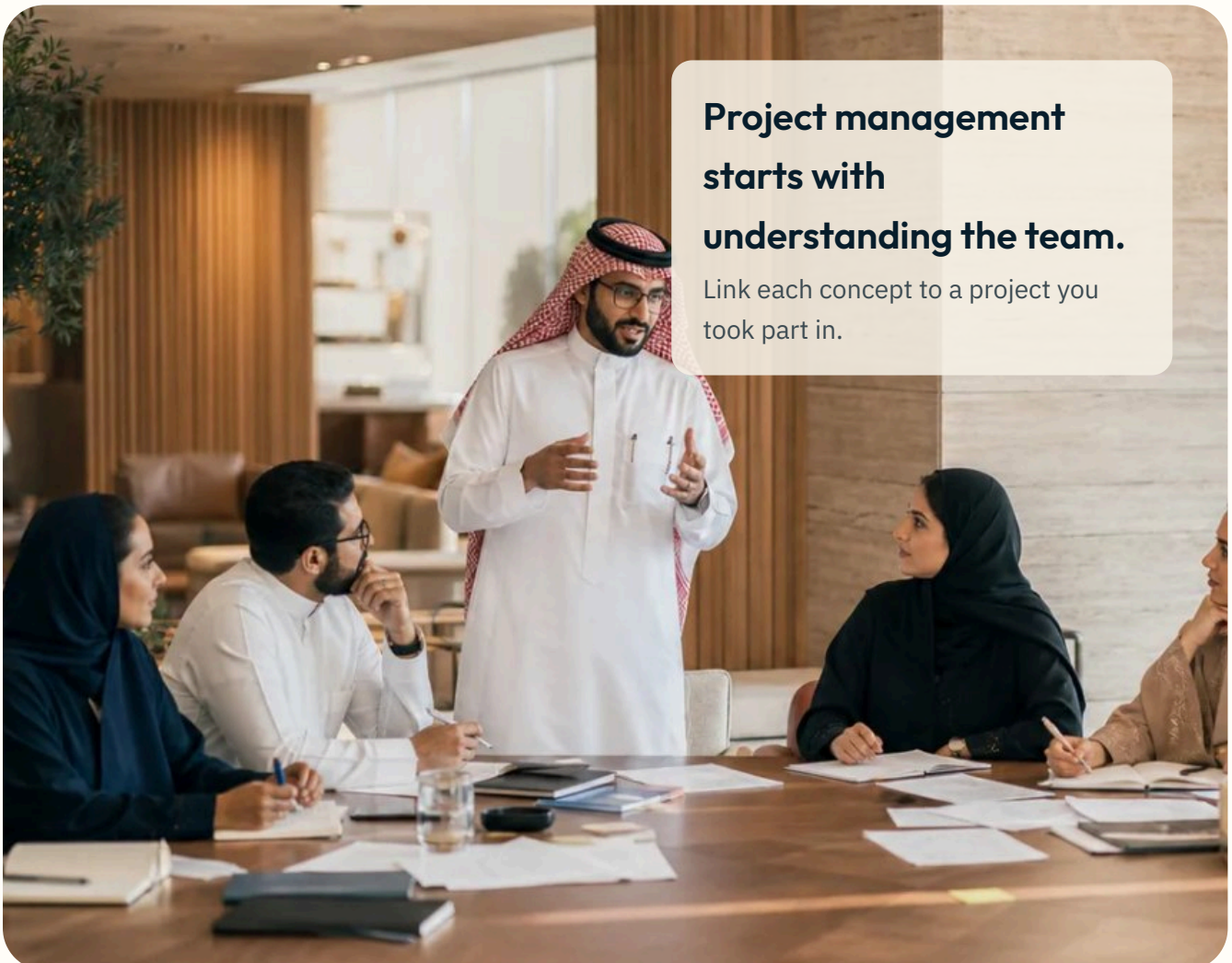
A foundation before PMP

The training gives you the language and method of project management before you build the leadership experience PMP requires.



Arabic explanation, exam terminology kept

Concepts are explained in Arabic while the English terms stay exactly as they appear on the exam.



Project management starts with understanding the team.

Link each concept to a project you took part in.



STUDY PLAN

A practical plan from your starting point to exam day.

01 Find your starting point

Rate yourself on the four domains and note the weakest.

02 Split time by weight

Fundamentals 36%, Business Analysis 27%, Agile 20%, Predictive 17%.

03 Learn a concept, then apply it

Link each concept to a project you joined or followed.

04 Fix the terminology

A short list of English terms that recur in questions.

05 Practise and review mistakes

Use the practice questions available to you, and revisit every miss a few days later.

06 Pace yourself

150 questions in 180 minutes: about 70 seconds each.

Predictive approach

A phased plan and scope defined up front.

Agile approach

Iterative delivery and adapting to change.

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) ↗



Applying for the exam

Exam registration, fees and scheduling are handled directly with PMI.

[Official PMI CAPM page](#) ↗

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

When you complete the training requirements, you receive a Vertex Business certificate of completion.

The CAPM professional credential itself is awarded by PMI once you pass its exam and meet its requirements.



Register your interest in the next round

REGISTER INTEREST



Scan with your phone camera

- ✓ Exam domains and eligibility
- ✓ Interest registration for the next round
- ✓ Dates and price announced when a round is approved
- ✓ Contact the Vertex Business team

[View program and register interest →](#)

01

Open the program page

Scan the code or tap the link.

02

Register interest

For the next round, on the page.

03

Watch for the announcement

Details follow once a round is approved.

vertexbusiness.xyz/programs/capm?lang=en