

Thank you for your interest in becoming a PMI Authorized Training Partner. In order to become a PMI Authorized Training Partner, an organization would need to have been in business, and providing project management training, for a minimum of one year (Access, Foundational, and Professional tiers) or three years (Premier tier).

Find key information on navigating the application process, including an application checklist and important guidance for filling out the application, below.

Application Checklist

To complete your Authorized Training Partner Program application, we suggest you compile the following information and documentation:

- Your Dun & Bradstreet DUNS® Number, Value-Added Tax (VAT) Number, or Goods and Services Tax Identification Number (GSTIN)** (as applicable)
- Date of incorporation** (official registration/start date of your company)
- Primary Contact** (full name and email address)
- Compliance Administrative Contact** (full name and email address)
- Secondary Administrative Contact** (full name and email address)
- General email address for your organization**
- Credly Badge Email** (this is the email we will send your ATP badge to)
- Your organization's URL** (this is where we will direct candidates who visit our ATP Directory)
- PMI.org ID Number**
- The list of languages in which your organization delivers learning activities or products**
- Evidence that you've been in business for a minimum of 1 or 3 years**, depending on which tier level you are applying to (this can include your organization's articles of incorporation, accreditation by an appropriate accrediting body, or evidence of recognized proprietorship)
- Evidence of having provided project management training under your organization name for a minimum of 1 or 3 years**, depending on which tier level you are applying to
- Evidence of a documented customer resolution issue process**

- Instructor bios for any instructor teaching an PMI Authorized instructor-led training course** (after application approval and invoice payment, these are needed in order to prove instructor qualifications in the course and/or certification they will teach)

Application Instructions

Filling out the Application

Demographic Information:

Organization Name: First, and foremost, as you start the process of completing your ATP Application, it is important that the name that you list within the "Organization Name" entry-field is your organization's formal, legal name.

Primary Contact: Please list the name and email address of the Primary administrative contact. Please use THE SAME NAME AND EMAIL that was used when creating the user-account for the individual who is going to serve as the Primary Contact.

Compliance Contact: Please list the name and email address of the individual who will be ensuring proper ATP compliance is maintained. Please use THE SAME NAME AND EMAIL that was used when creating the user-account for the individual who is going to serve as the Compliance Contact.

PMI ID: Please provide the PMI ID Number for the individual who will be serving to oversee your organization's ATP Course Catalog within the PMI Education Provider Portal. (A PMI ID Number is created for each person that creates a username and password within PMI. It is through each user-account that access permissions can be granted.)

Documentation:

Demonstration of ATP Application requirements is conducted through the documentation that is submitted within the ATP Application. Upon applying to enroll within the ATP Program, you will be required to submit the following documentation:

Item A: Submit a document that shows evidence of having been in business for at least one (Access, Foundational, Professional) or three (Premier) year(s).

PMI has a fiduciary responsibility to our stakeholders to be able to provide the appropriate legal details of an organization that is enrolled within the ATP Program. To ensure that we are able to fulfill this fiduciary responsibility to our stakeholders, we require that organizations provide a copy of their articles of incorporation, and list their organization's name as it appears within the articles of incorporation.

If your document(s) is/are not in the English language, please be sure to include a thorough translation each the document.

Item B: Submit a document that shows evidence of having provided project management training under your organization name for a minimum of one (Access, Foundational, Professional) or three (Premier) year(s).

To verify that your organization has been providing project management training for the required minimum years, we require that your organization provides a dated invoice for having provided project management training. The date of the invoice should occur a minimum of one (Access, Foundational, Professional) or three (Premier) year(s) prior to the date that your organization submitted its application to enroll within the ATP Program.

If your document(s) is/are not in the English language, please be sure to include a thorough translation each the document.

Item C: Submit a Customer Resolution Document which states the communication and resolution path for your customer complaints including follow up/response process

An example of the type of document that would fulfill the criteria of Item C would be PMI's Grievance Policy which can be found at <https://www.pmi.org/-/media/pmi/documents/public/pdf/governance/grievance-policy.pdf>.

As always, if the document is not in the English language, please be sure to include a thorough translation of the document.