

## What does it mean?

The entry-level certification, **Certified Project Associate (CPA)** is aimed at providing the foundations of Project Management to various professionals working in a larger project/program in limited functions to introduce a common language of PM across the organisation, as well those leading small projects who may benefit from the foundational concepts.

**Work Experience:** The professional must have **3 to 8 years** of work experience

**Educational Qualification:** The professional must have **at least diploma** from a recognised institute or university.

## Course Curriculum

The Course for the examination will be based on the InBoK. The weightage has been assigned to each section according to the level of the certification. The section-wise weightage and topic distribution has been defined below.

Section	Topics
<b>Program Initiation, Design and Implementation</b> Weightage: 0%	Initiation and Implementation Plan Benefits Management and Governance
<b>Constituent Project Acquisition</b> Weightage: 10%	Pre-Project Planning and Contracting Strategies Bidding Documents Preparation and Contract Negotiations
<b>Constituent Project Initiation and Planning</b> Weightage: 15%	Initiation and Stakeholder Assessment Setting Up Baseline Set-up and Administration Interface and Integration Management
<b>Project Monitoring and Control</b> Weightage: 30%	Cost Monitoring and Control Schedule Monitoring and Control Management of Payment to Concessionaire/Contractor Integrated Change Management
<b>Managing Constituent Projects</b> Weightage: 40%	Information Management and Digital implementation Engineering / Design Management Supply Chain Management Construction/ Site Management Quality Management Value Creation and Benefits improvement Safety, Health, Environmental and Security Integrated Risk Management
<b>Project Completion</b> Weightage: 5%	Program and Project Close-out and Knowledge Management

## Examination Policy

### [Examination Pattern](#)

The candidate has to give a **written examination of 2 hours with 100 questions** based on the 21 knowledge areas of **Indian Infrastructure Book of Knowledge (InBoK)**. These Questions will include Multiple Choice Questions (Single Select and Multiple Select) and Case Study Based Questions. The

candidate needs to score a ***minimum of 70% to pass the examination***. Each correct answer will be awarded 1 mark and there will be no negative marking.

### **Training**

There will be a mandatory online training of 24 hours which has to be completed by the candidate before applying for the certification. The professional has to register with NICPP to avail this free online training which will be based on InBoK.

### **Study Material**

The following study material will be available for the candidates after the registration:

1. InBoK
2. Mini InBoK
3. Other in text references

This will be available for free to the registered candidates.

### **Mode of examination**

The examination will be in both the modes: Test Centre Based and Home Based. The examination will be thoroughly proctored using different methods virtually.

### **Eligibility Check and Document Verification**

The professional can check their eligibility based on their work experience. He/She needs to sign up to check their eligibility and then apply for the certification.

To apply for the certification, candidates will have to fill in their personal details and upload the related documents which will be assessed by the Desktop Assessor. In case, the documents of the candidate are not approved (NC), he/she will receive messages stating the problems to be rectified and get 2 more chances to re-upload their documents.

### **Recertification**

The candidate will have to apply for the recertification after 3 years from the date of issuance of the certification. It will be based on the online self-learning modules.

### **Guidelines**

1. The candidate has to run a pre test to check the system requirements for the examination.
2. The candidate will have to join 20 minutes before the start of the examination for the Identity verification and 360° view of the examination environment.
3. Smoking, drinking, eating and talking is prohibited during the examination.
4. The hall ticket will be generated at least 15 days before the examination.
5. No electronic device should be near the candidate.
6. The candidate shall only have 2 plain sheets and a ball point pen.
7. The candidate if absent will have to re-apply for the examination.
8. The candidate if failed will have to re-apply for the examination.
9. The candidate after the desktop assessment will have a year to apply for the certification.