

# MyCAA Education & Training Plan (ETP)

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**Louisiana State University Shreveport**  
**Division of Continuing Education and Public Service**  
**One University Place | Shreveport, LA 71115-2399**  
**<https://www.ce.lsus.edu/>**

## Student Information:

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Student Name: Enter student name

School Issued Student ID: Enter student ID (if applicable)

Program Name: Project Management Specialist for CAPM® Certificate Program with Externship

Program Type: Certificate

Program Duration: 6 Months

Scheduled Start Date: Enter program start date

Estimated Completion Date: Enter program end date

Course Delivery Format Online

## Program Overview:

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The Project Management Specialist Professional program provides students the basic competencies involved in project management and oversight including areas such as effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking and preparing a project plan alongside project risk and cost analysis. The program includes training and exam preparation for students to become a Certified Associate in Project Management (CAPM®) as designated by the Project Management Institute. The CAPM is a valuable entry-level certification for project practitioners designed for those with little or no project experience. The CAPM credential demonstrates an understanding of the fundamental knowledge, terminology and processes of effective project management.

## Certification/Licensure Eligibility upon Program Completion:

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- Students should have or be pursuing a high school diploma or GED.
  - There are no state approval and/or state requirements associated with this program.
  - There are several National Certification exams that are available to students who successfully complete this program:
    - Project Management Institute (PMI) Certified Associate in Project Management (CAPM®) Exam
- o NOTE: PMI requires candidates for the CAPM Exam to meet additional eligibility requirements:
- Secondary degree (high school diploma, associate's degree or equivalent) plus 1,500 hours of project experience, OR
  - 23 hours of project management education completed by the time you sit for the exam
  - Microsoft Office Specialist (MOS) Certification Exam.

## Tuition Cost:

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\$3,999

**Course Breakdown:**

Enter each course or block of study in the table below for which MyCAA financial assistance is being requested. Insert additional rows as needed to accommodate all required coursework.

<b>Course/Program Code</b>	<b>Course/Program Title</b>	<b>Course Credits (if applicable)</b>
LSUS-B-CAPM	Project Management Specialist for CAPM® Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

**School Official Certification:**

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

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**Signature/Title of Authorized School Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Official Printed First and Last Name**

\_\_\_\_\_  
**School Official E-mail and Phone Number**