



Frequently Asked Questions and Answers

PMI Registered Education Provider Program

- **How do I prove organizational maturity?**
 - You may submit one of the following to demonstrate evidence of having been in business for a minimum of one calendar year:
 - your organization's business charter and/or articles of incorporation;
 - accreditation by an appropriate accrediting body; or
 - evidence of recognized sole proprietorship or partnership.

- **How do I prove I've provided project management training for at least one calendar year?**
 - You may submit one of the following to show evidence of having provided project management training for a minimum of one calendar year preceding the date of application:
 - signed class list;
 - customer letter; or
 - customer completed evaluation form, invoice, etc.

- **Does PMI need to review all the project management courses my organization has to offer?**
 - No, you only need to submit one course **per delivery method** for each project management course you offer. For example, if you offer six distance learning ("DL") project management courses, one project management conference ("CF") and two project management classroom courses ("CC"), you only need to submit three courses, as follows:
 - One of the six distance learning courses (DL)
 - One conference (CF)
 - One of the two classroom courses (CC) with your application

****If you offer a PMP® Exam Preparation course, this PMP® Exam Preparation course needs to be one of the submitted courses for quality review with your R.E.P. application. If you don't offer a PMP® Exam Preparation course, but do offer a project management fundamentals course, we will request that course.**

- **Must the full payment be made at the time of submission?**
 - Yes, you must submit all the required materials and full payment in U.S. dollars at the same time. Failure to do so will result in the return of your application and

possible forfeit of the US\$350 application processing fee. You cannot submit partial materials or partial payments at different points in time.

- **Does PMI provide me with a PMP® credential holder to satisfy the PMP® sign-off on page 31 of the application?**
 - PMI does not provide the PMP® to review and sign off on your courses submitted with your R.E.P. application. You, as the R.E.P. applicant, must locate and obtain the PMP® review and sign-off before submitting your R.E.P. application.

- **How do I locate a PMP credential holder to review my materials?**
 - You may select a PMP® credential holder (either a fellow internal employee or someone outside of the organization who did not design or develop the course) to conduct a PMP® review of course materials to be submitted with your R.E.P. application. In addition, you may consult the PMI Chapter directory <http://www.pmi.org/en/Get-Involved/Chapters-PMI-Chapters.aspx> to locate a PMP® credential holder within your geographic region.

- **Does the R.E.P. approve independent contractors who are trainers?**
 - No. Independent contractors are deemed as non-business organizational entities and thus do not qualify as being eligible to join the R.E.P. program. PMI approves providers and not individuals for the R.E.P. program.

- **Can I apply to the R.E.P. program as an individual trainer?**
 - No. The R.E.P. program consists of training organizations or legally recognized sole proprietorships only.

- **Does the R.E.P. program approve individual courses?**
 - No. PMI approves training providers that meet our comprehensive quality review standards based on their submissions of sample course materials from one course per delivery method (i.e., courses, distance learning, conferences). Once reviewed and approved, R.E.P.s can register their courses in PMI's CCR system to offer PDUs.

- **What is the preferred method to submit my R.E.P. application?**
 - The preferred method of submission is online via our secure file upload site Accellion. The PMI Accellion site is designed to send/receive large files via a secure, electronic method.
 - Please send an email to repsupport@pmi.org or repsupport-asiapac@pmi.org and in the subject field of your email, please write "Request PMI Accellion Link to Upload My R.E.P. Application." An R.E.P. application processor will respond to your email with a link to our secure PMI Accellion site. The link will provide step-by-step instructions on how to upload all your R.E.P. application files.

- **If I license courses and create my own project management courses, what do I need to submit?**
 - If you license courses (“LC”) from another R.E.P., and also create project management courses of your own, you only need to submit **your created courses**, not the licensed courses. If you **only** license your project management courses from an R.E.P., and that course has been previously and recently reviewed by a quality reviewer, you will be asked to submit the PMP® Exam Preparation course, if one is offered. If not offered, you must submit another licensed course.

- **If I license my courses from a R.E.P., must I submit the course material for review?**
 - If PMI has recently reviewed the course you are licensing from an R.E.P. and you do not have courses of your own, then you may not need to submit the licensed course for review. However, if PMI has not recently reviewed the course, you must submit all course material and the course will be reviewed under the classroom or distance learning option. You need to contact repsupport@pmi.org to determine if your course has been recently reviewed.

- **How long does the application approval process take?**
 - The application approval process generally takes between 30 and 40 business days, on average, from receipt of your completed and signed R.E.P. application with full payment, assuming your application is complete (no missing documents). It also is contingent upon the complexity of your application and the volume of applications at the time of your submission.

- **What if my application is rejected?**
 - If your application is rejected, you will have 30 calendar days to appeal. The PMI R.E.P. application processor will return all materials to you. The PMI R.E.P. application processor will also return the fees you submitted, minus the US\$350 application processing fee, which is non-refundable.

- **Who are the Quality Reviewers?**
 - The PMI R.E.P. Quality Reviewers complete the quality review of your organization and courseware. PMI has developed a team of 25 Quality Reviewers located around the world who are all PMP® credential holders. Some also hold the PMI-ACP® certification and PgMP® credential. PMI R.E.P. Quality Reviewers possess a good understanding of PMI's global standards and have significant training experience. Furthermore, PMI R.E.P. Quality Reviewers are legally bound to maintain the confidentiality of all application materials. They are further restricted in their ability to offer commercial training that could compete with the R.E.P.s. You can be assured of strict confidentiality, because all reviewers sign non-disclosure agreements.

- **What do Quality Reviewers do?**

- Quality Reviewers use a standard set of guidelines to conduct the quality review. Upon completion of a quality review, the Quality Reviewer provides PMI with a summary report. The summary report includes a standard scoring sheet and a recommendation for approval or rejection into the R.E.P. program, based on the review of the information you submitted with your application.

- **When does a training organization need to request “permission” from PMI?**

When applying for R.E.P. status, your training organization has a choice to register for the “Basic” or “Premium” level intellectual property (IP) licensing options. The “Basic” level is included in the R.E.P. annual enrollment level fee. The “Premium” level is a paid option and costs US\$1,000 per year in addition to the R.E.P. annual enrollment level fee. Both the “Basic” and “Premium” level IP licensing options are within the guidelines of the R.E.P. Application and Agreement.

Your training organization will need to obtain a separate PMI IP agreement by completing a [Permissions Form](#) to start the IP Agreement process with PMI if your training organization wishes to:

1. Use additional PMI Intellectual Property beyond the “Basic” level or “Premium” level IP licensing option (if selected) or
2. Use PMI Intellectual Property outside your training activities — for example, to publish a book, a CD, a DVD, a Smart Phone App, and so forth.

- **What is the appeals process if my application is rejected?**

- An application to enroll in the PMI Registered Education Provider Program may be rejected as a result of failing to meet the required Program Criteria.
- In the event of this occurrence, the authorized representative of the R.E.P. applicant shall have the right to appeal such an adverse PMI decision by informing PMI of the R.E.P. applicant’s intent to appeal within thirty (30) days of receipt of PMI’s written decision.

All appeals shall be forwarded, in writing, to the attention of the R.E.P. Program Supervisor at Project Management Institute, 14 Campus Boulevard, Newtown Square, PA 19073. The appeal letter shall: (a) clearly state the specific grounds on which the appeal is being made, and (b) include all relevant supportive documentation demonstrating why the appellant feels that the decision by PMI is in error and should be reconsidered.

Within thirty (30) days of receipt of the written appeal, the R.E.P. Program Supervisor shall review the appeal and supportive documentation, and inform the appellant in writing whether or not the appeal has been approved or denied. If the appeal is approved, the appellant will be automatically accepted into the R.E.P. registry and will be sent all relevant guidelines, forms and logos. In the event that the appeal is denied by the R.E.P. Program Supervisor, the appellant will not

gain admittance into the R.E.P. program. The decision of the R.E.P. Program Supervisor at PMI shall be final and binding on the R.E.P. Applicant.

- **What does PMI do to publicize the acceptance of our organization into the R.E.P. Program?**

Upon acceptance into the R.E.P. program, newly approved R.E.P.s may download a news release template and insert their organization's contact information, quote and logo into it. The template is then sent to our Public Relations Department for final approval for public announcement and distribution.

- **What is the cost of becoming an R.E.P.?**

ENROLL- MENT LEVEL	DESCRIPTION	ONE-TIME PROCESS- ING FEE	ENROLL- MENT LEVEL ANNUAL FEE
Internal Training Provider	Corporate training departments and government agencies providing activities (courses/events) solely to employees of their organization and not requiring advertisement of these activities (courses/events) in the R.E.P. Directory (CCRS). <u>At the Internal Training Provider level, the organization may register an unlimited number of activities (courses/events) in the R.E.P. Directory (CCRS) with no additional charge. Internal Training Providers do not provide commercial training to the general public.</u>	US\$350	US\$1,200
Provider	Training organizations that offer three activities (courses/events) or less to the general public. <u>At the Provider level, the organization may register up to three activities (courses/events) in the R.E.P. Directory (CCRS) without additional fees.</u> There is a US\$150 annual charge for each additional activity (course/event) registered after the initial three activities (courses/events).	US\$350	US\$1,500

<p style="text-align: center;">Global Provider</p>	<p>Training organizations that offer more than three activities (courses/events) to the general public. <u>At the Global Provider level, the organization may register an unlimited number of activities (courses/events) in the R.E.P. Directory (CCRS) with no additional charge.</u></p>	<p style="text-align: center;">US\$350</p>	<p style="text-align: center;">US\$2,100</p>
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- **If I've been teaching project management for over one year, but my organization has not been in business for one year, can I still become an R.E.P.?**

 - No. Both requirements of performing project management training for a year and being a legally recognized business entity for a year must be satisfied in order to apply to the R.E.P. program.

- **Does the R.E.P. application need to be submitted in English?**

Yes, the application itself needs to be submitted in English; however, **course materials** may be submitted in other languages and must be accompanied by English descriptions as to what the documents are. You do NOT need to provide a word-for-word English translation for all the non-English items you are submitting with your R.E.P. application. You do, however, need to provide thorough English descriptions for all the non-English items you are submitting with your application.