

Authorized Training Partner Program* Benefits & Requirements



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*All program benefits and requirements are subject to change within PMI's sole discretion.

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Why become an Authorized Training Partner?

It's simple! Authorized Training Partners gain visibility among PMI customers as approved training providers, as well as exclusive access to licensed content and instructor training. We are committed to enabling our customers to find quality training, while helping **you** to succeed and grow your business in the process.

1

ENDORSEMENT FROM PMI

As an Authorized Training Partner, you will stand out as a PMI-approved training provider—a quality customers want.

PMI will promote authorized partners through our website, searchable partner database and marketing efforts, which provides visibility to an audience in need of your services. We will also teach candidates how to identify nonauthorized providers to ensure they choose endorsed Authorized Training Partners.

*Content format varies by topic.

2

ACCESS TO TURNKEY CONTENT

As an Authorized Training Partner, you will receive turnkey licensed content, including instructor and participant guides and online learning assets like quizzes, knowledge checks and videos.* Content management is maintenance-free. You never need to update course materials again—we do it for you. This content can be used for both in-person and virtual instructor-led courses.

3

INSTRUCTOR TRAINING

The Authorized Training Partner Train the Trainer program sets you up for success and prepares you to deliver PMI-developed training content to our quality standards. Completion of this training grants the official Authorized Training Partner endorsement from PMI and also provides your instructors with a badge that shows they are PMI-approved instructors.

NINE OUT OF TEN

of our customers state that they look for PMI-approved instructors when searching for PMP exam prep and training.

FOUR OUT OF FIVE

customers feel it is important to be taught PMI-developed content.

According to the 2020 PMI *Pulse of the Profession*[®] report, nearly one in four projects was completed in the prior year using agile. And over the next 5 years, half of project management offices (PMOs) expect to increase their use of agile. Leaders now know it's simply a matter of when—and how—to adopt agile.



Program Benefits — Choose Basic or Premier

The program offers two tiers: Premier and Basic. Both provide authorization to teach PMI-licensed content and the tools to support the training. The Premier package includes additional benefits to augment your training as well as opportunities to grow your business through exclusive access to RFPs and channel management support. If you wish to focus solely on supporting and training existing certification holders, you may offer PDU-only courses through the Basic tier.

Benefits	Basic	Premier
Welcome Kit: Includes PMI brand guidelines and marketing tools	✓	✓
Ability to offer PMI-approved PDUs and submit PDU claims for students	✓	✓
Access to IP licensure for all PMI standards	✓	✓
One-on-one onboarding for partners and instructors to understand the program's online tools and resources	✓	✓
Access to the PMI ATP support team	✓	✓
Reseller Program Agreement offers Partners the ability to purchase PMI membership and PMI core certification vouchers at a discounted price for resale	Additional Fee	✓
Quarterly account management support meetings with Premier partners discussing performance reviews, lead generation and marketing and brand compliance monitoring, plus webinars providing thought leadership and industry trends		✓
Advertising discount available for events or first time advertising on PMI websites	✓ 15%	✓ 20%
Access to 250+ PMP® exam practice questions to create practice exams		✓
Access to performance dashboard		✓
Exclusive access to RFPs		✓
Access to licensed content including instructor manuals, knowledge checks and online learning assets	✓	✓
Your company listed on PMI.org as a preferred Authorized Training Partner	✓	✓
Train the Trainer complimentary vouchers <ul style="list-style-type: none"> Badge issued upon successful assessment completion 	1 complimentary training voucher	2 complimentary training vouchers
	ADDITIONAL VOUCHERS* On-Demand Training - US\$499	
Disciplined Agile Consulting Partner Agreement option for partners specializing in Disciplined Agile	Additional Fee	
Discount of 55% off PMI books		✓

*After using complimentary training vouchers, Authorized Training Partners must pay for any additional Train the Trainer course attendance for instructors. Instructor payments are not accepted.



Program Requirements

These program requirements were created to provide consistent and high-quality training for our customers. All partners must adhere to these requirements to participate in the program.

General Program Requirements	PMP [®] Exam Prep	Disciplined Agile [®]	CAPM [®]
1. Authorized Training Partners and instructors must use PMI-developed course content.	✓	✓	
2. Instructors must complete and pass the Authorized Training Partner Train the Trainer session.	✓	✓	✓
3. Instructors must be certified in the certification they are teaching and be in good standing with PMI.	✓	✓	✓
4. Authorized Training Partners must be able to provide in-person and/or virtual instructor-led courses.	✓	✓	✓
5. Authorized Training Partners and instructors must adhere to all PMI brand guidelines and policies.	✓	✓	✓
6. Authorized Training Partners must have a documented issue-resolution process for customers.	✓	✓	✓
7. Organizations must be a legal business entity for 3 years.	✓	✓	✓
8. Authorized Training Partners must pass a background check and financial review.	✓	✓	✓
9. Instructors must have agile project experience to teach PMP exam prep courses.	✓		
10. Authorized Training Partners must agree to upload “guaranteed to run” public courses.	✓	✓	✓

If you deliver PDU-only training or training for other PMI certifications:

- You are not required to use PMI-provided content.
- Instructors are not required to complete the Authorized Training Partner Train the Trainer course.
- Instructors do not need agile experience.

Chapter Program Requirements
Chapters that become an Authorized Training Partner may not permit their chapter board members or those in a decision-making role within the chapter to serve as Authorized Training Partner-certified instructors, nor can they be the Authorized Training Partner owner, in order to avoid conflicts of interest.
Authorized Training Partner owners and instructors cannot serve as a chapter leaders or decision-making volunteers within a chapter while they are still an Authorized Training Partner owner or certified instructor.
Chapters that need certification exam prep training can follow a Request For Proposal (RFP) process to find an Authorized Training Partner.
If a chapter wants to deliver PMP exam prep or Disciplined Agile training to their members without partnering with an Authorized Training Partner, they need to join the Authorized Training Partner program.
Chapters that are Authorized Training Partners cannot select individuals from chapters who are not authorized partners to become certified instructors for them.

Program Restrictions

PMI Authorized Training Partners may NOT deliver on-demand, self-paced PMP[®] exam prep or any alternate PMP exam prep offering (e.g., books). PMI has developed a self-paced PMP exam prep offering. This allows us to address the needs of modern-day learners and ensure consistent, high-quality exam prep experiences for both instructor-led and on-demand modalities. However, at this time you may provide on-demand, self-paced content for other PMI certifications, except for Disciplined Agile certifications.

**PMI® AUTHORIZED TRAINING PARTNER PROGRAM LICENSED COURSE CONTENT**

PMI® Authorized Training Partner Program Licensed Course Content

Basic and Premium Authorized Training Partners that deliver PMP® exam prep and Disciplined Agile® courses are required to use PMI-licensed course content. This ensures a consistent, high-quality learning experience and provides the PMI-approved content customers asked for—and the comprehensive knowledge needed to prepare for these exams.

Disciplined Agile Course content includes the following digital offerings:*

- Instructor Manual/Facilitator Guide
- Instructor Slides
- Spotlight Videos and Media: Supporting workshop engagement activities
- Extra Resources: Where to find more information to help apply concepts in real-life scenarios

The PMI Authorized PMP® Exam Prep Course content includes the following digital offerings:*

- Instructor Manual/Facilitator Guide
- Instructor Slides
- Student Manual: Workbook with instructional content and real-world activities
- Spotlight Videos and Media: Supplemental student materials
- Mastery Builders: End-of-chapter knowledge checks to ensure comprehension of key concepts
- Student Checklists: Online lists for students to ensure adequate coverage of key concepts
- More than 250 PMP exam practice questions

* Print copies are available for purchase (shipping fees apply).

Pricing Structure

Pricing for annual program membership and instructor and student materials are based on the location of your headquarters office. Please contact ChannelSales@pmi.org for your country based pricing.





Augmenting the Content

The required licensed course content **CANNOT** be edited. You may *supplement* the content with your own case studies, learning activities and industry-specific training information, as long as the provided materials are not altered.

Getting and Delivering the Content

You will be able to purchase content in our third-party content provider’s online marketplace and in your choice of digital, print or blended formats.

Digital – You and your students receive digital access keys.

Print – Our third-party content provider will print materials using their global network of printers, and ship via FedEx to ensure the quickest turnaround and best negotiated rates.

You may also choose your own shipping carrier. Below is a breakdown of expected shipping rates for student manuals, which weigh approximately 2.37 lbs. (1.08 kg) each. All prices are in US dollars.



Location	Shipping Method	1 Guide	15 Guides
Chicago	Ground	\$11.25	\$16.87
Los Angeles	Ground	\$11.25	\$34.32
Atlanta	Ground	\$11.25	\$20.38
Dublin	Economy	\$52.80	\$69.17
Dubai	Economy	\$29.07	\$159.15
Munich	Economy	\$32.94	\$32.94
Sydney	Economy	\$11.11	\$15.68
Toronto	Economy	\$13.19	\$25.69
Singapore	Economy	\$25.00	\$25.00
New Delhi	Economy	\$50.53	\$159.44
Johannesburg	Priority (only option)	\$20.00	\$20.00



AUTHORIZED TRAINING PARTNER TRAIN THE TRAINER

Authorized Training Partner Train the Trainer

Basic and Premier Authorized Training Partners that deliver PMP Exam Prep or Disciplined Agile workshops must complete the corresponding Authorized Training Partner Train the Trainer program. This ensures our candidates are being taught by qualified instructors who understand the content and can meet their needs as modern-day learners.

Training Session Options

To accommodate our global network of instructors, we offer instructor-led training for both in-person and virtual sessions. Basic and Premier program participants receive complimentary vouchers for these sessions. Please refer to our pricing structure on page 5 for information about quantities and purchasing additional vouchers.

Here’s what you can expect from the course.

PMP® Exam Prep Train the Trainer

Day 1: Technical (7.5 hours)
Technical aspects of the PMP exam, with an added focus on agile and hybrid approaches
Day 2: Technique (7.5 hours)
Facilitation techniques: How modern learners learn, meeting delivery preferences and leading courses in a virtual environment

Additional Requirements for PMP® Exam Prep Instructors

- Instructors must complete the Authorized Training Partner Train the Trainer – PMP® Exam Prep prior to offering any PMP Exam Prep courses. Once completed, instructors will receive an Authorized Training Partner Instructor badge to show they are approved by PMI.
- Instructors must have agile experience to teach PMP Exam Prep courses and must submit a professional bio for review and approval when registering for their Train the Trainer session.

Disciplined Agile® Workshop Train the Trainer

Day 1: Technique (7.5 hours)
Facilitation techniques: How modern learners learn, meeting delivery preferences and leading courses in a virtual environment

Additional Requirements for Disciplined Agile Workshop Instructors

- Instructors must complete the Authorized Training Partner Train the Trainer – Disciplined Agile Workshop prior to offering any workshops. Once completed, instructors will receive an Authorized Training Partner Instructor badge to show they are approved by PMI.
- Instructors must have a minimum of a Disciplined Agile Senior Scrum Master (DASSM)™ certification in good standing and must submit a professional bio for review and approval when registering for their Train the Trainer session.
- **NOTE:** Disciplined Agile instructors who already attended the PMP Exam Prep Trainer the Trainer session have already completed the Disciplined Agile Workshop Train the Trainer 1-day session.



Certified Associate in Project Management (CAPM)[®]

The Certified Associate in Project Management (CAPM)[®] Exam Prep Course content includes the following digital offerings:

- Instructor Manual/Facilitator Guide
- Instructor Slides
- Student Manual: Workbook with instructional content and real-world activities
- Spotlight Videos and Media: Supplemental student materials
- Mastery Builders: End-of-chapter knowledge checks to ensure comprehension of key concepts
- Student Checklists: Online lists for students to ensure adequate coverage of key concepts

Certified Associate in Project Management (CAPM)[®] Exam Prep Course Train the Trainer

Day 1: Technique (7.5 hours)

Facilitation techniques: How modern learners learn, meeting delivery preferences and leading courses in a virtual environment.

Additional Requirements for CAPM[®] Prep Course Instructors

- Instructors must complete the Authorized Training Partner Train the Trainer – CAPM Prep prior to offering any courses. Once completed, instructors will receive an Authorized Training Partner Instructor badge to show that they are approved by PMI.
- Instructors must have a minimum of a CAPM or a PMP certification in good standing and must submit a professional bio for review and approval when registering for their Train the Trainer session.

