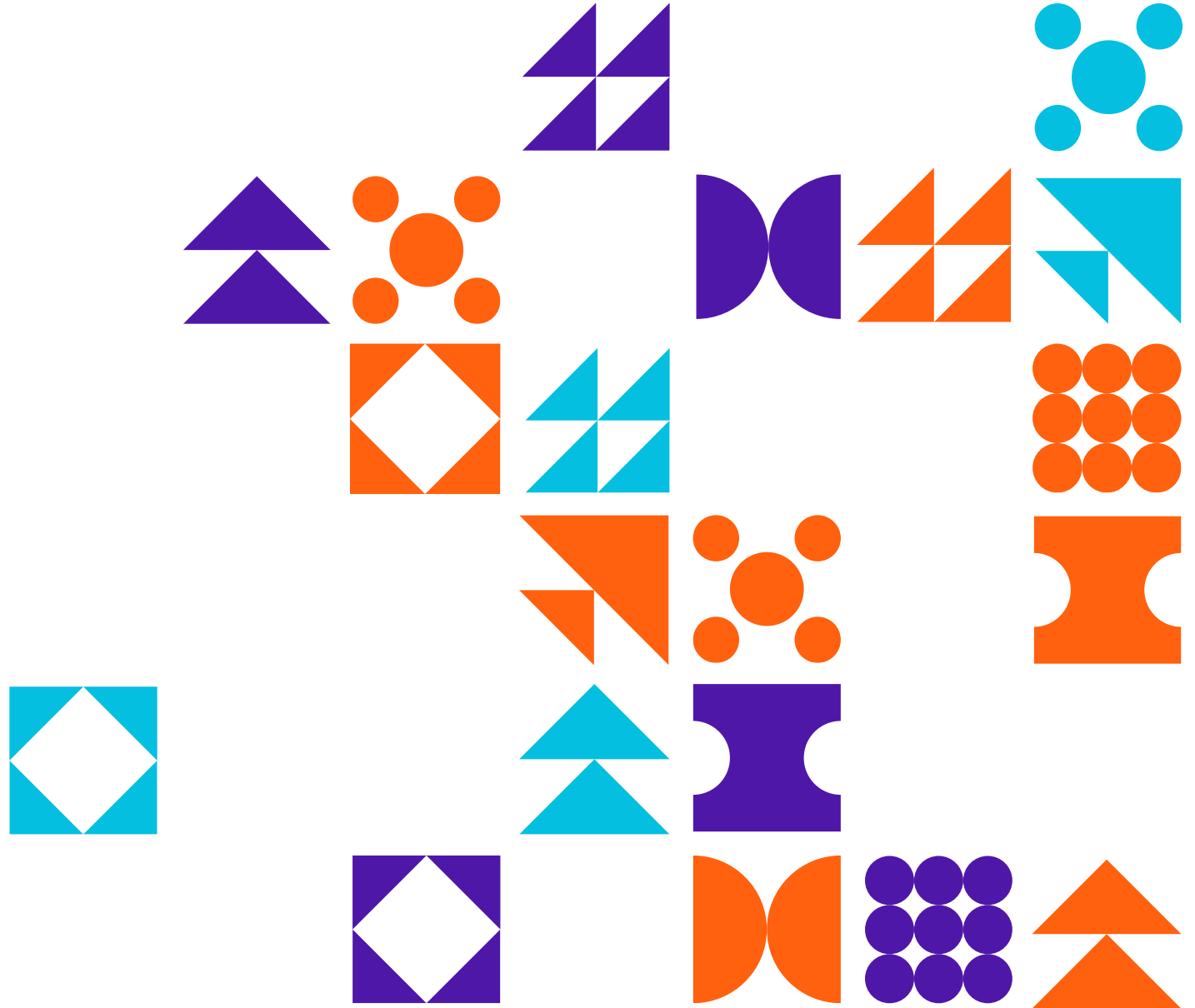


Authorized Training Partner Hub User Guide

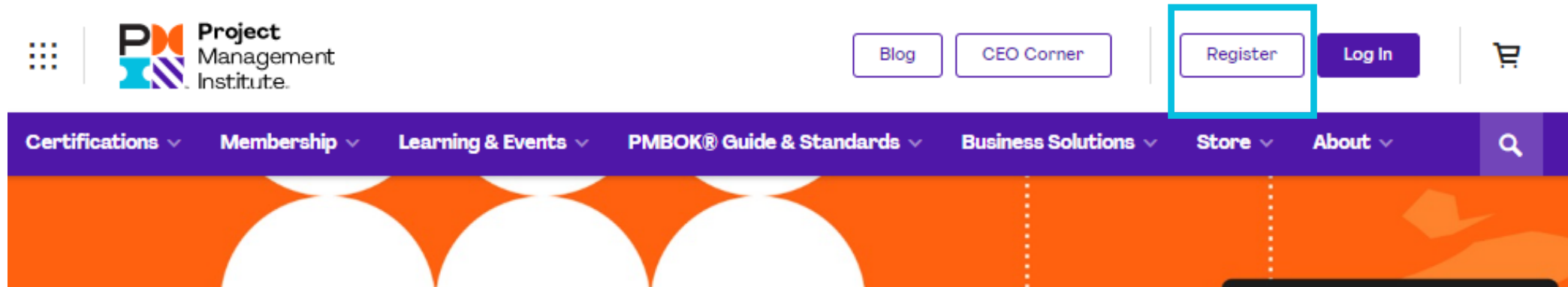
April 2021



Accessing the Authorized Training Partner Hub

Getting started → Users must be registered with an account on [PMI.org](https://www.pmi.org) in order to access the Authorized Training Partner (ATP) Hub.

Navigate to [PMI.ORG](https://www.pmi.org) to create an account if you do not have one



Once registered, access the ATP Hub via atp.pmi.org and you will be presented with a log on screen.

Enter username & password

Log In

Username [Forgot Username?](#)

Password [Forgot Password?](#)

LOG IN

Don't have an account?
[Register now](#)

When you log into the ATP Hub, you will see different results based on the role that has been assigned to you. Variations of these roles would be:

- ATP Administrator who manages instructors for a single ATP and is not an instructor
- ATP Administrator who manages instructors for multiple ATPs and is not an instructor
- ATP Administrator who manages instructors for a single ATP and is also an instructor
- ATP Administrator who manages instructors for multiple ATPs and is an instructor
- Instructor

Landing Pages

Based on your assigned role, your landing page will have different features

If multiple ATPs are associated to a user, the user can select which account they would like to access.

The screenshot shows the 'Authorized Training Partner Hub' landing page. At the top is the PM logo and the text 'Authorized Training Partner Hub'. Below this is a large heading 'Welcome back! Choose your Hub' and a sub-heading 'You're signed in as [j_test_provider@test.com](#) Switch'. There are two ATP selection cards: 'Jocsan Test Provider' and 'sam710', each with a 'Select' button.

If only one ATP is associated to a user, they will be presented with the landing page.

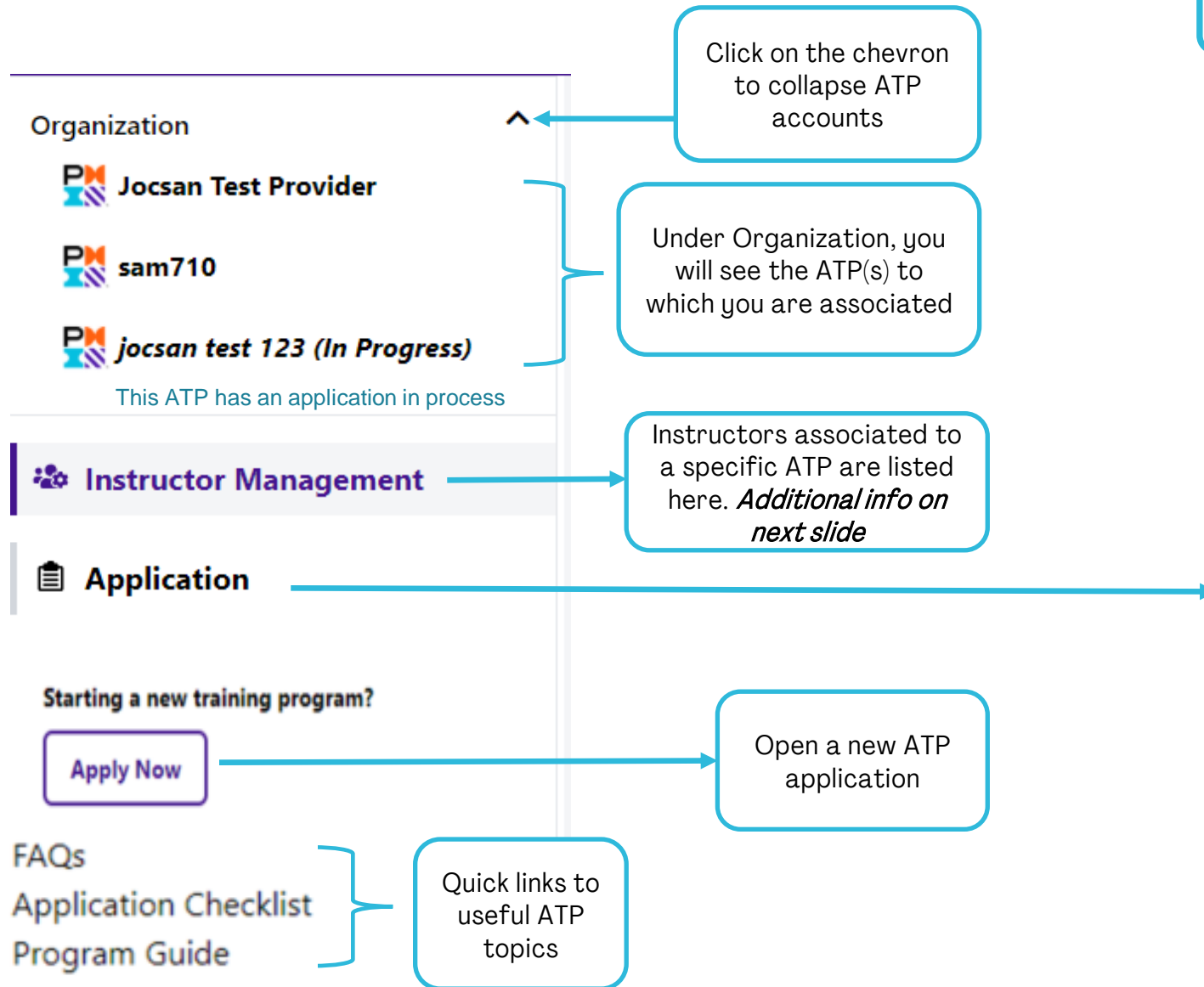
The screenshot shows the landing page for 'Murf Mentoring'. It features the PM logo and the organization name 'Murf Mentoring'. The main navigation menu includes 'Instructor Management' and 'Application'. Below the menu, there is a section titled 'Starting a new training program?' with an 'Apply Now' button. At the bottom, there are links for 'FAQs', 'Application Checklist', and 'Program Guide'.

If user is an Instructor and does not manage any ATP

The screenshot shows the 'My Instructor Profile' landing page. It features a sidebar with 'My Instructor Profile' and 'Applications'. The main content area has a section titled 'Starting a new training program?' with an 'Apply Now' button and links for 'FAQs', 'Application Checklist', and 'Program Guide'. The 'Applications' section shows a card for 'Disciplined Agile Workshop' with details: 'Provider: Provider #1', 'Status: Pending', and a 'View Application' link. Below this are sections for 'Current Qualifications' (showing 'No Qualifications to show') and 'Associated Providers'.

Understanding the left navigation

This user is associated to multiple ATPs and manages instructors



Catalogs the changes in status for a specific ATP application

| Jocsan Test Provider | | |
|------------------------|---|--|
| Finished | | |
| 03/29/2021 04:53 pm | ✓ | Request Created A new application was started by the Applicant |
| | ✓ | Application in Progress Applicant is filling out the application, pending submission |
| 03/29/2021 04:55 pm | ✓ | Application Submitted Applicant has submitted the application |
| | ✓ | Application Under Review Application is under review by PMI |
| 03/29/2021 04:55 pm | ✓ | Pending Payment Application has been approved and it is pending payment |
| 03/29/2021 04:56 pm | ✓ | Payment Received Payment has been received and it is being processed |
| 03/29/2021 04:56 pm | ✓ | Finished Payment has been processed, your provider account is now active |

Viewing Individual Instructor Profiles Under an ATP

Any instructors that are associated to an ATP will be listed

The screenshot shows the 'Instructors' page with a search bar at the top right labeled 'Free form search'. Below the search bar is a '+ Add Instructor' button. The main content area displays two instructor profiles: 'Instructor #1' and 'Instructor #2'. Each profile has sections for 'Qualifications', 'Applications', and 'Badges', along with a 'Remove Instructor' link. Callouts provide details for each section: 'Qualifications' lists granted qualifications; 'Applications' lists applications with status and status links; 'Badges' lists issued badges. An orange callout points to the 'Apply Voucher' link in the Applications section, stating: 'You can apply a voucher to an application ONLY if it is in "opened" status. See slides 7 & 10'.

Qualifications: Listed are any of the qualifications the instructor has been granted.

Applications: Listed are any applications and their status. Click on the hyperlink to see more detail on the application.

Badges: Listed are the badges that have been issued to the instructor.

Remove Instructor: ATPs can decide to remove an instructor. Instructor will be notified once they have been removed.

You can apply a voucher to an application ONLY if it is in "opened" status. See slides 7 & 10

- Application Status**
- Opened
 - Submitted
 - In Review
 - Additional Info. Required
 - Eligible for Training
 - Registration Initiated
 - Awaiting Training
 - In Training
 - Training Complete
 - Closed – Passed
 - Closed – Failed
 - Closed – Withdrawn
 - Closed – Denied

Note: If an individual manages multiple ATPs, he can see associated instructors for an ATP by clicking desired ATP under Organization

The screenshot shows a dropdown menu titled 'Organization' with three items: 'Jocsan Test Provider', 'sam710', and 'jocsan test 123 (In Progress)'. A purple bracket on the left groups these items.

Instructor Profile

This user is associated to an ATP but does not manage the ATP

The screenshot shows the 'My Instructor Profile' page. On the left, there are navigation options: 'Become an ATP' with an 'Apply Now' button, and 'Quick links' including 'FAQs', 'Application Checklist', and 'Program Guide'. The main content area is divided into three sections: 'Applications', 'Current Qualifications', and 'Associated Providers'. The 'Applications' section shows a 'PMP Train The Trainer Application' with details like 'Provider: Proyectum' and 'Status: Closed Passed'. A 'View Application' link is highlighted with a callout box stating 'Displays the information on any applications for instructor'. An 'Application Info' modal is open, showing 'Name: PMP Train The Trainer Application', 'Status: In Review', and 'Created At: 04/14/2021 12 pm'. The 'Current Qualifications' section contains a table with one row: 'PMP Train The Trainer' with status 'Granted', 'IS ACTIVE' 'True', and 'DATE ACHIEVED' '11/13/2020'. A callout box states 'Shows earned qualifications'. The 'Associated Providers' section contains a table with one row: 'Proyectum' with 'Provider ID' '1000005715', contact information 'Javier Gonzalez, Huérfanos 779, piso 11, oficina 1101, Santiago de Chile, Santiago de Chile, 8320167', and 'STATUS' 'Active'. A callout box states 'Lists any instructor associated ATPs'.

My Instructor Profile

Starting a new training program?
[Apply Now](#)

Quick links
FAQs
Application Checklist
Program Guide

Become an ATP

Applications

PMP Train The Trainer Application
Provider: Proyectum
Status: Closed Passed
[View Application](#)

Application Info
Name: PMP Train The Trainer Application
Status: In Review
Created At: 04/14/2021 12 pm
[OK](#)

Current Qualifications

| QUALIFICATION | STATUS | IS ACTIVE | DATE ACHIEVED |
|-----------------------|---------|-----------|---------------|
| PMP Train The Trainer | Granted | True | 11/13/2020 |

Associated Providers

| PROVIDER ID | PROVIDER NAME | CONTACT INFORMATION | STATUS |
|-------------|---------------|--|--------|
| 1000005715 | Proyectum | Javier Gonzalez Huérfanos 779, piso 11, oficina 1101 Santiago de Chile, Santiago de Chile, 8320167 | Active |

Displays the information on any applications for instructor

Shows earned qualifications

Lists any instructor associated ATPs

Viewing Vouchers for an ATP

Users who manage ATPs will see the vouchers listed

When an ATP joins, vouchers are issued which can be applied to the cost of the training for an instructor.

- ❑ Premier level ATPs are granted 2 vouchers
- ❑ Basic level ATPs are granted 1 voucher

When you log in, vouchers will be listed below the list of instructors. If no instructors have been associated to an ATP, vouchers will be visible.

| VOUCHER ID | VALID FOR | STATUS |
|--------------------------------------|-----------|----------|
| 32bbe365-fef8-48e1-8369-08d90358b22b | PMP, DA | Assigned |
| cc9dccd1-828b-4ba2-8368-08d90358b22b | PMP, DA | New |
| de0b148b-9e70-4f22-8367-08d90358b22b | PMP, DA | New |

Copy and paste the voucher ID if you want to use for training when adding an instructor.

Indicates for which qualification a voucher can be used

Indicates if voucher has been used (Assigned) or can be used (New)

Adding an Instructor

Users who Manage ATPs will have this option

Click Add Instructor



Instructors

+ Add Instructor

Instructor #1

Qualifications:

- Disciplined Agile Workshop - Granted

Applications:

- [Disciplined Agile Workshop](#) - Closed - Passed
- [PMP Train The Trainer Application](#) - Opened - [Apply Voucher](#)

Enter the instructor's PMI ID, click **Consent** and then click **Validate ID**. If user is valid, you will see a "Next" icon appear

Step 1: Find Person

PMI ID / Member ID

Enter Desired Instructor PMI ID

Consent ⓘ

Validate ID

If instructor has an application open, you can create the relationship by selecting next and when the instructor's application is approved, you will be able to actively use that instructor

Step 1: Find Person

PMI ID / Member ID

XXXXXX

Consent ⓘ

Instructor already has an application in progress. Click "Next" to create a relationship instead.

Next

If the ID can not be validated, you will see a message "No person with such id"

Step 1: Find Person

PMI ID / Member ID

XXXXXX

Consent ⓘ

No person with such id.

Validate ID

Adding Instructor: Selecting a Qualification

Step 2: Select Qualification

x

All ATP instructors must take a Modern Learning Training course in order to be a qualified instructor.

Additionally, PMP instructors must also take a PMP Train the Trainer course.

If you plan for the instructor to teach both types of workshops, we recommend you select "**PMP Train the Trainer**" qualification, as it will satisfy the modern learner requirement for the application to become a DA instructor.

If the instructor is already qualified to teach our PMP Exam Prep or has no plan to, then we recommend selecting the "**Disciplined Agile Workshop**" qualification.

PMP Train The Trainer

Disciplined Agile Workshop

Next

Select what qualification you wish the instructor to have and click **Next**

Potential results based on selected qualification

Missing xxx Certification

- If candidate does not hold the certification that is required for the qualification you have selected, you will see this message displayed. You can select another qualification or click "x" out of the application

Instructor already has the desired qualification.

Click **Next** to create relationship

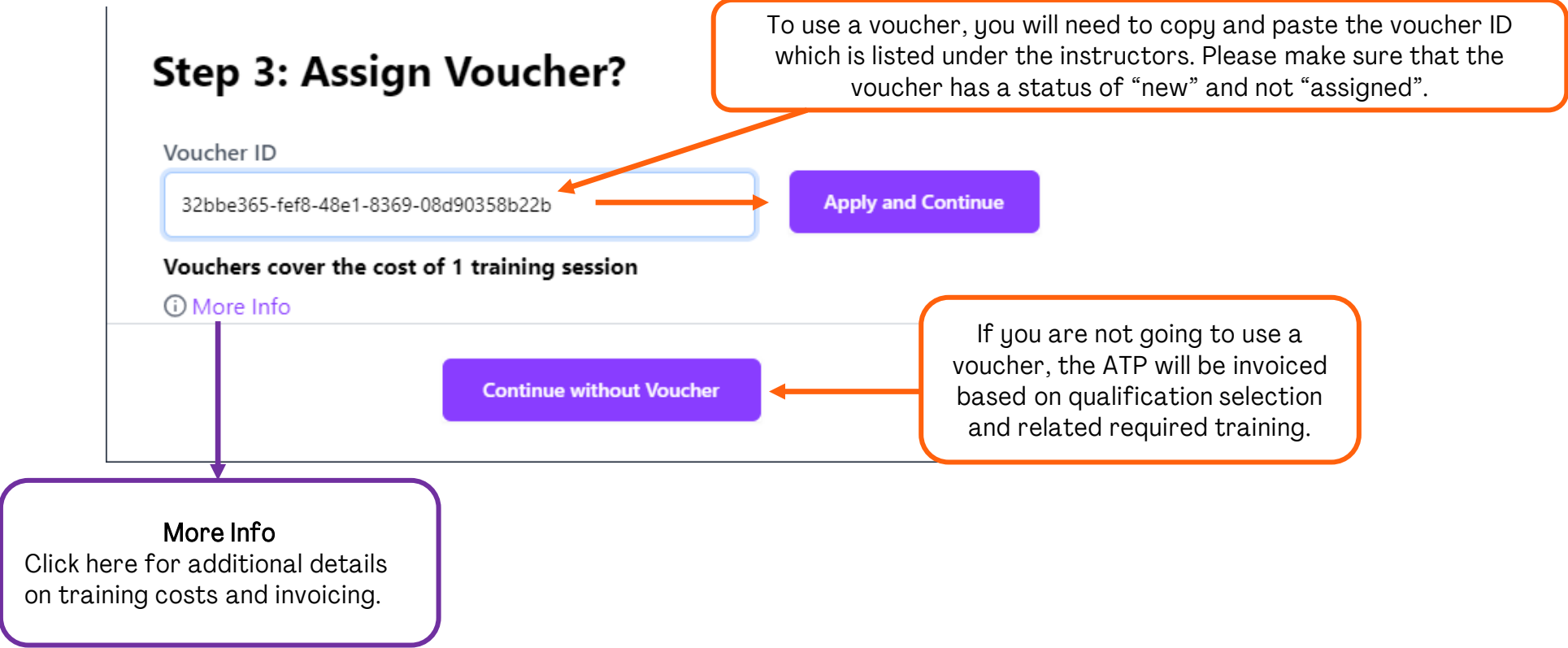
- The individual that you have selected already meets all the requirements to instruct this qualification

Instructor already has an application in progress.

Click **Next** to create a relationship

- The individual you have added already has an application for this qualification in progress. Click "Next" and individual will be added to your organization. The status of the application will be listed and once application is approved, that individual will be able to instruct for our organization.

Adding Instructor: Assigning Voucher to Instructor Application



Adding Instructor: Confirmation of Instructor Application

The screenshot displays the 'Add Instructor' interface. At the top left is a purple button with a plus sign and the text 'Add Instructor'. At the top right is a search bar with the text 'Search' and a purple 'Search' button. Below these are two panels, each titled 'Added Instructor' in red. The left panel shows 'Qualifications:', 'Applications:' with a list item '[Disciplined Agile Workshop](#) - Opened' and a sub-item '- [Apply Voucher](#)', and 'Badges:' with a link '[Remove Instructor](#)'. The right panel shows 'Qualifications:', 'Applications:' with a list item '[Disciplined Agile Workshop](#) - Opened' and a sub-item '- Assigned Voucher: 32bbe365-fef8-48e1-8369-08d90358b22b', and 'Badges:' with a link '[Remove Instructor](#)'. A blue callout box with a rounded rectangle and a blue border contains the text: 'If you decide to use a voucher after the application is created, you may do so ONLY if the application is in an "Opened" state. See slides 7 & 10 for more information on using vouchers.' A blue arrow points from the 'Apply Voucher' link in the left panel to this callout box. Another blue arrow points from the bottom of the callout box to a modal dialog box titled 'Apply Voucher' with a close button 'x'. The dialog box has a 'Voucher ID' label and a text input field. At the bottom are two buttons: 'Apply' (dark grey) and 'Cancel' (purple).