

Purpose

The purpose of this award is to recognize and honor exceptional skills in the delivery and implementation of a professional development program in project management. This award may be given to a corporate/government/association, individual/business, and/or an academic institution that is responsible for delivery of the program.

Categories

- **Corporate/Government/Association Provider**—In-house training departments that deliver appropriate professional development programs focused on project management to their own employees/members.
- **Individual/Business Provider**—Sole proprietors and organizations that charge a fee for the delivery of project management professional development. This includes for-profit training and development consultants and businesses.
- **Academic Professional Development Provider**—Academic providers that charge a fee for project management professional development training that is separate from their formal degree-granting education curriculum.

Eligible

- The nominee must have delivered the nominated project management training/instruction program for the first time within the previous calendar year.

Not Eligible

- PMI-offered programs are not eligible for this award.
- Sitting members of PMI's Board of Directors may not participate in the nomination or evaluation process of this award, nor are members of the Board eligible to receive this award.

Number of Awards

Only one PMI Continuing Professional Education Provider Award will be given in each of the award categories defined above each year. Each nominated entry

shall be evaluated and ranked only against other nominees under the same award category described above.

PMI reserves the right not to select a recipient for a particular year for any category or all categories if the evaluations performed indicate that nominations do not meet the stated criteria.

Criteria

The nominated continuing professional education provider shall have demonstrated a significant positive impact on its trainees/students and shall have met the following criteria:

Criterion 1: The nominee(s) selected and implemented instruction and related professional development materials that reflect the current state of professional practice.

Criterion 2: The nominee(s) used a professional development framework consisting of a structured program development and delivery process that encourages student learning.

Criterion 3: The nominee(s) used post-activity evaluation to improve program content.

Criterion 4: The nominee(s) conducted a structured needs assessment to determine specific learning requirements.

Criterion 5: The nominee(s) displayed a commitment to quality delivery of professional development for project management.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination is permitted.
- The nominator(s) shall be affiliated with PMI by membership or by PMI Certification, or be a Registered Education Provider (R.E.P.).
- The nominator(s) must have personal knowledge of the program(s) offered by the continuing professional education provider
- When more than one person is making the nomination, a Lead Nominator must:
 - Provide as part of the nomination package all necessary clearances, releases, and permissions needed for public release of all submitted materials (see Nomination Package Content section).
 - Assemble and submit the nomination package.
 - Ensure that the nomination package is complete at the time of submission. Incomplete nomination packages will not be evaluated.

Nomination Requirements

Nomination Package Format and Rules

- There are no prescribed PMI forms for this award.
- Nomination packages that exceed the stated page counts (see Nomination Package Content) will not be evaluated.
- The nomination package must be in English.
- Electronic submissions will not be accepted.
- Nomination packages submitted to the PMI Global Operations Center shall be unbound.
- The letters of support (see Nomination Package Content) shall be original, signed documents. Photocopies will not be accepted.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.

Nomination Package Content

The nomination package, consisting of no more than fifteen (15) pages, must contain the following:

- A document providing all necessary clearances, releases, and permissions needed for public release of all submitted materials to PMI. This document will not count toward the stated page count maximum.
- An original document (no more than five (5) pages) that must include the following as a minimum:
 - Category for which the nomination is being considered
 - Statement of how each of the criteria were clearly met or exceeded
 - Description of how the continuing professional education provider has demonstrated a significant positive impact on its trainees/students
- The supporting document (no more than ten (10) pages) must include the following as a minimum:
 - Documentation providing evidence of the results of the structured needs assessment
 - Documentation supporting summary information from post-activity evaluations
 - Documentation summarizing the quality performance of the provider (e.g., letter(s) of recommendation, testimonial(s))

Nomination Submittals

Nomination packages must be received before the last Monday in April each year. One unbound copy of the nomination package must be sent via postal mail to PMI Global Operations Center at the following address:

Project Management Institute
c/o Public Relations Administrator
14 Campus Boulevard

Newtown Square, PA 19073 USA
Telephone: +1-610-356-4600 ext. 7088

Verification and Selection

- The Manager, Public Relations and/or designee will verify the nomination's eligibility.
- The Public Relations Administrator will contact the Lead Nominator to confirm receipt and eligibility of the nomination package.
- The Public Relations Administrator will send the nomination packages to a designated panel of reviewers, who are subject matter experts within the PMI membership, for evaluation.
- The Lead Nominator will be notified of the status of the nomination at the conclusion of the evaluation process.
- The evaluation process and scores are proprietary to PMI and will not be disclosed to nominators or nominees.
- Selections and issuance of announcements shall take place no later than the third Monday in July.

Presentation of the Award

- The PMI Continuing Professional Education Provider Award will be presented at a specified PMI event.
- The award will be publicized through PMI communication channels and external media after the presentation of the award. The recipient may also coordinate additional publicity with PMI after the presentation of the award.

Additional Information

- PMI Global Operations Center will use various PMI communication channels (including www.PMI.org) to call for nominations.
- Please send all inquiries to awards@pmi.org