



# Registered Education Provider Program



## Application & Agreement

Submission of documents only accepted electronically. See page 31 for instructions.  
Handwritten versions of the document will be rejected and not returned.

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Welcome to the R.E.P. Application Process,

The purpose of the R.E.P. Program is to support the professional development needs of future or current PMI practitioners and stakeholders in their pursuit of PMI Credentials. R.E.P. Program approved training providers offer quality courses listed in PMI's system to be claimed for pre-approved Professional Development Units (PDUs) by PMI practitioners as well as contact hours for future credential applicants.

Your organization's acceptance into the program will be based on how the information you supply in this application package meets the program's criteria. This process usually takes about 30 - 40 business days.

For general questions contact:

All Regions [repsupport@pmi.org](mailto:repsupport@pmi.org) or Asia Pacific Region: [repsupport-asiapac@pmi.org](mailto:repsupport-asiapac@pmi.org). To keep email from going into your spam mail folder add these addresses to your directory. We wish you success and a positive experience with the program.

Sincerely,  
Tara Leparulo  
Registered Education Provider Program Administrator

**\*For Cycle Renewals Only\***

Click the link to complete the [R.E.P. Profile Form](#) to help us understand your business needs and plan for future program enhancements.

The data provided will be confidential.

Once you have completed the Profile form come back to the application and complete.

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## Guide to Completing the R.E.P. Application

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Section 1:  
R.E.P. Benefits, Criteria, Terms of Agreement, Demographics, Enrollment Level and Fees

## Program Benefits

- Permission to publicize your organization as a PMI approved training organization. Solely for use in conjunction with courses listed in PMI's Continuing Certification Requirements System (CCRS) and must not be inferred as recognition for other business activities of the R.E.P.
  - Courses listed in CCRS can be claimed for pre-approved PDUs by PMI practitioners as well as contact hours for future credential applicants.
  - Submit batch PDU claims to PMI for students completing your courses  
Allows PDUs to be conveniently submitted on behalf of your students.
  - License to use the official PMI R.E.P. logo  
Must be used in compliance with program policies in the R.E.P. Handbook.
  - Company profile and courses can be viewed by students searching the CCRS Directory.\*
  - R.E.P. Monthly Update e-Newsletter  
Sent to primary and compliance contacts. Contains timely information regarding the program and other PMI products and services.
  - Access to an exclusive R.E.P. LinkedIn Group  
Receive program updates and network with others in the R.E.P. Community.
  - Access to Request for Group Training Proposals (RFP) from global organizations  
Links outside organizations with specific PM training needs to R.E.P. LinkedIn Community for bids.
  - 55% discount off most PMI publications from the PMI Bookstore  
Terms of use in the R.E.P. Handbook
  - Limited license -Basic Intellectual Property (IP) Level License  
Nontransferable license to reproduce 15 of the 20 preselected figures and five excerpts from the most current edition of PMI's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and reproduce definitions from the *PMBOK® Guide* Glossary. Other PMI published titles are also available including portions of *Pulse of the Profession®*. To see the entire list please visit the [R.E.P. Resources Page](#).
- Preselected Figures  
Part 1: Figures 1.5, 1.7, 4.1, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1, 13.1; Table 2.1  
Part 2, Figures 1.5, 2.2, 3.1, 4.1, 5.1, 6.1; Table 1.1
- Ability to purchase Premium Intellectual Property (IP) Level License  
In addition to the Basic IP license, additional rights to reproduce a total of 75 figures and 25 excerpts from the latest *PMBOK® Guide* along with 50 figures and 25 excerpts from all other PMI global standards.

\*Does not apply to Internal Training Providers.

\*\*CCRS is the directory that houses credential holder records and all provider courses. Credential holders log onto CCRS to submit PDUs. Providers enter information into CCRS using the Education Provider Portal interface.

## Program Criteria

Non-compliance to criteria will result in termination

### Criterion 1: Organizational Responsibilities

**Guiding Principle:** Participants in the PMI R.E.P. program shall have the requisite resources, facilities, and administrative support to effectively participate in the program, including the ability to comply with all R.E.P. responsibilities and procedures.

- 1.1. The R.E.P. shall be in compliance with all applicable laws and requirements. A division, department, unit or role shall exist within the R.E.P. that is responsible for administration of the required R.E.P. reports, documentation, and communications. Information about these key roles and their responsibilities can be found in the [R.E.P. Handbook](#).
- 1.1.1. PMI R.E.P. status is awarded to **only** tenured, quality, project management education providers who are aligned to PMI [core values](#), with mature business practices and courses aligned to the [PMI Talent Triangle](#). PMI reserves the right to deny acceptance of any application, for non-compliance of program rules and criteria.
- 1.1.2. Shall have a clearly worded mission statement and/or strategic objectives.
- 1.1.3. Shall provide attendees/participants with appropriate documentation (such as Certificate of Completion, Letter of Attendance, etc.) upon successful completion of each registered course.
- 1.1.4. Shall ensure that attendance/participation records are kept for a minimum of two calendar years after completion.
- 1.1.5. Shall refrain from any manner of discrimination with respect to the programs provided under this Agreement, including, but not limited to, discrimination on the basis of race or ethnic origin, gender, nationality, disability, religion or sexual orientation.
- 1.1.6. Agrees that the Commonwealth of Pennsylvania, USA shall be the exclusive jurisdiction for any disputes arising out of this agreement and/or the Provider's participation in the R.E.P. program.
- 1.1.7. Shall generate contact hours and/or PDUs aligned to the PMI Talent Triangle® and in support of PMI global standards, PMI Certifications, and other PMI offerings.

## Program Criteria

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### Criterion 2: Course Development and Content

**Guiding Principle:** To ensure that high quality project management courses are offered for pre-approved PDUs aligned to the PMI Talent Triangle. Appropriate knowledge experts shall develop and/or review all course content prior to delivery to the general public.

- 2.1. Alignment to *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and other appropriate PMI® global standards: The content of courses or educational products offered for PDU credit shall be substantially consistent with the concepts and terminology found in the current edition of the *PMBOK® Guide* and aligned to at least one section of the PMI Talent Triangle®. Project Management theories or practices different from those described in the *PMBOK® Guide* are permissible in course materials but shall be clearly identified as such to course participants.
- 2.2. Instructional designers/developers shall have such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- 2.3. Subject matter experts involved in the content development shall have such qualifications as formal education, experience, PMI® credentials or other recognized credentials appropriate to the subject matter.
- 2.4. Registered courses should be designed around clearly identified, measurable learning outcomes. Material should be clearly worded and arranged in a logical manner that facilitates achievement of the learning objectives.
- 2.5. All course materials shall have and follow the outline/syllabus in a clear and logical manner.
- 2.6. R.E.P.s must abide by applicable intellectual property law as well as the terms and restrictions for use of PMI trademarks and copyrighted material as found in the most current R.E.P. Intellectual Property Quick Reference Guide on the [R.E.P. Resources](#) web page.

## Program Criteria

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### Criterion 3: Course Delivery and Instructor Evaluation

**Guiding Principle:** To ensure that identified learning objectives will be met, appropriate instructional delivery methods shall be chosen for the course. In addition, instructors shall be chosen based on proven expertise in the field, and their ability to facilitate learning.

- 3.1. Have processes in place to select qualified instructors and ensure instructional effectiveness.
- 3.2. Use instructional methods and learning resources appropriate to facilitate achievement of the learning objectives.
- 3.3. Instructors must possess at least **one** of the following qualifications: PMI® credential, formal education, experience, or other recognized credential appropriate for the subject matter.
- 3.4. Ensure that all PMP® examination preparation courses shall be taught by instructors currently holding the PMP® credential.

### Criterion 4: Awarding of Professional Development Units (PDU)

**Guiding Principle:** To ensure that participants are awarded the appropriate number of PDUs upon completion of a course, and that assignment of PDUs is uniform throughout the R.E.P. program.

- 4.1. The R.E.P. shall calculate the PDU value of each course or educational product delivered via classroom or distance learning instructional methodologies using current industry methods of contact hour equivalencies listed below.
  - 4.1.1. Courses delivered shall be assigned one PDU for each contact hour of instructional interaction. One PDU is issued for every contact hour of a planned, structured learning activity.
  - 4.1.2. No course pre-work or homework assignments may be eligible for PDUs.
  - 4.1.3. Courses must align to at least one segment of the PMI Talent Triangle®.
  - 4.1.4. PDUs may be awarded in increments as small as 0.25 PDUs.
  - 4.1.5. Courses delivered on demand shall be assigned PDUs based on the average time (in hours) needed to complete the course by a minimum of 20 sample participants. PMI reserves the right to audit any course in which the PDU total conflicts with the time spent in a structured learning environment. In the instance an audit occurs the R.E.P. must produce an electronically generated/time stamped verification document showing the amount of time 20 students took to complete the course.
- 4.2. Courses to providing pre-approved PDUs must be listed in the CCRS directory.

## Program Criteria

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### Criterion 5: Course Evaluation, Improvement and Maintenance

**Guiding Principle:** *To ensure that courses being offered under the R.E.P. program meet participant expectations and achieve their stated learning objectives, R.E.P.s shall have a process in place for continuously improving their courses based on student evaluations, external audits, course changes or other monitoring methods.*

- 5.1. A course number is one course/event. Since students cannot submit multiple claims against a single activity number, R.E.P.s cannot create a single activity with multiple courses. Courses over 35 PDUs entered in CCRS appearing to be more than one unit of study will not be allowed.
- 5.2. Course listings in CCRS Directory shall be current at all times with the content contained within their courses.
- 5.3. No course will be allowed in CCRS that accounts for a total cycle's worth of a credential holders PDUs. The purpose of this requirement is for credential holders to continuously enhance skills over the 3 year cycle period.

### Criterion 6: R.E.P. Marketing Representations

**Guiding Principle:** *R.E.P.s must adhere to the R.E.P. marketing guidelines to ensure that the R.E.P. acts in an honest, ethical, and professional manner, and to ensure the relationship between PMI and the R.E.P. is accurately represented to the public.*

- 6.1. Use of R.E.P. IP (Logo, Number and Program Designation)
  - 6.1.1. PMI Approved Logo\*: to be used in conjunction with courses in CCRS, cannot use with other organization's certification courses, by partners or on third party platforms.
  - 6.1.2. R.E.P. Number: to be used in conjunction with courses in CCRS, cannot be used by partners or on third party platforms.
  - 6.1.3. Designation in Program: not to benefit any partner or third party platform.
  - 6.1.4. R.E.P.s are permitted to offer their activities via Massive Open Online Courses (MOOCs). R.E.P.s are NOT permitted to display the R.E.P. logo or the PMI Logo on the MOOC website to market or advertise their course or business.
- 6.2. Act in an honest, ethical and professional manner both in its dealing with PMI and public.
  - 6.2.1. Accurately represent the scope and quality of their offerings to clients, PMI staff and public.
  - 6.2.2. Use the words "organization has been reviewed and approved by the R.E.P. Program\*". Never use accredited, certified, sponsored, endorsed, or guaranteed by the R.E.P. Program/PMI.
  - 6.2.3. Include proper notice of PMI ownership of its copyrights, trade, service or certification marks with all uses of such copyrights and marks as instructed by the current [R.E.P. Intellectual Property Quick Reference Guide](#).
  - 6.2.4. Be prohibited from using any PMI trade, service or certification mark in any domain name, e-mail account or company name.
  - 6.2.5. Abide by PMI's advertising policies when advertising offerings. PMI Advertising Policy within the [R.E.P. Program Resources](#).

\*Approved logos and marketing statements can be found in the [R.E.P. Intellectual Property Quick Reference Guide](#).



## Program Criteria

Non-compliance to criteria will result in termination

### Criterion 7: PMI Intellectual Property (IP) Usage

*Guiding Principle: All organizations that utilize PMI IP must obtain permission and pay for its use. As part of the program R.E.P.s are offered reduced rates.*

- 7.1. RESERVATION OF RIGHTS - PMI reserves all rights to publish and use, and to license others to publish and use, the PMI Licensed Material and any portion thereof, in any manner whatsoever and in any location without restriction. R.E.P. hereby acknowledges and agrees that PMI is the sole and exclusive owner of the PMI Licensed Material; and the title to and ownership of the PMI Licensed Material shall remain with PMI (or its successors or assigns).
- 7.2. INFRINGEMENT - R.E.P. shall promptly notify PMI of any infringement or unauthorized use of the PMI Licensed Material by a third party, any claim that the PMI Licensed Material infringes upon the intellectual property rights of a third party, or any act of unfair competition by third parties relating to the PMI Licensed Material, whenever R.E.P. becomes aware of such an act or claim.
  - 7.2.1. R.E.P. shall cooperate with PMI at PMI's expense to prevent and stop such infringement or act and, if so requested by PMI, shall join with PMI as a party to any legal case or action brought by PMI for such purpose. PMI shall have full control over any such case or action, including, without limitation, the right to choose if, when, and where to initiate any case or action, and to select counsel or to settle on any terms PMI deems advisable. PMI shall bear all expenses connected with such legal case or action, except that if R.E.P. wishes to retain its own legal counsel, R.E.P. shall do so at its own and sole expense.
- 7.3. Permission is granted for the term of this Agreement, and shall cease upon expiration or termination of this Agreement unless renewed by the parties in writing. The PMI Licensed Material may only be used in R.E.P. activities registered in the CCRS directory and related activity materials distributed to students. No right to sublicense R.E.P. course materials to third parties is granted as part of the R.E.P. Application and Agreement.
- 7.4. Except as otherwise provided above, R.E.P. may not share or distribute courseware containing PMI IP to any third parties, without prior written consent from PMI. Permitted use does not include the right to grant others permission to photocopy or otherwise reproduce the material except for versions of the work created by non-profit organizations for use by visually or physically handicapped persons.
- 7.5. To the extent that the PMI Licensed Material is incorporated into activities or activity materials made available to students by an R.E.P via the internet, R.E.P. agrees that PMI Licensed Material will not be displayed on a website accessible to the general public; all such R.E.P. online courses containing PMI Licensed Material must be posted to password protected areas of the R.E.P.'s website.
- 7.6. Appropriate credit to PMI's copyrighted material must be provided, either on the first page of the quoted text or in the figure legend in the format as follows: "Project Management Institute, A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition, copyright 2017. Copyright and all rights reserved. Material from this publication has been reproduced with the permission of PMI."
- 7.7. Comply with all applicable laws and PMI policies regarding the use of PMI and third-party intellectual property, including, but not limited to the following: "Use PMI, trade, service, or certification marks only to refer to, or describe, PMI, PMI components or programs, or the PMI® certification program, or as otherwise specifically authorized by the Agreement in this application."

## Program Criteria

Non-compliance to criteria will result in termination

### Criterion 7: PMI Intellectual Property (IP) Usage *(continued)*

3 levels of PMI Intellectual Property for R.E.P.s

Basic IP Level (Included, limited license)

Nontransferable license to reproduce 15 of the 20 preselected figures\* and five excerpts from the most current edition of PMI's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and reproduce definitions from the *PMBOK® Guide* Glossary. Other PMI published titles are also available including portions of *Pulse of the Profession®*.

To see the entire list please visit the [R.E.P. Resources Page](#).

\*Preselected Figures

Part 1: Figures 1.5, 1.7, 4.1, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1, 13.1; Table 2.1

Part 2, Figures 1.5, 2.2, 3.1, 4.1, 5.1, 6.1; Table 1.1

Premium IP Level (Additional Annual Fee)

In addition to the Basic IP level the Premium IP License provides additional rights to reproduce a total of 75 figures and 25 excerpts from the latest *PMBOK® Guide* along with 50 figures and 25 excerpts from all other PMI global standards.

7.8. R.E.P.s downgrading from a Premium Level IP License Option will be audited to confirm that their usage of PMI material does not exceed "Basic Level" IP License Option. Determination of whether content is paraphrased and/or requires the Premium IP License is at PMI's discretion.

PMI Custom License/Derivative Works Agreement (Negotiated through PMI Legal)

7.9. Use of PMI Licensed Material to be sold separately ("Derivative Works") from R.E.P.'s courses listed in CCRS requires a license separate from the R.E.P. Program. Permission to use additional PMI copyrighted material or to create Derivative Works must be requested separately by submitting a [Permissions Request](#). Questions about applying for permissions agreements may be sent by email to [permissions@pmi.org](mailto:permissions@pmi.org)

Some examples of items not covered; sub licensing course materials, published books, tools, software, apps or other products.

## Program Criteria

Non-compliance to criteria will result in termination

### Additional Terms and Conditions

- 8.1. Proper Form of Link: R.E.P.s are permitted to link to PMI's home page using one of the following forms: the name "Project Management Institute," the initials "PMI", writing [www.pmi.org](http://www.pmi.org), or the PMI logo on the R.E.P.s website. The PMI logo may only be used as a link to the PMI home page and not to link to any other portion of the PMI website. R.E.P.s are also permitted to link to the R.E.P. home page or to their listing in the R.E.P. Directory using one of the following forms: the name, "PMI Registered Education Provider" or the R.E.P. logo.
- 8.2. No Misrepresentations: R.E.P.s will not place PMI web pages in a "frame" within its own website without specific written permission from PMI.
- 8.3. No Negative References: R.E.P.s may not make negative or disparaging references to PMI, its services or its members to otherwise compare PMI, its services or its members unfavorably to others.
- 8.4. No Objectionable Content: R.E.P.s' websites must not contain, or link to, content that may be interpreted as libelous, obscene, or criminal, or which may infringe or violate any third party rights.
- 8.5. No Conflicts of Interest: R.E.P.s will not conduct any business that represents a conflict of interest or interferes with the integrity of PMI's examination certification program. In that regard, R.E.P.s may not use questions or items from PMI certification examinations for examination preparation training. R.E.P.s may not act as or operate a PMI certification examination business and simultaneously maintain R.E.P. status.
- 8.6. Protection of Marks: R.E.P.s may not use PMI names, marks or other materials in a manner that is likely to cause confusion with another source or to dilute or damage the reputation or image of PMI.
- 8.7. Indemnification: PMI shall have no responsibility or liability for any content appearing on the R.E.P.'s website. R.E.P. agrees to indemnify and defend PMI against all claims arising out of or based upon its website.
- 8.8. Proper Use of PMI Talent Triangle® Logo: R.E.P.'s use of the PMI Talent Triangle® logo will conform in all respects to the logo usage guidelines as defined in the PMI List of Marks. When placed on a website, the logo may only be used to show R.E.P.'s course alignment to skills defined in the PMI Talent Triangle® and must link to the following URL: <https://www.pmi.org/learning/training-development/talent-triangle>.
- 8.9. Right to Revoke: PMI reserves the right at any time and in its sole discretion to revoke the right and request that the R.E.P. remove from its website any link(s) to the PMI® website.
- 8.10. Amendment to Terms and Conditions: PMI reserves the right to amend these linking terms and conditions at any time. By continuing to link to the PMI® website, R.E.P. agrees to abide by the linking terms and conditions then current, as well as other legal terms of use and conditions on the PMI® website, as amended from time to time.
- 8.11. An R.E.P applicant cannot publicize the R.E.P. logo or their R.E.P. designation, until they have received written confirmation from PMI and that they have been accepted in the program. Failure will result in the delay of application processing and/or failed application due to non-compliance.

## Agreement to Sign

### Agreement

Your organization must agree to all. If every box is not checked the application will be returned,

- 9.1. Section one of this application serves as the contract between your organization and PMI. Acceptance of terms means your organization will comply with program's criteria, advertising policy, IP compliance and assurance of quality.
- 9.2. PMI has sole discretion of an organization's participation in the program. PMI reserves the right to terminate any organization from the program indefinitely based on its inability to maintain program compliance or if its operations or offerings denigrate the R.E.P./PMI brand.
- 9.3. PMI reserves the rights to change any terms of the program or terminate this agreement at any time.
- 9.4. Organization agrees to immediately discontinue use of all PMI, R.E.P. logos, marks, materials, statements or affiliation with the program if we are no longer an R.E.P. We understand our profile and courses in CCRS will no longer be available, at the discretion of PMI.
- 9.5. Organization understands there are no guarantees for increased business. Applicant understands that R.E.P. status does not confer exclusive access or opportunity to the global PMI certification training or education market.
- 9.6. Organization agrees to receive PMI R.E.P. Program newsletters, e-mail messages, faxes and regular postal service delivered letters and materials to your organization regarding events and product offerings.
- 9.7. Information provided in this application package is true and accurate. I acknowledge that the R.E.P. program benefits will become effective for our organization upon our receipt of written approval into the program by PMI.
- 9.8. Organization has reviewed the Intellectual Property Quick Reference Guide for R.E.P.s and its course materials and website are in compliance. We understand the application will be closed and returned if found to be non-compliant.
- 9.9. Organization understands that contingent upon the R.E.P.'s acceptance of the terms and conditions set forth herein and payment of applicable fees, PMI hereby grants R.E.P. a limited use, nonexclusive, nontransferable license (the "License") to reproduce the certain PMI copyrighted material, as set forth herein.

**I represent that have read, understand and agree to these terms and am authorized to sign on behalf of my organization.**

Signature  Title

(Electronic signature acceptable) Please use this format for the electronic signature: //First Name Last Name//, i.e. //John Doe// or //Jane Doe//

Name  Date

Organization Name

## Demographics

Complete the information

New Applicant       Existing R.E.P. → R.E.P. Number       Date

Organization Name

Street Address

City       State/Province       Zip/Postal Code

Country

Organization Description for CCRS

**Primary Administrative Contact** - Owns the relationship with the R.E.P. Program. Signature required on page 19.

Prefix       First Name       Last Name       Suffix

Phone Number       E-Mail

**Compliance Administrative Contact** - Owns ensuring the R.E.P. Program criteria are met at all times. Signature required on page 19.

Prefix       First Name       Last Name       Suffix

Phone Number       E-Mail

**Secondary Contact** - Acts as a back up to the primary contact.

Prefix       First Name       Last Name       Suffix

Phone Number       E-Mail

**Generic E-Mail Address**      E-Mail

Additional point of contact

**Web Address for R.E.P. Directory**

Please list all the domain names (web addresses) registered for your organization including those that forward or mask to the main domain.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**PMI.org ID Number:** Provide the PMI.org ID number for the person who will administer courses in the R.E.P. directory (Provider Portal). Go to PMI.org and click the register button in the top right hand screen and follow instructions to register and receive your PMI.org ID number if you do not have one.

Mark all languages in which your organization delivers learning activities or products.

<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese (Trad)	<input type="checkbox"/> German	<input type="checkbox"/> Japanese	<input type="checkbox"/> Spanish
<input type="checkbox"/> Brazilian Port.	<input type="checkbox"/> English	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Korean	<input type="checkbox"/> Other
<input type="checkbox"/> Chinese (Simp)	<input type="checkbox"/> French	<input type="checkbox"/> Italian	<input type="checkbox"/> Russian	<input type="text"/>

## Enrollment Worksheet

Complete this worksheet to determine your annual enrollment fees

### 1. Select Organization Type:

Commercial Training or Consulting Organization	Academic Institution	Large Multi-National Corporation	Government Organization
Most likely a .com, .net, .org	Most likely a .edu	Most likely a .com or .net	Most likely a .gov
(Internal Training Providers*)			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Academic	<input type="checkbox"/> Corporate	<input type="checkbox"/> Government
<input type="checkbox"/> Consulting			
<input type="checkbox"/> Professional Assoc.			

### 2. Select Enrollment Level:

Global Provider	Provider	Internal Training Provider* (Only corporations and government organizations qualify)
Unlimited number of courses in CCRS	3 or less courses in CCRS	Employee training only
Ability to list more than one office location	Additional courses are \$150 per course in CCRS per year	No external for-profit training
		Unlimited number of courses in CCRS
		Courses listed in database cannot be seen by the general public
<input type="checkbox"/> \$2,100 USD	<input type="checkbox"/> \$1,500 USD	<input type="checkbox"/> \$1,200 USD

### 3. Select License for PMI Intellectual Property (IP) Usage:

Basic →	Premium →	Custom
Rights to reproduce 15 pre-selected figures and 5 excerpts from the <i>PMBOK® Guide</i>	Rights to reproduce 75 figures and 25 excerpts from the <i>PMBOK® Guide</i>	A license for usage of PMI IP above Basic and Premium levels
Includes the use of the <i>PMBOK® Guide</i> Glossary	Total of 50 figures and 25 excerpts from PMI Global Standard(s)	May need in addition to a Basic or Premium license if product(s) using PMI IP are being sold independent of courses listed in CCRS
And select figures from PMI Practice Guides found in the PMI Marketing Portal	Quality Review of your material's usage of PMI IP determines the need to upgrade to this license	
<input type="checkbox"/> Basic (Included)	<input type="checkbox"/> \$1,000 USD	<input type="checkbox"/> Varies, complete a <a href="#">PMI Permission Agreement</a> for estimate

## Fee Worksheet

Other Fees: Sub-total from checked boxes on page 14

<input type="checkbox"/> Application Fee (new applicants only, non-refundable)	\$350 USD one time fee
<input type="checkbox"/> Provider Additional Course Fee "Provider" enrollment level adding more than 3 courses Number of additional courses in CCRS x \$150 USD Annual Fee =	
<input type="checkbox"/> Global Provider Additional Office Listing Fee Main office and 1st additional office come with Global Provider enrollment level. Number of 2 or more additional offices x \$100 USD Annual Fee =	
Canadian Tax Due* (See tax table below)	
Total USD Due	

### Tax Compliance and Invoicing

Project Management Institute understands that certain of its products, supplies and services may be subject to sales, value added tax ("VAT") or goods and services tax ("GST"). Project Management Institute has recently made adjustments to its invoicing procedures to continue to be compliant with foreign, state and local sales or VAT/GST rules.

#### \*For Canadian Organizations

In conformity with Canadian tax law PMI is required to collect appropriate GST/HST and provincial taxes, and provide funds to the applicable tax agency. If you have been granted tax-exempt status by the appropriate Canadian authority you must provide the official documentation or pay the tax rate above.

PMI's Canadian tax registration #: GST/HST #89794 4807 RT0001

Quebec (CST registration): #1202723001 TQ0001

Calculate and add to box above. The tax rates are as follows:

New Brunswick, Newfoundland, Ontario: 13% (harmonized tax)	Quebec: 14.975% (combined GST/QST)
British Columbia: 12% (7% PST and 5% GST)	Nova Scotia: 15% (combined)
Manitoba: 13% (8% PST and 5% GST)	Prince Edwards Island: 14% (HST)
Saskatchewan: 10% (5% PST and GST each)	All other provinces and territories: 5% (GST)

## Payment Method

### Payment Method

All funds must be in US Dollars  
(check one box and complete information required)

Total USD Due (from page 15)

<input type="checkbox"/>	Check	<p>Must be drawn from a US Bank Account Payable to "Project Management Institute" Provide a copy of your check with this electronic application submission as proof of payment. Existing R.E.P.s - provide your R.E.P. 4 digit number in the memo section.</p>		
<input type="checkbox"/>	Money Order	<p>Provide a copy of your money order with this electronic application submission as proof of payment. Existing R.E.P.s - provide your R.E.P. 4 digit number in the memo section.</p>		
<input type="checkbox"/>	Credit Card	<p> <input type="checkbox"/> Visa      <input type="checkbox"/> Discover      <input type="checkbox"/> Diners Club  <input type="checkbox"/> MasterCard      <input type="checkbox"/> American Express         </p> <p>Name on Card <input type="text"/>      Expiration Date <input type="text"/></p> <p>Card Number <input type="text"/> <i>(Electronic signature acceptable)</i> <i>An example of an electronic :</i> <i>//First Name Last Name//</i> <i>For example:</i> <i>//John Doe// or //Jane Doe//</i></p> <p>Signature <input type="text"/></p> <p>Do not send the application to PMI through email, mail or eFax. Please only submit via the PMI secure FTP Accellion tool. OR Payment can be made by phone, see page 31.</p>		
<input type="checkbox"/>	Wire Transfer ACH Transfer	<p>Provide a copy of your transfer with this electronic application submission as proof of payment. Existing R.E.P.s - provide your R.E.P. 4 digit number in the memo section. Bank transfer fees are your organization's responsibility. Calculate the fee and add to the total payment.</p> <table border="1" data-bbox="542 1566 1289 1898"> <tr> <td data-bbox="542 1566 927 1898"> <p>Wire Transfer Information:</p> <p>Wells Fargo Bank 217 W. Baltimore Pike, 2nd Floor Media, PA 19063 Phone: +1(610) 891-1088 Fax: +1(610) 891-1065</p> <p>Account #: 2014183097209 Routing Transit #: 121000248 Swift Code: WFBIUS6S</p> </td> <td data-bbox="927 1566 1289 1898"> <p>ACH Transfer Information:</p> <p>Wells Fargo Bank Account #: 2014183097209 Routing Transit#: 031000503</p> </td> </tr> </table>	<p>Wire Transfer Information:</p> <p>Wells Fargo Bank 217 W. Baltimore Pike, 2nd Floor Media, PA 19063 Phone: +1(610) 891-1088 Fax: +1(610) 891-1065</p> <p>Account #: 2014183097209 Routing Transit #: 121000248 Swift Code: WFBIUS6S</p>	<p>ACH Transfer Information:</p> <p>Wells Fargo Bank Account #: 2014183097209 Routing Transit#: 031000503</p>
<p>Wire Transfer Information:</p> <p>Wells Fargo Bank 217 W. Baltimore Pike, 2nd Floor Media, PA 19063 Phone: +1(610) 891-1088 Fax: +1(610) 891-1065</p> <p>Account #: 2014183097209 Routing Transit #: 121000248 Swift Code: WFBIUS6S</p>	<p>ACH Transfer Information:</p> <p>Wells Fargo Bank Account #: 2014183097209 Routing Transit#: 031000503</p>			



## Section 2: Quality Review

### Overview

#### Quality Review Overview

The quality review process allows PMI to ensure that all R.E.P. program participants adhere to program criteria and guidelines. The quality review process is an independent, pass/fail review of course materials by a contracted third-party Quality Reviewer. If the applicant does not pass quality review, the provider may not become an R.E.P. The quality review items in this section correspond to the R.E.P. Criteria in Section 1 of this application.

#### What to submit

You'll need to submit one course from each of the two delivery methods, if your organization offers them. The delivery methods are Live (In-Person/Classroom/Streaming) and On Demand. If you offer both types of delivery methods, PMI will need to review documentation for both.

R.E.P.s can register courses in CCRS via the Education Provider Portal that support the PMI Talent Triangle®. If a course is aligned to a PMI global standard (such as a PMP® exam preparatory course), content must be based on the current edition of the PMI global standard(s), otherwise your application will be returned for non-compliance.

#### Languages

Course materials may be submitted in the following languages: English, Arabic, Italian, Spanish, French, Portuguese, German, Russian, Chinese, and Japanese.

For all other quality review documentation other than the course materials, submissions can be in a native language other than those listed above, as long as English descriptions accompany the non-English submissions, so that PMI Application Processing understands what the document contains.

#### The Quality Review Team

PMI has developed a remote, multi-lingual team of 20+ Quality Reviewers. All are PMP® credential holders, possess a good understanding of PMI global standards, and have significant training experience. A Quality Reviewer cannot be employed by or work for an R.E.P. in any capacity. To ensure confidentiality of applicant information and the protection of intellectual property rights for all materials submitted to PMI for review, the submitted application will be treated as confidential and distributed to PMI authorized Quality Reviewers only as per PMI's Confidentiality Policy.

Quality Reviewers are authorized by PMI to request additional or missing review-related documents needed to complete the quality review. For ethical reasons, Quality Reviewers may not counsel applicants in modifying their course materials to avoid the need of the Premium Level IP License, or to pass the quality review.

## Part A: Quality Review of Your Organization

NEW R.E.P. applicants must complete this section, regardless of course delivery method(s) offered. Submit a separate document for each item and name each as indicated below, where applicable. Acceptable file types include .doc, .docx, .pdf, and jpg.

SKIP Item A and B if you are a renewing R.E.P. going through your 3 year cycle renewal.

### Operations and Administrative Process

#### Item A: Evidence of 1 Year in Business

Not applicable for existing R.E.P.s (check box if this is a cycle renewal)

What to Submit	Submit a document that shows evidence of having been in business for at least one year. Documentation could include your organization's articles of incorporation, accreditation by an appropriate accrediting body, or evidence of recognized proprietorship.
How it is Assessed	Quality Reviewers will assess this item to determine whether your organization has been in business for at least one calendar year preceding the date of this application.
Document File Name	Name this file "Item A - " and then your organization's name (Ex. Item A - PMI .doc)

#### Item B: Evidence of 1 Year in Project Management Training

Not applicable for existing R.E.P.s (check box if this is a cycle renewal)

What to Submit	Submit a document that shows evidence of having provided project management training under your organization name for a minimum of one year. Documentation could include a class list (must be signed by a student), a letter from a customer, a customer-completed evaluation form, or a dated invoice.
How it is Assessed	Quality Reviewers will assess this item to determine whether your organization has been providing project management training for at least one calendar year preceding the date of this application.
Document File Name	Name this file "Item B - " and then your organization's name (Ex. Item B - PMI .doc)

**Item C: Administrative & Compliance Contacts**

<p>What to Submit</p>	<p>The primary administrative contact has the authority and responsibility to administer reports, documentation, and communication requested from the PMI R.E.P. Program team in the event information is requested.</p> <p>Signature of primary contact <input data-bbox="886 541 1409 594" type="text"/></p> <p>The compliance contact responsible for ensuring that your organization has and follows a clear, and measurable process to ensure that all PMI R.E.P. program criteria are met at all times during program tenure. This person can be the same as the primary administrative contact.</p> <p>Signature of compliance contact <input data-bbox="886 779 1409 831" type="text"/></p> <p>Renewing R.E.P.s may skip the rest of Section A and proceed to Section B on page 22.</p>
<p>How it is Assessed</p>	<p>Quality Reviewers will assess this item to ensure both contacts have signed above.</p>

**Item D: Sample Certificate of Completion or Letter of Attendance**

<p>What to Submit</p>	<p>Submit a blank <b>sample</b> of a student certificate of completion or a letter of attendance.</p>
<p>How it is Assessed</p>	<p>Quality Reviewers will assess this item to determine whether the documentation contains all of the following items:</p> <ul style="list-style-type: none"> <li>- name of your organization</li> <li>- name of attendee</li> <li>- name of the course</li> <li>- date completed</li> <li>- course number registered or to be registered with PMI</li> <li>- number of PDUs and/or Contact Hours awarded</li> </ul>
<p>Document Name</p>	<p>Name this file "Item D - " and then your organization's name (Ex. Item D - PMI .doc)</p>

**Item E: Web Site and Marketing Materials Intellectual Property (IP) Compliance**

<p>What to Submit</p>	<p>Submit all flyers, brochures, or any advertising associated with the course(s) you are submitting for review.</p> <p>Enter the website URLs associated with your organization, and also associated with the web pages describing the course(s) and/or programs submitted for quality review here:</p> <p>Your organization's URL <input type="text"/></p> <p>Course #1 URL <input type="text"/></p> <p>Course #2 URL <input type="text"/></p> <p>Course #3 URL <input type="text"/></p>
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<p>How it is Assessed</p>	<p>Quality Reviewers will assess these items to determine whether the documentation is clear and accurate, and whether it is in compliance with PMI's Intellectual Property (IP) policies. Click <a href="#">here</a> to view and download the PMI Intellectual Property Quick Reference Guide.</p>
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<p>Document Name</p>	<p>Name this file "Item E - " and then your organization's name (Ex. Item E - PMI .doc)</p>
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**Item F: Course Evaluation**

<p>What to Submit</p>	<p>Submit a blank sample course evaluation form your organization provides to your students in order to get feedback on the course and instructor.</p>
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<p>How it is Assessed</p>	<p>Quality Reviewers will review your submission to ensure it assesses the following, at a minimum:</p> <ul style="list-style-type: none"> <li>- How well did the course allow for the learning objectives to be met?</li> <li>- How effective was the instructor?</li> <li>- Did the instructor provide specific feedback to students on their mastery of the learning objectives?</li> </ul>
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<p>Document Name</p>	<p>Name this file "Item F - " and then your organization's name (Ex. Item F - PMI .doc)</p>
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**Item G: Course Improvement Process**

What to Submit	Submit a document that describes how your organization uses student feedback to continually refine and improve its courses.
How it is Assessed	Quality Reviewers will assess your submission to ensure that a process is in place and that updates are made to course materials on a consistent basis based on student feedback.
Document Name	Name this file "Item G - " and then your organization's name (Ex. Item G - PMI .doc)

**Item H: Instructor Qualifications**

What to Submit	1. Submit a document that explains how your organization selects and vets its instructors. Explain the process your organization follows to keep your instructors up-to-date and current within subject matter and teaching methods.	
	2. If your organization offers a PMP® Exam Prep course provide the name and PMP® credential number for all instructors that teach this course. If you have more than five instructors, provide the information of additional instructors in Item 1, mentioned above.	
	Instructor Name	PMP® Number
	<input type="text"/>	<input type="text"/>
	Instructor Name	PMP® Number
	<input type="text"/>	<input type="text"/>
	Instructor Name	PMP® Number
	<input type="text"/>	<input type="text"/>
	Instructor Name	PMP® Number
	<input type="text"/>	<input type="text"/>
	Instructor Name	PMP® Number
	<input type="text"/>	<input type="text"/>
How it is Assessed	Quality Reviewers will assess your submission to ensure that your organization uses an effective process to ensure instructors participating in professional development activities remain up to date in both subject matter expertise and teaching methods.	
	If this is a PMP® Exam Prep course, instructors must be PMP® credential holders in good standing.	
Document Name	Name this file "Item H - " and then your organization's name (Ex. Item H - PMI .doc)	

**Submit one course for each delivery method your organization offers:**

Live (In Person/Classroom/Streaming) and On Demand

**Course Delivery Methods:**

Live (In Person/Classroom/Streaming) are synchronous courses.

- Includes face to face and virtual classroom delivery.

On-Demand are asynchronous courses.

- Includes recorded conferences, eLearning, and webinars.

1. If your organization provides a PMP® Exam Prep Course; you must submit this course and course materials for review as Course 1. If this course is provided in both Live (Classroom or Streaming) and On Demand formats, submit the same course for Course 1 and Course 2.
2. If your organization does NOT offer a PMP® Exam Prep Course, but does have a Project Management Basics/Fundamentals (or similar) course; submit this course and course materials as Course 1. If this course is provided in both Live (Classroom or Streaming) and On Demand formats, submit the same course for Course 1 and Course 2.
3. If your organization does not offer the courses above, you may provide any course. Submit one course for each delivery method that your organization offers for Course 1 and Course 2.

Course 1	Course 2
<b>Delivery Method</b> <input type="checkbox"/> Live (Classroom or Streaming) <input type="checkbox"/> On Demand	<b>Delivery Method</b> <input type="checkbox"/> Live (Classroom or Streaming) <input type="checkbox"/> On Demand
CCRS Course ID* <input type="text"/>	CCRS Course ID <input type="text"/>
CCRS Course Title <input type="text"/>	CCRS Course Title <input type="text"/>
Is this a PMP® Prep Course <input type="radio"/> Yes <input type="radio"/> No	Is this a PMP® Prep Course <input type="radio"/> Yes <input type="radio"/> No
Course Description <input type="text"/>	Course Description <input type="text"/>

\*CCRS Course ID is an ID you create and assign to the course. It can be alphanumeric, be up to 25 characters long and cannot contain special characters.

**Part B: Quality Review of Courses**

(continued)

Complete Item 1 - Purchased or licensed courses from a third party vendor.

Item 1, Course 1: Licensing Agreement	Item 1, Course 2: Licensing Agreement
CCRS Course ID <input type="text"/>	CCRS Course ID <input type="text"/>
CCRS Course Title <input type="text"/>	CCRS Course Title <input type="text"/>
Is this course content licensed from a third party? (If no, skip this page) <input type="radio"/> Yes <input type="radio"/> No If content is licensed or purchased, list organization's name who created course: <input type="text"/> Do you have a permission license agreement from the creator to resell this content? <input type="radio"/> Yes <input type="radio"/> No	Is this course content licensed from a third party? (If no, skip this page) <input type="radio"/> Yes <input type="radio"/> No If content is licensed or purchased, list organization's name who created course: <input type="text"/> Do you have a permission license agreement from the creator to resell this content? <input type="radio"/> Yes <input type="radio"/> No
What to Submit Submit a letter from the provider that licensed the material to you indicating that your organization has an agreement to license the course.	What to Submit Submit a letter from the provider that licensed the material to you indicating that your organization has an agreement to license the course.
How is it Assessed Quality Reviewers will assess your submission to ensure there is a license in place.	How is it Assessed Quality Reviewers will assess your submission to ensure there is a license in place.
Is this course from another R.E.P.? <input type="radio"/> Yes <input type="radio"/> No	Is this course from another R.E.P.? <input type="radio"/> Yes <input type="radio"/> No
If yes, provide R.E.P. Number* <input type="text"/>	If yes, provide R.E.P. Number* <input type="text"/>
Document Name Name this file "Item 1, C1 - LA" and your organization's name. (Ex. Item 1, C1 - LA - PMI .doc)	Document Name Name this file "Item 1, C2 - LA" and your organization's name. (Ex. Item 1, C2 - LA - PMI .doc)
*If course is from another R.E.P. you may skip to Item 6, PDUs/Contact Hours for Course 1	*If course is from another R.E.P. you may skip to Item 6, PDUs/Contact Hours for Course 2

**Part B: Quality Review of Courses**

(continued)

Complete Item 2 - Course Materials for the courses identified

Item 2, Course 1: Course Materials	Item 2, Course 2: Course Materials
CCRS Course ID <input type="text"/>	CCRS Course ID <input type="text"/>
CCRS Course Title <input type="text"/>	CCRS Course Title <input type="text"/>
<p>Submit a complete set of course materials that may include the following:</p> <ul style="list-style-type: none"> <li>· student manuals</li> <li>· instructor manuals</li> <li>· study guides</li> <li>· lesson plans</li> <li>· course syllabus</li> <li>· handouts</li> </ul> <p><b>What to Submit</b></p> <ul style="list-style-type: none"> <li>· PowerPoint slides</li> <li>· class exercises</li> <li>· group activities</li> <li>· learning projects</li> <li>· access to online courses</li> <li>· learning aids and answers</li> </ul> <p>The more materials provided, the better the quality reviewers will be able to assess your course. Submitting too few items can result in an unsuccessful review.</p>	<p>Submit a complete set of course materials that may include the following:</p> <ul style="list-style-type: none"> <li>· student manuals</li> <li>· instructor manuals</li> <li>· study guides</li> <li>· lesson plans</li> <li>· course syllabus</li> <li>· handouts</li> </ul> <p><b>What to Submit</b></p> <ul style="list-style-type: none"> <li>· PowerPoint slides</li> <li>· class exercises</li> <li>· group activities</li> <li>· learning projects</li> <li>· access to online courses</li> <li>· learning aids and answers</li> </ul> <p>The more materials provided, the better the quality reviewers will be able to assess your course. Submitting too few items can result in an unsuccessful review.</p>
<p>Quality Reviewers will assess your submission to ensure that your course contains or is the following:</p> <ul style="list-style-type: none"> <li>- Accurate</li> <li>- Topics to support learning objectives</li> <li>- Updated to current edition of standard (if applicable)</li> <li>- Logical structure and sequencing</li> <li>- Includes activities and delivery methods effective for multiple learning styles</li> <li>- Explanation and application of concepts</li> <li>- Produced in a professional manner</li> </ul> <p><b>How is it Assessed</b></p>	<p>Quality Reviewers will assess your submission to ensure that your course contains or is the following:</p> <ul style="list-style-type: none"> <li>- Accurate</li> <li>- Topics to support learning objectives</li> <li>- Updated to current edition of standard (if applicable)</li> <li>- Logical structure and sequencing</li> <li>- Includes activities and delivery methods effective for multiple learning styles</li> <li>- Explanation and application of concepts</li> <li>- Produced in a professional manner</li> </ul> <p><b>How is it Assessed</b></p>
<p><b>Document Name</b></p> <p>Name these files "Item 2, C1 - CM", your organization's name and numbered sequentially for each item provided. (Ex. Item 2, C1 - CM - PMI 1 .doc) (Ex. Item 2, C1 - CM - PMI 2 .doc) etc.</p>	<p><b>Document Name</b></p> <p>Name these files "Item 2, C2 - CM", your organization's name and numbered sequentially for each item provided. (Ex. Item 2, C2 - CM - PMI 1 .doc) (Ex. Item 2, C2 - CM - PMI 2 .doc) etc.</p>



**Part B: Quality Review of Courses**

(continued)

Complete Item 3 - Course Outline for the courses identified

Item 3, Course 1: Course Outline	Item 3, Course 2: Course Outline
CCRS Course ID <input data-bbox="436 594 670 648" type="text"/>	CCRS Course ID <input data-bbox="1062 594 1295 648" type="text"/>
CCRS Course Title <input data-bbox="436 806 797 861" type="text"/>	CCRS Course Title <input data-bbox="1062 806 1422 861" type="text"/>
<b>What to Submit</b> Submit a course outline. Documentation should include all topics present in the course, in the order in which they are presented. Indicated where introductory modules, exercises, review and assessments take place.	<b>What to Submit</b> Submit a course outline. Documentation should include all topics present in the course, in the order in which they are presented. Indicated where introductory modules, exercises, review and assessments take place.
<b>How is it Assessed</b> Quality Reviewers will assess to ensure the course contains the following: <ul style="list-style-type: none"><li>- Appropriate topics to support your learning objectives</li><li>- Logical structure and sequencing</li></ul>	<b>How is it Assessed</b> Quality Reviewers will assess to ensure the course contains the following: <ul style="list-style-type: none"><li>- Appropriate topics to support your learning objectives</li><li>- Logical structure and sequencing</li></ul>
<b>Document Name</b> Name this file "Item 3, C1 - CO" and your organization's name. (Ex. Item 3, C1 - CO - PMI .doc)	<b>Document Name</b> Name this file "Item 3, C2 - CO" and your organization's name. (Ex. Item 3, C2 - CO - PMI .doc)

**Part B: Quality Review of Courses**

(continued)

Complete Item 4 - Learning Objectives for the courses identified

Item 4, Course 1: Learning Objectives	Item 4, Course 2: Learning Objectives
CCRS Course ID <input data-bbox="436 594 670 646" type="text"/>	CCRS Course ID <input data-bbox="1062 594 1295 646" type="text"/>
CCRS Course Title <input data-bbox="436 806 797 858" type="text"/>	CCRS Course Title <input data-bbox="1062 806 1422 858" type="text"/>
What to Submit Submit a document that lists the learning objectives for this course	What to Submit Submit a document that lists the learning objectives for this course
How is it Assessed Quality Reviewers will assess to ensure learning objectives are the following: <ul data-bbox="349 1318 495 1407" style="list-style-type: none"><li>- Specific</li><li>- Attainable</li><li>- Measurable</li></ul>	How is it Assessed Quality Reviewers will assess to ensure learning objectives are the following: <ul data-bbox="982 1318 1128 1407" style="list-style-type: none"><li>- Specific</li><li>- Attainable</li><li>- Measurable</li></ul>
Document Name Name this file "Item 4, C1 - LO" and your organization's name. (Ex. Item 4, C1 - LO - PMI .doc)	Document Name Name this file "Item 4, C2 - LO" and your organization's name. (Ex. Item 4, C2 - LO - PMI .doc)

**Part B: Quality Review of Courses**

(continued)

Complete Item 5 - Method of Assessment for the courses identified

Item 5, Course 1: Method of Assessment	Item 5, Course 2: Method of Assessment
CCRS Course ID <input data-bbox="436 594 670 646" type="text"/>	CCRS Course ID <input data-bbox="1062 594 1295 646" type="text"/>
CCRS Course Title <input data-bbox="436 743 797 795" type="text"/>	CCRS Course Title <input data-bbox="1062 743 1422 795" type="text"/>
<p>What to Submit</p> <p>Submit a document that explains how students' achievement of the learning objectives is measured.</p>	<p>What to Submit</p> <p>Submit a document that explains how students' achievement of the learning objectives is measured.</p>
<p>How is it Assessed</p> <p>Quality Reviewers will assess to ensure the assessment accurately measures the students' achievement and maps directly to the learning objectives</p>	<p>How is it Assessed</p> <p>Quality Reviewers will assess to ensure the assessment accurately measures the students' achievement and maps directly to the learning objectives</p>
<p>Document Name</p> <p>Name this file "Item 5, C1 - MoA" and your organization's name. (Ex. Item 5, C1 - MoA - PMI .doc)</p>	<p>Document Name</p> <p>Name this file "Item 5, C2 - MoA" and your organization's name. (Ex. Item 5, C2 - MoA - PMI .doc)</p>

**Part B: Quality Review of Courses**

(continued)

Complete Item 6 - PDU/Contact Hours for the courses identified

Item 6, Course 1: PDU/Contact Hours	Item 6, Course 2: PDU/Contact Hours
CCRS Course ID <input style="width: 150px;" type="text"/>	CCRS Course ID <input style="width: 150px;" type="text"/>
CCRS Course Title <input style="width: 220px;" type="text"/>	CCRS Course Title <input style="width: 220px;" type="text"/>
<p><b>What to Submit</b> Submit a document that explains how the PDU totals are calculated. Include the number of PDUs you are assigning to this course in the below chart.</p>	<p><b>What to Submit</b> Submit a document that explains how the PDU totals are calculated. Include the number of PDUs you are assigning to this course in the below chart.</p>
<p><b>How is it Assessed</b> Quality Reviewers will assess your submission to ensure it is in compliance with industry standard.</p>	<p><b>How is it Assessed</b> Quality Reviewers will assess your submission to ensure it is in compliance with industry standard.</p>
<p><b>Document Name</b> Name this file "Item 6, C1 - PDUs" and your organization's name. (Ex. Item 6, C1 - PDUs - PMI .doc)</p>	<p><b>Document Name</b> Name this file "Item 6, C2 - PDUs" and your organization's name. (Ex. Item 6, C2 - PDUs - PMI .doc)</p>
<p><b>Course 1 - PDU Allocation</b>                      1. Identify how many instructional hours were spent on each area of the PMI Talent Triangle.                      2. Identify how many hours of technical instruction, if any, teach concepts found in the other PMI credentials*</p>	<p><b>Course 1 - PDU Allocation</b>                      1. Identify how many instructional hours were spent on each area of the PMI Talent Triangle.                      2. Identify how many hours of technical instruction, if any, teach concepts found in the other PMI credentials*</p>
<p style="text-align: center; color: blue; text-decoration: underline;">The PMI Talent Triangle®</p> <p>Technical + Leadership + Strategic = Max Total Hours</p> <p>Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/></p>	<p style="text-align: center; color: blue; text-decoration: underline;">The PMI Talent Triangle®</p> <p>Technical + Leadership + Strategic = Max Total Hours</p> <p>Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/> Hours <input style="width: 40px;" type="text"/></p>
<p><b>Technical</b></p> <p>Hours <input style="width: 40px;" type="text"/> Project Management Professional (PMP)</p> <p>Hours <input style="width: 40px;" type="text"/> Program Management Professional (PgMP)</p>	<p><b>Technical</b></p> <p>Hours <input style="width: 40px;" type="text"/> Project Management Professional (PMP)</p> <p>Hours <input style="width: 40px;" type="text"/> Program Management Professional (PgMP)</p>
Each value below cannot go higher than the PMP/PgMP amount	
<p>Hours <input style="width: 40px;" type="text"/> Portfolio Management Professional (PfMP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Professional in Business Analysis (PMI-PBA)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Agile Professional (PMI-ACP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Risk Management Professional (PMI-RMP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Scheduling Professional (PMI-SP)</p>	<p>Hours <input style="width: 40px;" type="text"/> Portfolio Management Professional (PfMP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Professional in Business Analysis (PMI-PBA)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Agile Professional (PMI-ACP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Risk Management Professional (PMI-RMP)</p> <p>Hours <input style="width: 40px;" type="text"/> PMI Scheduling Professional (PMI-SP)</p>

**Technical Hours Breakdown** must correspond to actual instructional hours on indicated topics areas. Set the PDU values to reflect the appropriate course hours for time learning in each area.

\*Technical hours identified under other credentials allow students to claim PDUs for more than one credential.

**Part B: Quality Review of Courses**

(continued)

Review Item 7 - PMI Intellectual Property (IP) Compliance

Item 7, Course 2: PMI Intellectual Property Compliance	Item 7, Course 2: PMI Intellectual Property Compliance
CCRS Course ID <input data-bbox="428 478 662 533" type="text"/>	CCRS Course ID <input data-bbox="1058 478 1292 533" type="text"/>
CCRS Course Title <input data-bbox="435 611 797 665" type="text"/>	CCRS Course Title <input data-bbox="1065 611 1417 665" type="text"/>
<p>What to Submit</p> <p>There is nothing to submit for this item. Quality Reviewers will review your entire submission for proper PMI IP compliance.</p>	<p>What to Submit</p> <p>There is nothing to submit for this item. Quality Reviewers will review your entire submission for proper PMI IP compliance.</p>
<p>How is it Assessed</p> <p>Quality Reviewers will assess your submission to ensure compliance with PMI's Intellectual Property (IP) policies. Click <a href="#">here</a> to view and download the PMI Intellectual Property Quick Reference Guide.</p>	<p>How is it Assessed</p> <p>Quality Reviewers will assess your submission to ensure compliance with PMI's Intellectual Property (IP) policies. Click <a href="#">here</a> to view and download the PMI Intellectual Property Quick Reference Guide.</p>
<p>Document Name</p> <p>There is nothing to submit for this item.</p>	<p>Document Name</p> <p>There is nothing to submit for this item.</p>

## Section 3: Application Logistics

### Important Clarification Tips

1.	<p>PMI does not need to review all the project management courses you offer. PMI needs to review one course per delivery method for each project management course you offer.</p> <p>For example, if you offer 6 On-Demand project management courses and 2 project management Classroom courses, you only need to submit 2 courses as follows:</p> <ol style="list-style-type: none"> <li>a. 1 of the 6 On-Demand</li> <li>b. 1 of the 2 classroom courses with your application*</li> </ol> <p><b>*If you offer a PMP® Exam Preparation course, this course needs to be one of the courses submitted with your R.E.P. application. If not, submit a PM Fundamentals or PM Basic course instead, if offered.</b></p>
2.	<p>The "Basic Level" IP licensing option is included with the R.E.P. annual enrollment level fee. The "Premium Level" IP licensing option requires a fee in addition to the R.E.P. annual enrollment level fee. Please refer to the PMI Intellectual Property FAQs on the R.E.P. Resources Page.</p>
3.	<p><b>IMPORTANT:</b> The Premium Level IP Option may be required for an R.E.P. offering a PMI certification exam preparation course depending on how your course is designed and delivered. This will be determined by the Quality Reviewer.</p>
4.	<p>If you are paying by wire transfer submit a copy of your wire transfer receipt/confirmation along with your organization name and your R.E.P. number if you have one. This will help avoid processing delays.</p>
5.	<p>You must submit all information/documentation at the same time. PMI must receive your payment in U.S. dollars, your completed application in English and your supporting information for the quality review of your organization and quality review of your course materials. Your application will be rejected, not returned to you, if PMI does not receive all information at the same time of your submission. Please note, PMI does not accept purchase orders.</p>
6.	<p>If you need to reproduce more figures and excerpts beyond the premium level license option you must complete a <a href="#">Permissions form</a>. PMI Legal will respond to your request in 3-6 weeks.</p>
7.	<p>Any course aligned to a PMI® global standard must be based on the latest published edition.</p>
8.	<p>Helpful links:  <a href="#">PMI IP Guideline</a>  <a href="#">R.E.P. Handbook</a>  <a href="#">Education Provider Portal</a>  <a href="#">Marketing Portal</a>  <a href="#">Figure Repository</a></p>

### Section 3: Application Logistics

**STEP 1:** Have the application complete and all documents that need to be submitted ready.

Label each file according to "Document Name" listed for each item.

**STEP 2:** Zip (compress) all files and application into one Zip file.

Do not place zipped (compressed) files within a zip file.

One link will only handle 20 gigabytes.

If you have more than 20 gigs of data to upload please ask for 2 links in Step 3 below.

**STEP 3:** Send an e-mail to R.E.P. Support to request a link to the secure, large file upload tool, Accellion\*. For faster processing please use this title in your e-mail "**Request PMI Accellion Link to Upload my R.E.P. Application**".

**STEP 4:** Allow 3 business days to receive the link.

**STEP 5:** Once the link has been sent you must upload your files within 7 days.

**STEP 6:** Within 3 business days of upload you will be sent a confirmation that your files have been received. This begins the internal review process.

\*The secure FTP Accellion upload tool is the only accepted submission method. Do not send the application to PMI through email, postal mail or eFax. These will not be accepted or returned to you.

	<b>Project Management Institute Global Operations Center</b>	<b>Asia Pacific Region Service Center</b>
	<a href="mailto:repsupport@pmi.org">repsupport@pmi.org</a>	<a href="mailto:repsupport-asiapac@pmi.org">repsupport-asiapac@pmi.org</a>
<b>R.E.P. Support Contact Information</b>	Phone: +1-610-356-4600	Phone: +65-6496-5501
	Project Management Institute Attention: R.E.P. Support 14 Campus Boulevard Newtown Square, PA 19073-3299 USA	Project Management Institute Attention: R.E.P. Support 20, Bendemeer Road Cyberhub, #04-02 Singapore 339914

## What to Expect from PMI

Internal Review	<p>Within 3 business days of application upload you will be sent a confirmation that your files have been received by R.E.P. Support.</p> <p>If you have not received confirmation after 3 business days, check your spam filter for <a href="mailto:repsupport@pmi.org">repsupport@pmi.org</a> or <a href="mailto:repsupport-asiapac@pmi.org">repsupport-asiapac@pmi.org</a>.</p> <p>Your application package will be reviewed by R.E.P. Support for completeness.</p> <p>Incomplete applications will be given 15 days to provide missing information.</p> <p>After a missed due date; new applications will be closed and renewing R.E.P.s will be terminated. Organizations may re-apply after a 1 year waiting period.</p> <p>The overall approval process typically takes 30 - 40 business days, once a completed application is received.</p>
Quality Reviewer Assigned	<p>Quality Reviewer will be assigned once your complete application package has been received.</p> <p>Once assigned, let R.E.P. Support know if there is a conflict of interest between your organization and the quality reviewer.</p>
Quality Review	<p>Using a standard set of guidelines the quality reviewer (QR) assesses your organizations materials.</p> <p>QR provides PMI with a summary report and recommendation on approval or rejection into the program.</p>
Approval	<p>If approved, you will receive a welcome e-mail with further instructions on how to maximize the benefits associated with the R.E.P. designation.</p>
Rejection	<p>If rejected, you will have 30 calendar days to appeal.</p> <p>All fees submitted, minus the \$350 non-refundable Application Processing Fee, will be returned to your organization via your original method of payment.</p>

All materials submitted will be destroyed after a final decision is reached