



PMI® Authorized Training Partner Instructor Onboarding Guide



Welcome to the PMI® Authorized Training Partner (ATP) Program

This welcome kit explains your next steps to get onboarded as an Authorized Training Partner instructor. You'll learn:

- [Information about project management and PMI](#)
- [Overview of ATP program](#)
- [ATP instructor badge\(s\)](#)
- [Instructor kit materials](#)
- [Instructor resources](#)
 - [ATP Resource Center](#)
 - [Compliance rules/guidelines](#)
 - [FAQs](#)
 - [Contact information](#)
 - [Communications](#)



Need this guide in another language?

Contact ATPTrainer@pmi.org

What Is Project Management?

Today, individuals and organizations rely on projects—temporary endeavors undertaken to create a unique product, service, or result—to facilitate transformation and achieve specific objectives. Project management is the application of knowledge, skills, tools, and techniques to project activities to drive success.

From launching cutting-edge sustainability initiatives to creating popular video games, project management is the driving force that makes ideas a reality. Effective project management practices have been proven to help organizations achieve their business objectives.

- For individuals, this means developing the right skills and mindset to move seamlessly from project to project, delivering strategic outcomes along the way.
- For organizations, this means generating value for stakeholders by completing projects, delivering products, and aligning with broader value streams.





What Is Project Management Institute (PMI)?

Project Management Institute (PMI) is the global authority in project management, committed to advancing the project management profession.

Our Purpose—our reason for existing for 50+ years—is our belief that maximizing project success elevates our world. And everything we do, from supporting a global community over a million strong, to innovative offerings that help improve project outcomes, to gold standard certifications that further the careers of project professionals, is focused solely on that purpose.

[Join The Community](#)

As a PMI member, professionals get exclusive access to valuable benefits, including discounts, knowledge resources, and cutting-edge AI tools. Plus, make connections through our 300+ chapters across the globe.

“I owe most of my professional development, the successes that I have had in my professional life, to PMI.”

Roberto Toledo

ATP Program Overview



Teach with Confidence

As a PMI® Authorized Instructor, you are part of a global network committed to delivering top-tier project management training. With exclusive access to PMI-licensed content and dedicated instructor resources, we make it easier for you to deliver impactful, exam-ready learning experiences. Our goal is to support you in every step of your instruction—so you can focus on helping your students succeed and continue growing as a trusted professional in the field.

To support your success as an instructor, it is important to understand the requirements for each certification. The matrix below outlines the qualifications needed to teach specific courses in the PMI Authorized Training Partner program—including certification prerequisites, Train the Trainer status, and any additional experience required.

Qualification Held	Required Certification	Train the Trainer Status	Additional Requirements	Special Conditions
PMP	PMP	Part 1 & 2 Complete	1 year minimum agile experience and/or agile certification	-
PMI-ACP	PMI-ACP	Part 1 & 2 Complete	-	-
PMI-CP	PMI-CP	Part 1 & 2 Complete	10 years construction experience & 5 years training experience	TI, EP, PMM courses: Instructor must hold badge and has taken the corresponding course in order to teach
CAPM	CAPM	Part 1 & 2 Complete	-	If a PMP is held, a CAPM certification is not required
Disciplined Agile Foundations	PMI-ACP, DAVSC or DAC	Part 1 & 2 Complete	2 year agile experience	-
Disciplined Agile Leadership	PMI-ACP, DAVSC or DAC	Part 1 & 2 Complete	2 year agile experience	-
PMI-PMOCP	PMI-PMOCP	Part 1 & 2 Complete	Has 1 year training experience	-
PMI-RMP	PMI-RMP	Part 1 & 2 Complete	Has 1 year training experience	-

Access to instructor kits is limited to individuals who have completed the corresponding Train the Trainer (TTT) course and hold a valid instructor badge. Instructor kits are intended solely for authorized instructors listed on the ATP’s official roster and may not be shared with students or non-instructors. Exception requests may be reviewed on a case-by-case basis by the leadership team.

Communications



At PMI, we are committed to helping you thrive as an ATP Instructor. To ensure you stay informed and supported, we offer several key communication channels:

Your ATP Administrator

Your first point of contact is your ATP Administrator. They can assist with questions or needs related to your role as an instructor.

PMI Support

If you require additional assistance, our PMI team is here to help. Reach out via the PMI Contact Form or by contacting ATPTrainer@pmi.org

ATP Resource Center

Bookmark the [ATP Resource Center](#) and check back regularly. It's your go-to hub for updates, guidance, and access to important materials.



ATP Instructor Badge



PMI has partnered with Credly, the end-to-end solution for issuing and managing digital credentials. Credly works with credible organizations to provide digital credentials to individuals worldwide. Their platform is integrated with PMI's internal application to make automated issuing and sharing data seamless.

What is digital badging?

A badge issued through the Credly platform is a digital representation of a learning outcome, experience, or competency. Credly badges can be shared and verified online in a way that is easy and secure. Your badge can be used in email signatures or digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them.

After completing your TTT courses, you'll receive your digital badge via admin@credly.com.

Use the email listed in your myPMI profile as your username to accept it.

Accessing your Instructor Kit(s)

To access the digital instructor materials for your course, please connect with your ATP Administrator. They are responsible for purchasing and assigning your Instructor Kit. Once assigned, your kit will appear in your **My Courses** library on pmi.org, ready for use in your upcoming sessions.

Instructor Kit Access Policy

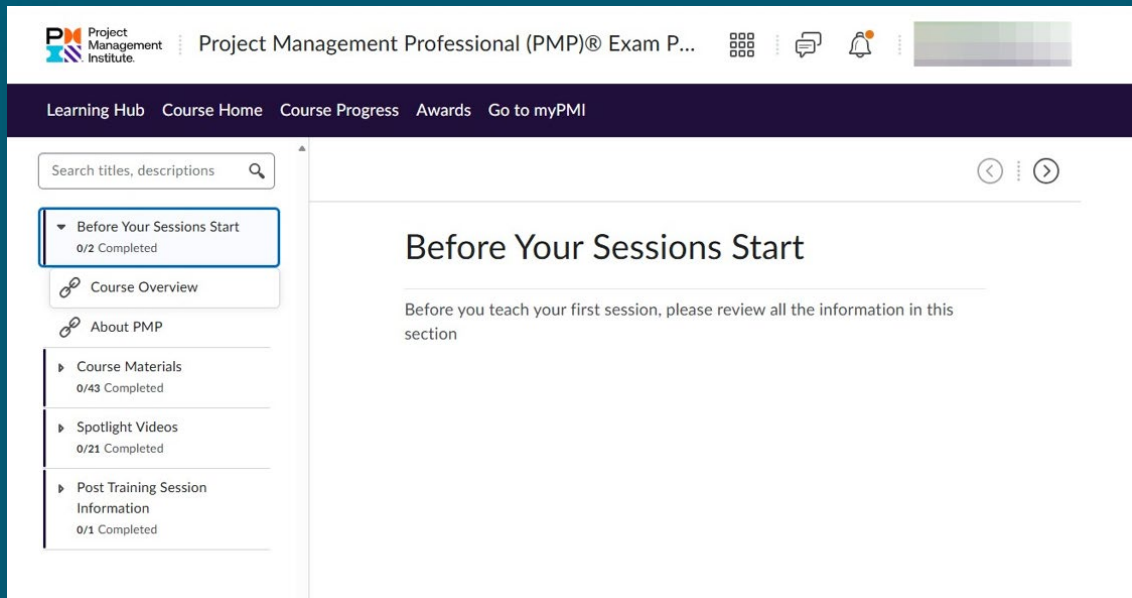
- Access to instructor kits is restricted to instructors who have completed the applicable Train the Trainer (TTT) course and hold an active instructor badge.
- Instructor kits may not be shared with students or other instructors.
- Kits assigned to your myPMI profile are intended for your individual use only.

Tip

If you've previously opened or completed the course materials, your Instructor Kit may be listed under the **Completed** section of your My Courses library. Be sure to check both **In Progress** and **Completed** tabs.

[Click Here: Access Instructor Content on PMI.org](#)

ATP Instructor Kit Continued



PMP® EXAM PREP COURSE – Instructor View

The descriptions below are provided as an overview of the instructor online assets. Each are a key component or supplemental resource used during the learning experience.

Before Your Sessions Start

Contains Course Overview and About PMP links

Course Materials

Access both current and previous versions of the materials. Download PowerPoint slides and review student handouts.

Spotlight Videos

Short (3-6 minutes) videos that enhance and extend the classroom learning experience.

Post Training Session

Students must complete the Student Knowledge Check with a score of 80% or higher to show completion. Unlimited attempts are allowed.

Certificate of Completion

Certificates of Completion will be auto-generated and issued to the student upon completion of the Knowledge Check.

Post-Class Survey



An end-of-course evaluation will be made available on the platform to obtain feedback on the students' experience and satisfaction with the course, workshop, and instructor. The feedback on the survey will contribute to the instructor ratings that will be listed on PMI.org.

Once a student completes the survey, the contact hours they earned from your course will be populated in their PMI profile for future access. **There is no need to submit the contact hours on their behalf.**

For your reference, below is a sample of the evaluation.

PMI® <course or workshop name here> Evaluation

How well did the <course or workshop name here> and materials meet expectations?

- Exceeded my expectations
- Met my expectations
- Did not meet my expectations

If the course content, materials, and delivery did not meet your expectations, how could the <course or workshop name here> be improved?

Select the Authorized Training Partner name

Select the instructor's name

Add country code where you have taken the course

How knowledgeable would you say the instructor was regarding the course content?

- Extremely knowledgeable
- Very knowledgeable
- Somewhat knowledgeable
- Not too knowledgeable
- Not at all knowledgeable

If you rated the instructor as "Not too knowledgeable" or "Not at all knowledgeable", please explain why.

Overall, how would you rate the course instructor?

- Excellent
- Very Good
- Good
- Fair
- Poor

Overall, how satisfied were you with the <course or workshop name here>?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

Why did you provide that satisfaction score?



Compliance Rules and Guidelines

There are rules and guidelines you **must follow** to maintain your ATP instructor status.

This list highlights the rules specific to our ATP instructors. For a full view of the program rules and guidelines, please visit the links listed in the first bullet point below

- ✓ Participants in the PMI Authorized Training Partner Program **MUST** follow the program requirements, rules, and criteria. Actions that constitute a violation of applicable law or PMI's Code of Ethics and Professional Conduct, or for any other reason that, in PMI's judgment, could adversely affect the credibility or integrity of the Program. Said actions can result in a change to the participant's status with our ATP Program up to and including revoking your badge/access to ATP materials/resources.
 - Please visit the [ATP Resource Center](#) to review the ATP Handbook and Terms and Conditions documents for further information.
 - Please visit www.pmi.org to review PMI's Code of Ethics and Professional Conduct.
- ✓ Instructors must keep their certifications up to date/in good standing at PMI. To check the status of your certifications, please log into your account on www.pmi.org and click the Certification link on the menu that populates below your name. You will see a list of your certifications, the status of each, and a link to update/renew as needed.
- ✓ Your instructor badge is a qualification, not a certification. You will not find your instructor badge(s) listed on your PMI account as there is no current requirement for re-certification of these badges. To access your instructor badges you must log into your account on www.credly.com.
- ✓ Instructors **MUST** be affiliated with an Authorized Training Partner (ATP) to deliver courses and must use the licensed ATP courseware. Instructors **MAY NOT** deliver courses using the licensed PMI ATP courseware as an independent instructor or on behalf of a training provider that is not an ATP.
- ✓ Access to instructor kits is restricted to individuals who have completed the corresponding Train the Trainer (TTT) course and hold a valid instructor badge. Instructor kits redeemed through a myPMI profile are for the profile owner **only**—they cannot be shared with any other instructor, students, or non-instructors. These kits are intended solely for authorized instructors listed on the ATP's official roster. Exception requests may be considered on a case-by-case basis by the leadership team.
- ✓ Instructors **MAY** deliver courses that do not use the licensed PMI ATP courseware as an independent instructor or for a training provider that is not an ATP; however, you **MAY NOT** advertise your ATP Instructor badge when advertising the course. This is to avoid misrepresentation. If a student signs up for a course in this scenario and sees your PMI ATP Instructor badge, they may assume the content you are delivering is PMI written and approved by PMI when it is not.
- ✓ The ATP Instructor badge **MAY ONLY** be advertised when delivering PMI ATP courses on behalf of the instructor's affiliated ATP(s). If the instructor is no longer affiliated to an active ATP, the instructor badge will be **EXPIRED**. If the instructor later becomes affiliated to a different ATP, the instructor badge will be re-instated, and no additional training will be required. Simply email atptrainer@pmi.org with your name, PMI ID, and the name of the ATP you are newly affiliated with to have your instructor badge reinstated.
- ✓ All course materials shall have, and instructors must follow, an outline/syllabus that is organized in a clear and logical manner.

If you see an infraction or suspicious activity, please report to the email below so our legal team can review: atpcompliance@pmi.org

FAQ's & Support



At PMI, we take your questions and feedback seriously. We welcome and encourage your feedback so that we can continue to grow and improve. To route your questions/feedback to the best team, please use the following information:

Resources

[ATP Resource Center](#)

[PMI \(general\) website](#)

[Direct Link to your PMI Courses](#)

Guides

[Accessing Your Instructor Dashboard](#)

[Accessing Content on PMI.org](#)

PDU's

PDU Inquiries for ATP TTT:
ATPTrainer@pmi.org

[PDU Information including a link to the CCR Handbook](#)

[All other PDU questions](#)

Unsure?

Our ATPTrainer and ATPSupport Teams are ready to help guide you!

atptrainer@pmi.org
atpsupport@pmi.org