



Authorized Training Partner Program

Handbook



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



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Introduction

Welcome to the Project Management Institute (PMI®) Authorized Training Partner Program (the Program). This handbook is designed to provide PMI Authorized Training Partners (ATPs) with important information and to facilitate active program participation.

The handbook contains information that is current as of the date of issue. PMI reserves the right to change or discontinue any aspect of the Program, and this handbook may be periodically updated as changes are made. If you have any questions, please contact atpsupport@pmi.org.

PMI ATP Program Objectives



The goals of the PMI ATP Program are:

- To support the continuing professional development of PMI certification holders, PMI members, and all stakeholders in the project management community by providing quality educational opportunities.
- To provide quality educational opportunities for PMI certification holders seeking to maintain their certification under the PMI Continuing Certification Requirements Program (CCR).
- To establish appropriate criteria and policies enabling PMI to provide recognition and approval of quality education providers with mature business practices aligned to PMI core values in the field of project, program and portfolio management.
- To provide a directory of current, quality, project, program, and portfolio management course offerings aligned to the PMI Talent Triangle® to the project management community.

ATP Primary Responsibilities

PMI ATP status is awarded to only established, high-quality, financially sound project management education providers who are aligned to PMI core values, have mature business practices and offer courses aligned to the PMI Talent Triangle®. Training organizations that carry the PMI ATP Program Logo are a reflection of PMI and thus must undergo an extensive evaluation of their companies in order to be admitted to the Program. Please check the latest published version of the PMI ATP Program Application and Agreement, found on the PMI [ATP Program Resources page](#), for more detail on program criteria, eligibility, responsibilities.

ATP Membership Renewal Levels

All organizations participating in the PMI ATP Program must meet the ATP criteria and follow procedures as defined in Section 1 of the PMI ATP Program Application and Agreement. Eligible organizations include professional training firms, academic colleges and universities, corporate training departments, government agencies, management consulting firms, professional associations and PMI Chapters. The term “Membership Renewal Level” as it relates to the ATP Program is for administrative purposes only and is not an indication of differences in the quality of ATP learning activities or products, or the location of those learning activities.





PMI ATP Program Benefits

The ATP program offers four tiers: **Access, Foundational, Professional, or Premier.**

Access and Foundational provide authorization to teach PMI-licensed content with learner caps of 5 and 15 students per year, making them ideal for smaller or early-stage providers.

Professional and Premier build on these foundations with expanded benefits, marketing tools, and exclusive growth opportunities.

All tiers ensure you have the authorization and tools needed to deliver quality PMI training, with clear pathways to grow as your business scales.

	Access <i>Get started with the essentials.</i> <i>1 year in business and 1 year training experience required</i>	Foundational <i>The launchpad to build your training program.</i> <i>1 year in business and 1 year training experience required</i>	Professional <i>Full resources to grow and scale.</i> <i>1 year in business and 1 year training experience required</i>	Premier <i>Elevate your business to new heights.</i> <i>3 years in business and 3 years training experience required</i>
PMI licensed course content (kits)	5 student + instructor kits	15 student + instructor kits	Unlimited	Unlimited
Train-the-Trainer Credits	\$499	\$499	\$998	\$4990
PMI ATP Badge	✓	✓	✓	✓ (Premier badge)
Co-Branded Student Certificates	✓	✓	✓	✓
Directory listing on PMI.org			✓	✓
Access to reseller program			✓	✓
Onboarding & welcome kit	On-demand	On-demand	On-demand	Personalized 1 on 1
ATP support	General inbox	General inbox	General inbox	Dedicated account manager
Access to ATP Marketing Portal		Standard	Standard	Expanded
Advertising discounts			✓ (15%)	✓ (20%)
Partner webinars (every 2 months)	✓	✓	✓	✓
Strategic business reviews				Quarterly
Access to performance dashboard	✓	✓	✓	✓
Access to select RFPs from PMI				✓
55% discount on PMI books				✓
250 PMP practice questions				✓

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



ATP Periods

Upon official written notification from PMI of acceptance into the Program, registration in the Program is conducted on an annual basis. Each ATP is assigned a membership renewal period by PMI.

ATP Payment Terms

Payment for newly approved applications is due in full at the time of invoice. All payments for ATPs renewing their membership are due in full by the first calendar day of the first month of the upcoming enrollment period. PMI does not accept partial payments and does not have installment plans. ATPs may not deduct any bank fees, local government fees, business obligation fees, etc. from their PMI invoice. PMI must receive the full invoice amount reflected on their PMI invoice.

In the event PMI does not receive full payment from your organization by the first day of your upcoming membership renewal period, a final payment reminder notice will be emailed to the ATP Primary Administrative Contact. In the event PMI does not receive full payment by the beginning of the next annual membership period, the ATP status type will automatically be changed from “Active” to “Inactive.” A termination notice will then be emailed to the Primary Administrative Contact address. Please see Termination section for more details.





ATP Payment Methods

Check

Payment must be in U.S. Dollars. Payment by check must be drawn from a U.S. Bank Account. All checks must be made payable to “Project Management Institute”. Please reference your ATP number in the memo/notes section.

Money Order

Money orders may originate from U.S. or non-U.S. institutions; however, the dollar amount must be in U.S. Dollars.

Credit Card

We accept Visa, Master Card, American Express, Discover, and Diners Club. Due to PCI compliance we can only accept credit card information via secure fax or the secure PMI Accellion site.

ACH/Wire Transfer

Please provide PMI a copy of your wire transfer receipt/confirmation reference your ATP number in the memo section. Local government fees, business obligation fees, bank fees, etc. are the applicant’s responsibility. For example: If you are renewing your membership status at \$2,100 USD and your bank is charging \$40USD to send the \$2,100 wire transfer to PMI, the amount that must be credited into PMI’s bank amount must be \$2,100, not \$2,060. The amount reflected on the PMI Invoice is the amount that PMI must see in their bank account. PMI bank account information to which to send wire transfers is as follows:

Wells Fargo

217 W. Baltimore Pike

2nd Floor

Media, Pennsylvania 19063 USA

Phone: +1-610-891-1088

Fax: +1-610-891-1065

Account Number: 2014183097209

Routing Transit Number: 121000248

Swift Code: WFBIUS6S



True-Up Process and Data Analysis

When the Authorized Training Partner program was launched, we received questions about what we would do to prevent ATPs from taking unfair advantage of lower pricing in Tier 2 or 3 regions. ATP program data gives us visibility into where students are located and where they are completing their training. We review ATP purchase activities quarterly (every three months) to identify any discrepancies in location-based pricing. This review process is called the "True-Up" process or reconciliation.

Billing/Refund Process and Method

- **Notification:** As a result of the calculations, ATPs affected by the reconciliation process will be notified.
- **Finance Processing:** Invoices or refunds will be created and distributed according to the calculation report by the ATP Accountant (Finance team).

Data Sources and Provenance

- **PMI.org ID:** ID created when a person registers on the PMI.org website. This ID is used when learners or instructors login to the Partner Platform or myPMI on pmi.org to access course material.
- **Student Country:** Student country is assigned when a student registers on the PMI.org or the myPMI website and is maintained in the PMI data warehouse.
- **ATP Pricing Tiers:** assigned based on the country of the Provider and/or Student. Countries are mapped to PMI Managed Regions, and PMI Managed Regions are mapped to Pricing Tiers.

Data Processing

1. ATPs are matched to students using data from the Partner Platform. Students who do not redeem their courses are not included in the True-Up process.
2. ATP country and Managed Region from the PMI data warehouse are matched to the above data using the Provider Number.
3. Student country and Managed Regions from the PMI data warehouse are matched to the above data using the PersonID identification software.



Data Calculations

The calculations below are used to determine the amount owed or due back to an ATP.

- **Price Charged:** This is the amount the ATP paid based on their Pricing Tier. It is calculated by multiplying the total number of students for each type of course by the course fees reflective of the Provider's Pricing Tier.
- **Corrected Price:** The amount the ATP should have paid when factoring in the location of their students. It is calculated by multiplying the total number of students for each course type by course fee reflective of the student's Pricing Tier. In cases where the student lives outside of a defined ATP Pricing Tier (i.e., China) or where the student region is unknown, the provider region is used.
- **Differential:** The Price Charged minus the Corrected Price. This is the amount owed or due back to an ATP.
- **Threshold:** The amount over or under which a provider will be billed or refunded. The threshold is currently set at \$250 or more owed or due back.

Data Shared with ATPs

- Total amount owed or due (differential)
- Breakdown of price charged, corrected price, and differential by SKU, Student Pricing Tier, and Student Managed Region

Restrictions on Sharing PMI Student Data

Subject to the information provided in the [PMI Privacy Policy](#), we have structured our Site so that, in general, you can visit PMI on the web without identifying yourself or revealing any personal information. Once you choose to provide us personal information (name, address, e-mail address, phone number, etc.) you can be assured that it will only be used to support your member/customer relationship with us, or as otherwise set out in this Privacy Notice. Our membership application process, registration process for seminars, certification and educational programs, the PMI Store (Marketplace), and Job Board (Career Headquarters) may request and/or require you to submit personal information. However, you can be assured that any such personal information that you submit to us will be protected by industry standard security and management procedures and will be used only for the purpose for which it was submitted, unless you request or agree otherwise, or as otherwise set out in this Privacy Notice.

Dispute Process

If an ATP disputes the results, the Account Manager (AM) must be notified in writing. The AM will review the results with the Data Insights team to confirm data integrity. If the ATP continues to dispute the findings, a third-party auditor will be consulted at the expense of the ATP. If corrections are warranted, they will be honored by invoice or refund accordingly.



ATP Status Types

There are two ATP status types, Active and Inactive.

Active

The ATP is in good standing. Payment has been received and processed, all pertinent documents are currently on file with PMI, and there are no compliance issues.

Inactive

The ATP's profile is removed from the Education Provider Portal and ATP Directory. Reasons may include but are not limited to: non-compliance, failed application, voluntary withdrawal, failure to make payment, failure to provide all documents at the time of membership period renewal, violation of intellectual property rights or requirements, etc.

Inactive ATPs must remove all references to the PMI ATP program from their marketing materials and must immediately discontinue use of ATP Program and PMI logos, marks, materials and statements. This includes course materials referencing PMI intellectual property. The ATP will not represent that it has any association or affiliation (i.e., current or former association, former affiliation) with the PMI ATP Program.

ATPs understand that PMI conducts audits to ensure compliance of the ATP Program Guidelines and PMI Intellectual Property. PMI reserves the right to retire an inactive ATP's activities in CCRS. PMI complies with all applicable U.S. economic sanctions, export controls, and anti-boycott laws and regulations, administered principally by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC) and the Department of Commerce's Bureau of Industry and Security (BIS). In accordance with those laws and regulations, PMI may be prohibited from processing applications for renewing applicants from sanctioned or embargoed countries, or from persons subject to list-based sanctions. PMI will notify you if your application cannot be processed for such reasons. For more information on economic sanctions and export controls, please visit the [OFAC website](#).

The PMI ATP Program Team is the authority on ATP status types and is the only authorized party to make changes. Reinstatement of ATP status (from inactive to active) will be conducted on a case-by-case basis and the ATP Program Team will determine the decision. Once an ATP is made inactive and terminated from the ATP Program, the former ATP must reapply to the Program. Reinstating ATP status is not guaranteed and is handled on a case-by-case basis. Please see the [Termination section](#) of this Handbook for more details.



ATP Termination/Rejection

A. PMI reserves the sole and exclusive right to reject any applicant for the PMI ATP Program for any reason, including without limitation the inability to meet Program eligibility criteria or other Program requirements.

B. PMI reserves the right to terminate or close an application (new or cycle renewal) if an applicant is nonresponsive to PMI's reasonable requests for information or questions, or if there are multiple unsuccessful attempts by PMI to obtain the required documentation or information to process an application. PMI will not hold incomplete applications indefinitely. PMI will either process a completed application or close an incomplete application. Applicants are expected to provide all the required documentation and information upon initial submission to PMI for processing. More than one attempt by PMI to obtain the required information or documentation following receipt of an incomplete application will result in a closed application. Following closure of the application, the applicant will be required to wait one full year before re-applying.

C. PMI further reserves the sole and exclusive right to terminate a Provider's participation in the Program at any time for any reason, including without limitation a reason related to non-compliance with the PMI ATP Program Application and Agreement or stated guidelines in the PMI ATP Program Handbook. Below are some examples of non-compliance that may result in termination from the Program. An ATP's participation in the Program may be terminated based on:

- Repeated occurrences of compliance violations.
- Refusal to make corrections to its practices as requested by PMI.
- Non-compliance issues uncovered in a Quality Review, Active Audit, and/or compliance check.
- A lack of accountability or ownership displayed by the ATP-designated Compliance Contact to ensure that Program criteria are being met at all times.
- ATP activities aligned to an outdated PMI standard in CCRS. PMI members and credential holders rely on the Education Provider Portal (CCRS) to locate and secure up-to-date educational opportunities to meet their needs.
- Posting negative comments about PMI on social media or other venues that potentially denigrate the PMI brand.
- PMI's receipt of complaints from students or other parties about the ATP's services or business practices. Complaints filed with government agencies or websites, such as the Better Business Bureau, Linked In, Facebook, etc., about the ATP, may also be a basis for termination.
- An ATP having been removed from participating in other programs of PMI.

D. An ATP's first-time offense with respect to non-compliance may subject the ATP to termination from the Program, based on the severity of the non-compliance uncovered, regardless of an ATP's positive history and good standing.



ATP Termination/Rejection

E. An ATP notified of compliance violations may or may not be granted 15 business days to resolve any such non-compliance, depending on the severity, magnitude, and or frequency of the violation(s). If PMI grants the opportunity for resolution, failure to comply within the 15 business days will result in termination from the Program.

F. A terminated ATP will remain inactive for one year, at a minimum, from the time of the termination notification. The terminated ATP may reapply to the Program after the one year inactive period. Reinstating ATP status is not guaranteed, is within PMI's sole discretion, and will be handled on a case-by case basis by the ATP Program team.

G. If an ATP is terminated from the Program, any potential refunds due to the ATP as a result of termination are at the discretion of PMI. Program participants that are terminated must remove all references to the PMI ATP Program in their marketing materials, including websites, business cards, etc., within 30 days of receipt of the termination notice. Additionally, terminated Program participants must apply for the required intellectual property license to use PMI IP in their course materials as a non-ATP by completing the [PMI Permissions Agreement Form](#).

H. Depending on the reason for termination, activities listed in the terminated ATP's Education Provider Portal of CCRS will be retired within a 3 month period. If the terminated ATP is eligible to re-apply to the Program, is approved, and active status is reinstated, the re-instated ATP must re-enter its activities into CCRS. PMI cannot change the status of retired activities once they have been retired. A student can still claim PDUs against a retired activity provided the student has completed the course before the activity retirement date and has claimed the PDUs for the retired activity within the student's current certification cycle. Eligibility to re-apply to the ATP Program is at PMI's discretion.

I. Termination from the Program results in an immediate status change from active to inactive. Inactive status means:

1. Students seeking courses will no longer find the organization in the PMI CCRS directory.
2. Students will no longer be able to claim pre-approved PDUs for activities completed after the retirement date of the activity in CCRS. Activities listed in the Education Provider Portal of CCRS will be retired within a 3 month period as defined by PMI. Retiring activities in CCRS is at PMI's discretion.
3. All PMI logo and PMI Authorized Training Partner Program logo usage in marketing collateral, course materials, webpages, etc. must be removed immediately.
4. Organizations must complete the Permissions Agreement Form to obtain a license agreement for any PMI intellectual property being used in any course materials.
5. After 30 days from the inactive date, the ATP program may audit the status of items 3 and 4. If non-compliance is discovered, the organization may not be eligible to re-apply to the Program in the future. Any non-compliance activity reported may be forwarded to PMI Legal for further action.



1. Once inactive and if eligible to re-apply, the organization must re-apply at the discretion of PMI and is not guaranteed.

J. The PMI ATP Program structure including pricing, is subject to change at any time. With any such changes, PMI reserves the right in its sole discretion to discontinue the applicable terms and conditions of an existing Agreement.

Appeals Process

In the event of the occurrence of an adverse decision as described above, the chief operational officer or other authorized representative of the ATP Applicant or Provider shall have the right to appeal such an adverse PMI decision by informing PMI of the ATP Applicant or Provider's intent to appeal within thirty (30) days of receipt of PMI's written decision.

All appeals shall be forwarded in writing to atpsupport@pmi.org. The appeal letter shall: (a) clearly state the specific grounds on which the appeal is being made, and (b) include all relevant supportive documentation demonstrating why the appellant feels that the decision by PMI is in error and should be reconsidered.

Within thirty (30) days of receipt of the written appeal, PMI shall review the appeal and supportive documentation, and inform the appellant in writing whether or not the appeal has been approved or denied. If the appeal is approved, the appellant will be automatically accepted or reinstated into the ATP program and will be sent all relevant guidelines, forms, and logos.

In the event that the appeal is denied PMI, the appellant will not be admitted into the ATP Program or will maintain inactive status as indicated in the termination notice. The decision of PMI shall be final and binding on the ATP Applicant or Provider.

Reporting Non-Compliant Activity

In order to report non-compliant activity of the ATP Program, individuals may complete the online ATP [Non-Compliance Activity Submissions and Complaint Form](#). All complaints by or about an ATP must be filed using this online form.

Non-compliant activity includes, but is not limited to, misuse of PMI intellectual property, unauthorized or otherwise improper representations made in advertising or other violations of the PMI advertising policy, as well as any activity that may be inconsistent with good business practices, may denigrate the PMI brand or not be aligned to PMI core values or with PMI or general business ethics. The ATP Program Administrator will assess complaints on a case-by-case basis and address the matter individually with the ATP that is the subject of the complaint if that ATP is deemed to be non-compliant. Findings of the investigation will be documented in the ATP's records and decision will be made relative to continued participation in the Program.



Improper practices by non-ATP trainers or educational organizations, including without limitation false representations of ATP status, if observed, may be reported to PMI confidentially using the form located [here](#). All such reported issues will be reviewed by a designated member of PMI's ATP Team or, as applicable, within the PMI Legal Department. Any investigation and the outcomes of reported non-compliant activity will be handled on a confidential basis to the greatest extent possible. PMI will not provide a status update to the originator of the complaint.

Supporting Learners with Certification

Authorized Training Partners (ATPs) may guide learners through the Project Management Institute (PMI) certification application process by providing clarification, context, and general assistance. This may include explaining eligibility criteria, outlining documentation requirements, and helping candidates understand how to accurately describe their professional experience.

ATPs must not complete, submit, or directly manage certification applications on behalf of learners. The certification application is a personal attestation made by the candidate, and all information submitted must originate from the individual applicant.

In addition, ATPs may not provide or distribute templated, prewritten, or standardized language for candidates to copy into their applications. Each applicant must describe their experience in their own words to ensure accuracy and authenticity.

Providing uniform text for candidate use could result in inconsistencies, raise compliance concerns, and undermine the integrity of the certification process.

ATPs are encouraged to focus their support on education and guidance, helping learners interpret PMI's requirements.



ATP Administrative Information

If you have any questions about enrollment, you may contact the atpsupport@pmi.org. Your ATP related roles and responsibilities include the following:

Primary Administrative Contact

- Responsible for the relationship between the PMI ATP Program Team and your organization.
- Distributes Program messages to other staff members within the organization.
- Maintains membership renewal and ensures ATP's profile details are up to date.
- Meets all PMI ATP Program Team requests within the requested timeframe.
- Ensures contact information advertised on the public directory is accurate.
- Instructor Management by adding, removing and approving instructors for the Train the Trainer program.

Compliance Contact

- The compliance contact may be the same person as the primary administrative contact.
- Responsible for ensuring that ATP Program criteria are met at all times.
- Ensures that the ATP organization has and follows a clear, measurable process to ensure that all Program criteria are met.
- Ensures adherence to all ATP Program and CCR Program policies.
- Responsible for renewal application, meeting quality review/active audit requirements.
- Acts as back up contact to the primary contact.
- Responsible for contacting the PMI ATP Program Team and initiating any account changes and updates.

Additional Contacts

- Individuals within the ATP organization that should receive information regarding ATP Program membership renewal and general account information. First additional contact listed must have a generic email address.
- Acts as back up contact to the primary contact.
- Acts as a backup for compliance contact with regard to contacting the PMI ATP Program Team and initiating account changes and updates.



Provider Representative

- Responsible for managing ATP activity listing in the CCRS and course directories.
- Ensures compliance with CCRS policies.
- Responsible for adding an activity, editing an activity or retiring an activity in the CCRS directory.
- Submits batch PDU claims.
- Manages other ATP representatives.
- Edits the ATP organization's provider description.

Program Resources

To better serve our stakeholders, we have created a [pmi.org](#) web page at [Program Resources](#) to locate all of your important ATP program resources and operational documents. Please bookmark in your browser for future reference.

Continuing Certification Requirements System (CCRS)

CCRS is PMI's Continuing Certification Requirements System. This system facilitates the PMI Continuing Certification Requirements ([CCR](#)) program. PMI Credential holders use CCRS to complete credential maintenance tasks. The designated representative for your organization will access CCRS to maintain your ATP profile including PDU activities and Specialty courses.

Policy to Maintain Compliance of CCRS Activities

The ATP Program incorporates education and training best practices. This includes an expectation of continuous improvement and maintenance of timeliness and relevancy of educational offerings over time. All educational and training materials, including without limitation supplemental readings, syllabi, teaching methods, student needs, learning outcomes, faculty, case studies, student assessments, assignments, are likely to require change over time. Any material changes will require updates to your course materials and to your activities listed in the CCRS Directory. ATPs are required to keep their CCRS Directory of activities current. This will ensure practitioners and organizations searching for educational opportunities will retrieve activity listings that are credible, relevant, and current. Ensuring that your materials are consistently up to date supports and promotes the value proposition of your organization as an ATP.

The ATP Administrative Contact and Compliance Contact for your organization are responsible for maintaining the relevancy and accuracy of your organization's profile and course listings in the CCRS directory.



Criteria for a CCRS Active Activity

An “activity” is a learning event aligned to the PMI Talent Triangle®, is entered into CCRS by an ATP, and is reviewed and approved by PMI to advertise, and is deemed eligible by PMI to provide contact hours/pre-approved PDUs. CCRS activities are subject to audit through the PMI Audit Process found in the [CCRS handbook](#). CCRS activities have 2 statuses: Active and Retired. An activity:

- is equal to one individual learning event. One activity cannot be a “bundle” of individual activities or a “bundle” of learning events
- has one delivery method (in-person or via computer)
- if based on a PMI standard, must align to the latest published edition of that PMI Standard
- if a yearly conference activity, requires a new activity number each year
- cannot be claimed more than once by a PMI certification holder

Criteria for Retiring a CCRS Activity

- Activity is no longer being offered
- Activity course content has changed 25% or more
- Activity is based on a previous edition of a published PMI Standard
- Activity is based on a previous PMI certification exam content outline

Activity Alignment to PMI Talent Triangle®

It is not PMI’s intent to provide an extensive list of skills and prescribe those skills to a specific area of the PMI Talent Triangle®. Each individual ATP will determine the Talent Triangle skill set for each activity, given their competency in instructional design, course development, and course delivery.

Education Provider Portal User Guide

The user guide to add and manage PDU and Specialty courses is available on the [ATP Resource Center](#).



Changes to Business Structure and Business Partnerships

Company Name Change

If an ATP changes the company name, please email the following three items to atpsupport@pmi.org:

- A letter printed on the new company name letterhead addressing the matter
- A copy of the articles of incorporation or other official corporate registration document illustrating the new company name
- A reason for the name change

Company Operation Separation

If a current ATP removes a part of the existing operations and places this operation into a newly formed company with a new company name, the newly formed company must meet the ATP criteria in order to apply and be approved for the ATP status. This includes but is not limited to the newly formed company providing project management applicable training for a year. Under no circumstances with the operation with a new company name be able to carry the same ATP number as the remaining company.

Mergers and Acquisitions

Please be advised, ATP status is not transferable.

- If a current ATP merges with another ATP, only one ATP number will remain active and will be determined on a case by case basis.
- If a non-ATP acquires an ATP, the non-ATP must apply and be accepted into the ATP program and cannot retain the former ATP number.

Restrictions on Providing ATP Licensed Courses to non-ATPs

ATPs may not license courseware containing PMI course materials available only to ATPs to any third party. An ATP may create courses, tools, apps and other products containing PMI Intellectual Property and PMI Standards. Access to the PMBOK® Guide Figures can be found on the [Marketing Portal](#). The list of available Foundational and Practice Standards & Framework that can be requested is located on the [PMBOK® Guide and Standards page](#) on pmi.org. Requests to translate any PMI titles (via PMI Translation Agreement) or host PMI titles in their entirety on a secure site (via PMI Site License Agreement) must also be requested from the PMI Legal Department using the Permissions Request Form. Questions about applying for license agreements can go to permissions@pmi.org.



Note that if you sell any non-PMP Prep course materials to a non-ATP, the non-ATP cannot affix the official PMI ATP seal on those materials and cannot affix the ATP number on the non-ATP student certificates of completion, or any other non-ATP marketing materials. The PMI ATP seal and ATP number are strictly for the organization identified as the active ATP

ATP Referrals

An ATP may recommend another ATP's course offerings provided the parties involved are current ATPs in good standing.

The “referring ATP” must be transparent in their advertising to the public, including marketing materials and website advertising highlighting the following:

- The activity is developed and delivered by another ATP
- The registration/cancellation policy is clear to student

The “referred ATP”

- Must have the activity registered in CCRS
- Must award the PDUs and issue the PMI Certificate of Completion to the student

Guidelines for Use of PMI Intellectual Property

Authorized Training Partners are required to follow the rules and guidelines outlined in the Authorized Training Partner PMI Intellectual Property (IP) Guidelines.

This document can be found on the Authorized Training Partner Resource Center.

Authorized Training Partner Resource Center

To better serve our stakeholders, we have created an Authorized Training Partner [Resource Center webpage](#) as a central location for all the core ATP program resources.

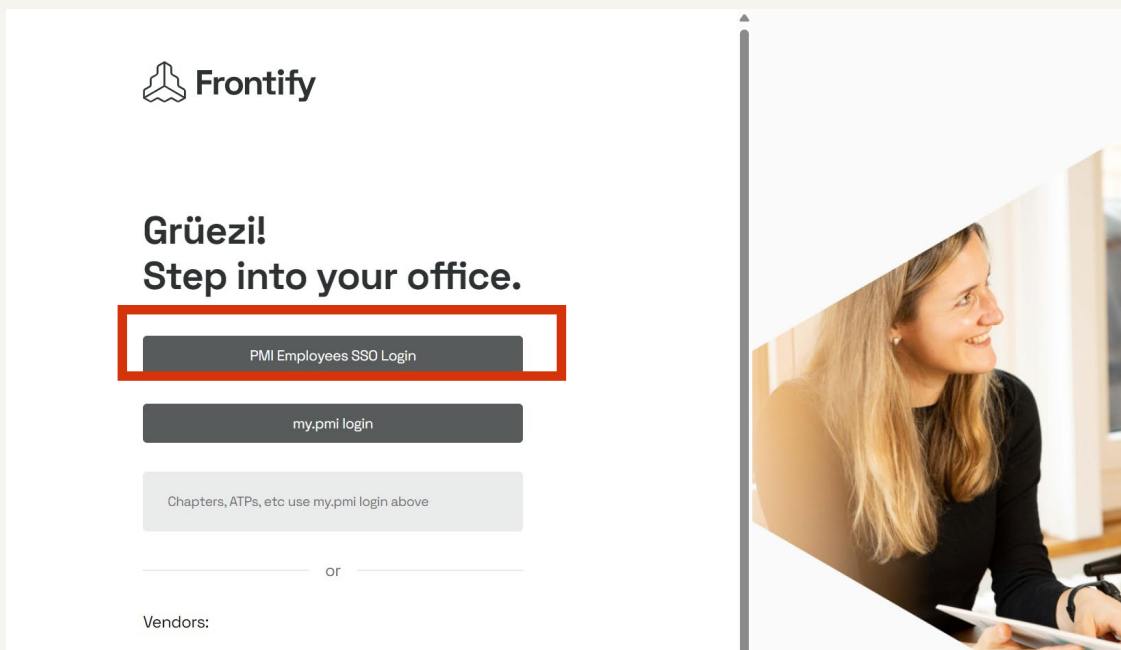
PMI Marketing Portal

Foundational, Professional, and Premier ATPs have access to the Marketing Portal.

The PMI Marketing Portal can be found at: [ATP Marketing Portal](#). Access this link to locate PMI promotional materials that can be downloaded to serve your business needs.

Instructions on how to register for the Marketing Portal:

- **Access the Portal:** ATP primary contacts will automatically be granted access to the Marketing Portal. **Additional contacts must be requested through the PMI ATP team.**
- **Login:** Navigate to the Marketing Portal. It will continue to be accessible via the existing URL: [marketing.pmi.org](#). Click on the "my.pmi Login" button.
- **Enter Credentials:** Enter your PMI login credentials. **Your myPMI primary login email must be the same as your ATP account contact email to grant you access.** If not, you may see a blank screen when you log in. Contact ATPSupport@pmi.org for issues.
- **Access Portal:** Once authenticated, click on "Project Management Institute" and then "PMI Authorized Training Partners" to access ATP marketing resources and tools.
- For access issues, or if you need to request Marketing Portal access for additional users, please contact ATPSupport@pmi.org.





Thank You

For more information, contact ATPSupport@pmi.org.