



PMI Authorized Training Partner Onboarding Guide

A guide for Partners



Welcome to the PMI® Authorized Training Partner Program

Congratulations on becoming a PMI® Authorized Training Partner!

We are committed to helping you succeed and grow your business, as well as helping our customers find high-quality training.

PMI is proud to provide you with the one-on-one support and guidance you need to get started and grow your business as you participate in the PMI Authorized Training Partner Program.

Introduction

This welcome kit will explain everything you need to know to get onboarded so that you can:

- Take advantage of the value and benefits you receive as an approved PMI Authorized Training Partner
- Learn how to provision the authorized class materials
- Access the digital content and learning resources on PMI.org
- Promote your training sessions

PMI is looking forward to working with you during the onboarding process to support your success with the PMI Authorized Training Partner Program.

If you have questions, please contact ATPSupport@pmi.org or your dedicated account manager.



Need this guide in another language?
Contact ATPTrainer@pmi.org

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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 – Become a PMI Member

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.

To learn more about PMI, visit the **About** page on [pmi.org](https://www.pmi.org).

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

Roberto Toledo

Authorized Training Partner Benefits

As a valued PMI® Authorized Training Partner, you'll gain visibility among PMI customers as an approved training provider, exclusive access to licensed content, and instructor training.

Benefits in **orange** are available to our Professional and Premier tiers only.

ENDORSEMENT FROM PMI

As an Authorized Training Partner, you will stand out as a PMI brand training provider—a quality customers want. PMI will promote authorized partners through our website, searchable partner database (at higher tiers), and corporate marketing efforts, which provides visibility to an audience in need of your services.

ACCESS TO TURN-KEY CONTENT

Authorized Training Partners receive turn-key licensed content, making it easy to provide training and exam prep for popular certifications. This includes instructor and student guides and online learning assets like quizzes, knowledge checks, and videos. Content is maintenance-free and can be used for in-person and virtual instructor-led courses.

INSTRUCTOR TRAINING

The Authorized Training Partner Train the Trainer program sets you up for success and prepares you to deliver certification preparation and training content to top quality standards. Having instructors complete this training provides Authorized Training Partner instructors with PMI endorsement for the course, demonstrated by a badge showing they are PMI trained instructors.

PARTNER SUPPORT

Benefit from onboarding, bi-monthly partner enablement webinars, and support from the ATP team. At higher tiers, enjoy standard and expanded marketing support through our ATP Marketing Portal and quarterly business reviews for Premier partners.

PRE-APPROVED PDUs

Any PDU claim made against a course delivered by an Authorized Training Partner will automatically be accepted by PMI without audit. This is a value-add you can offer and provide to your students.

GUARANTEED-TO-RUN COURSES POSTED ON PMI.ORG

As a benefit of being an Authorized Training Partner, you can add your guaranteed-to-run classes to the official PMI course listing page. Potential students will be able to filter the directory and find your class based on their personal learning needs.



PMI® Authorized Training Partner Benefits Available for Premier Tier Partners

In addition to all the benefits and resources provided to the Professional, Foundational, and Access tiers, those Partners in the Premier tier will enjoy the following additional benefits:

ACCESS TO REQUEST FOR PROPOSALS (RFPs)

Premier ATPs have exclusive access to RFPs to support the new exam. Businesses and organizations contact PMI for training resource recommendations. PMI gathers the requirements from the business and will provide that information to the Premier ATPs to bid for the proposal of services.

CLONED QUESTIONS

Premier Authorized Training Partners will have access to over 250 cloned PMP® exam questions. They can be used to create practice PMP® exams for students.

ACCOUNT MANAGEMENT

As a Premier Partner, you will receive account management support to set mutually agreed upon, partner-specific goals, review performance metrics and trends, and identify new opportunities. Premier Partners also can submit a request for a joint sales call with their account manager.

To learn more about signing up as a Premier-level partner, contact ChannelSales@pmi.org

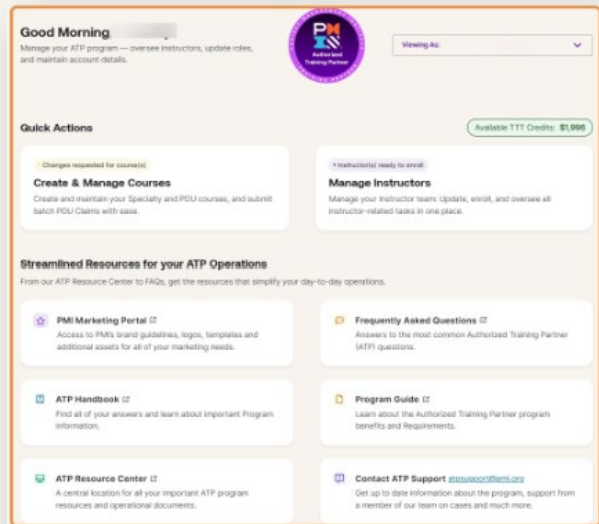
Nine out of ten customers state that they look for PMI® brand instructors when searching for PMP® exam prep and training.

Four out of five customers feel it is important to be taught PMI® brand content.

Navigating the ATP Hub

atp.pmi.org

- The **Primary Admin** is defaulted to the user who created and submitted the application.
- Additional **users/contacts** can be added by the Primary Admin
- Manage your ATP Membership

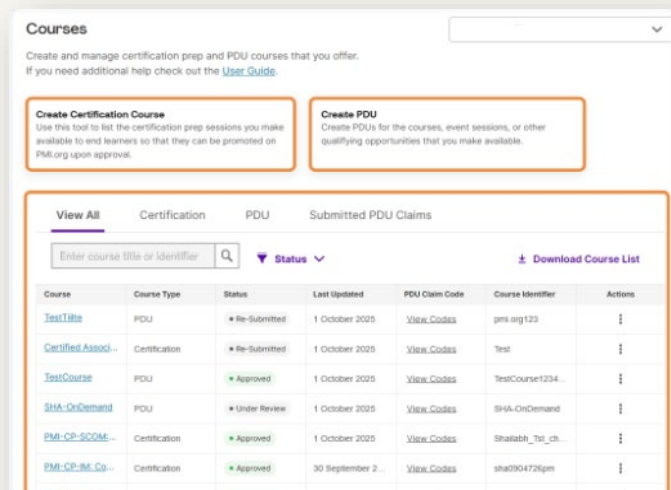


[Click here: ATP Hub Guide](#)

Listing Courses on the Education Provider Portal (EPP)

epp.pmi.org

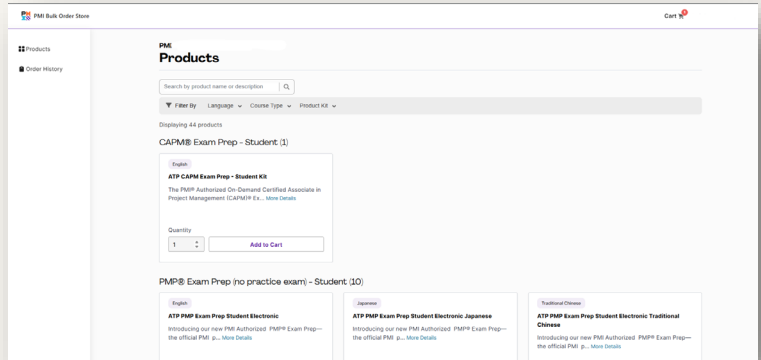
- List your certification & PDU courses for visibility on pmi.org (features vary by tier)
- Bulk upload PDU claims



[Click Here: EPP User Guide](#)

Ordering ATP Licensed Materials

- Log into the ATP Hub and Navigate to the ATP Self-Service **Store**.
- This will reroute you to orders.pmi.org to purchase materials.
- Follow the link below for a step-by-step guide through the purchasing process.

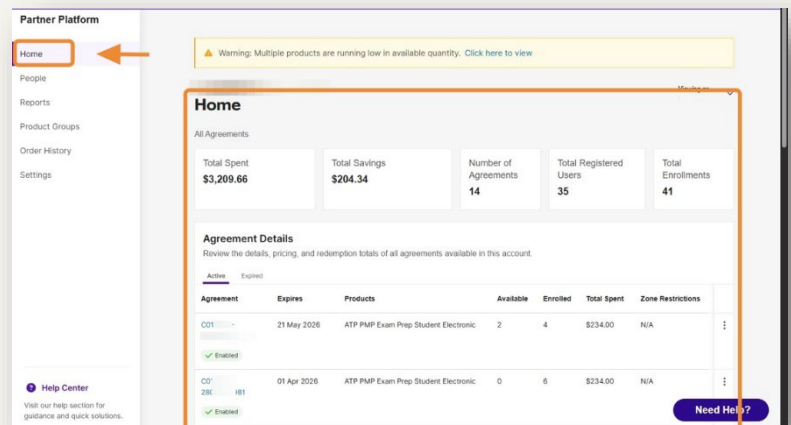


Once your first order is complete, you'll receive an invitation to access the Partner Platform.

[Click here: ATP Store Guide](#)

Navigating the PMI Partner Platform

- Use the **PMI Partner Platform** to view, organize, and distribute your learning products.
- Access is granted only after placing your first order through the ATP Self-Service Store



[Click Here: ATP Partner Platform Guide](#)

Manage Your Credly 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. This digital image contains verified metadata that describes your qualifications, and the process required to earn them.

How to Accept and Share Your Credly Badge

1. Find the email from: admin@credly.com
 - Subject: "Project Management Institute issued you a new badge"
 - Check your spam or junk folder if it's not in your inbox.
2. Click "Accept Your Badge"
 - This button appears below the badge image in the email.
3. Log in or create a Credly account
 - If you have an account, log in.
 - If not:
 - Fill in the required fields
 - Agree to Terms of Use & Privacy Policy
 - Click "Create Account"
 - Look for a confirmation email and follow the link to verify your account
4. Set badge visibility
 - Choose to keep your badge public or private when prompted.
5. Share Your Badge
 - Options include: LinkedIn, Facebook, Email, Website embed, Email signature

Visit the Credly Help Center to learn more about embedding/sharing your badge.

Here are some helpful articles to review:

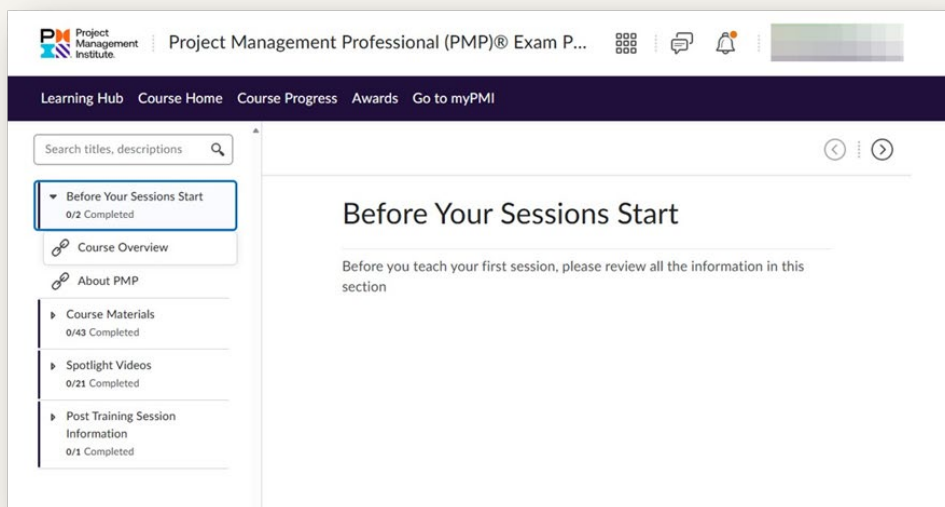
[How do I manage and share my digital badge? – Credly, Inc.](#)

[How can I embed my badge in a website? – Credly, Inc.](#)

[How do I share my badge? – Credly, Inc.](#)

PMI Digital Course Assets for Instructors

PMI Instructor-Led Training provides students and instructors with access to a host of resources and learning tools. Training materials support and accommodate both training providers' needs as well as the needs of your students. PMI has developed the following course assets. The description below is provided to learners and instructors as an overview of the online assets. Each are a key component or supplemental resource used during the learning experience.

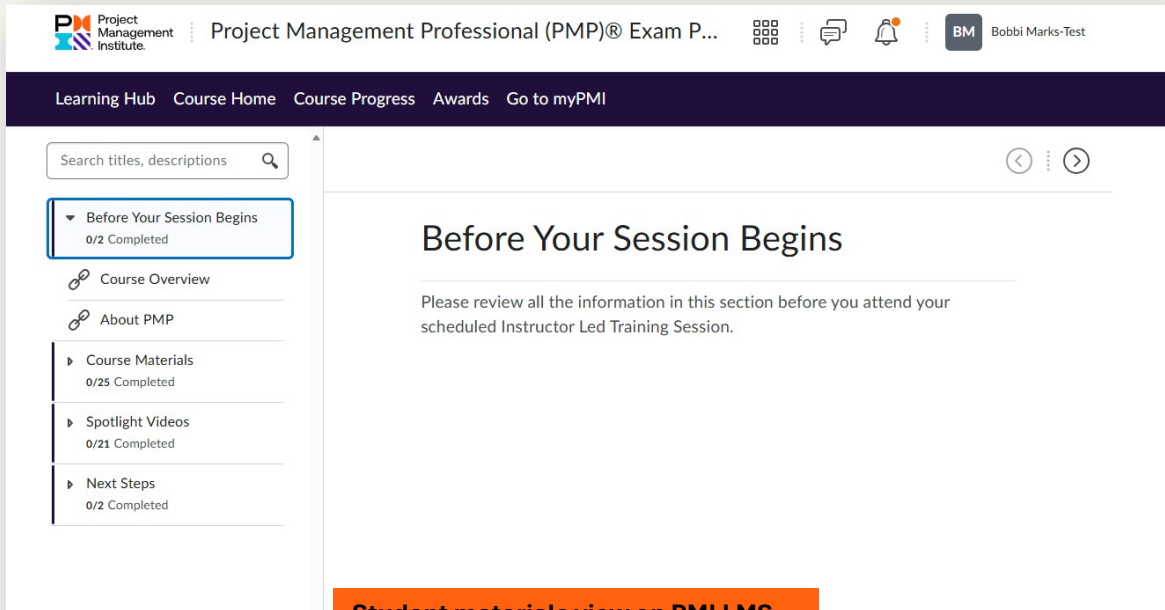


Instructor materials view on PMI LMS

Once invited, instructor accounts get access to digital resources like:

- **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.
- **Course Content Feedback:** Use this link to provide our content team with feedback regarding your course content.
- **Post Training Session:** Students must complete the Student Knowledge Check with a score of 80% or higher to show completion. Unlimited attempts are allowed.

PMI Digital Course Assets for Students



Project Management Professional (PMP)® Exam P...

Learning Hub Course Home Course Progress Awards Go to myPMI

Search titles, descriptions

Before Your Session Begins
0/2 Completed

Course Overview

About PMP

Course Materials
0/25 Completed

Spotlight Videos
0/21 Completed

Next Steps
0/2 Completed

Before Your Session Begins

Please review all the information in this section before you attend your scheduled Instructor Led Training Session.

Student materials view on PMI LMS

Once invited, student accounts get access to digital resources like:

- **Before Your Sessions Start:** Contains **Course Overview** and **About PMP** links
- **Course Materials:** Access both **current** and **previous versions** of the materials.
- **Spotlight Videos:** Short (3-6 minutes) videos that enhance and extend the classroom learning experience.
- **Next Steps:** Contains a **Knowledge Check** and **Post Class Survey**

Students must complete the Student Knowledge Check with a score of 80% or higher to show completion. Materials are valid for one year from the date of first access.

Train the Trainer (TTT)

General Information

- To earn a badge, instructors must complete the required self-paced Train-the-Trainer (TTT) courses:
 - Day 1: Introduction to Train-the-Trainer**
 - Day 2: A course-specific TTT** for each certification they intend to teach.
- Once completed, the ATP will gain access to purchase student and instructor materials for that specific course on the store.
- Instructor eligibility shows on the candidate's profile in your [Instructor Management](#) view on the ATP Hub

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	-

[Click Here: Instructor Enrollment Guide](#)

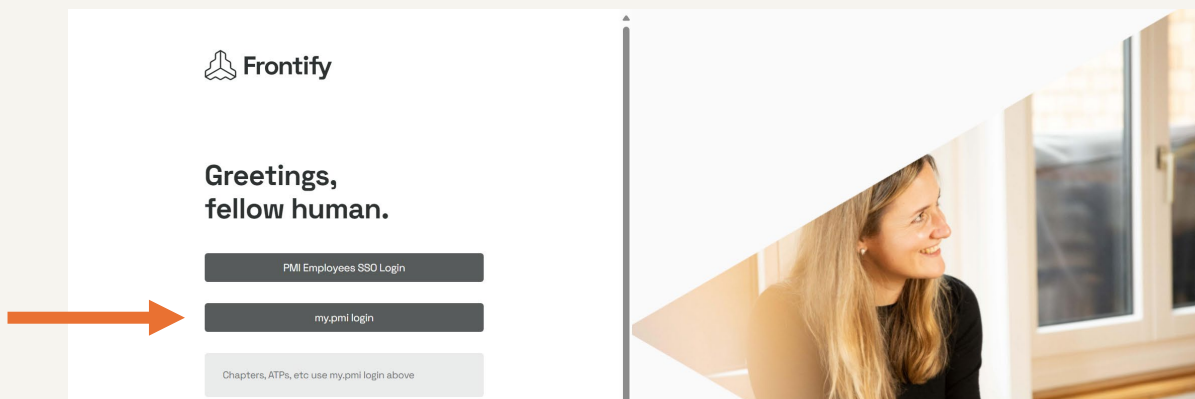
Accessing the ATP Marketing Portal

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

The ATP Marketing Portal is a powerful tool for ATPs to find support and marketing materials to promote their PMI course offerings. To gain access, follow the steps below.

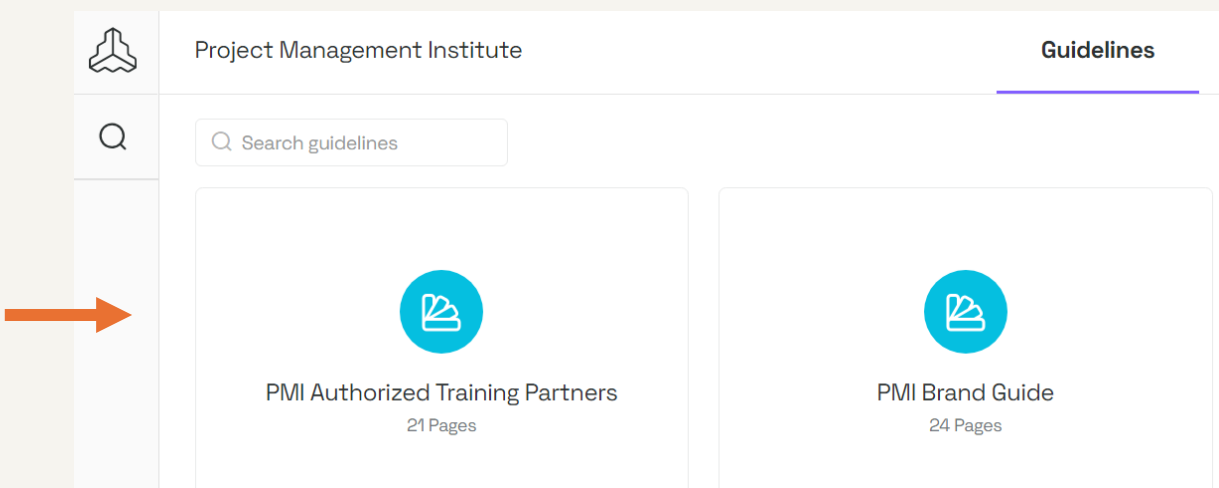
Step 1: Visit the [Marketing Portal](#). Click **my.pmi login**.

- Your login will be the PMI.org account used by your admin. ATP primary contacts are automatically granted access to the portal via their my.pmi login.



Step 2: Click on the **PMI Authorized Training Partners** guideline.

- As an ATP you will only have access to the ATP guideline.
- Troubleshooting Access Issues:** If you are having issues logging in or viewing the guideline (blank screen), or need access for additional users, please reach out to your Account Manager or contact ATPSupport@pmi.org.
 - In your outreach, please provide us with the my.pmi email you would like to have access to the portal.
 - Note that users getting access to the portal **must be affiliated with a PMI.org account**.
 - One common access issue we see is when your myPMI login does not match your email for the ATP program.



Authorized Training Partner Quick Compliance Tips

Keep It Official

- a) PMI-licensed material must be the only option for Project Management Professional (PMP)[®], PMI-ACP, PMI-CP and DA certifications exam prep. You can supplement the PMI-licensed content, but cannot offer an alternative material.
- PMI-licensed material is NOT optional. An individual student license key MUST be provided to all ATP students.
 - All instructors associated with your ATP must also have an instructor kit for every program the instructor teaches for you.
 - 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.
- b) Classes using PMI-licensed material must **always** be live, instructor-led, whether virtual or in person. This means it is taught by Trainers with current ATP Trainer status and individual access to PMI-licensed material.
- **NO** on-demand or self-paced version unless you are reselling PMI's on-demand option. Premier ATPs can become a reseller by signing the additional agreement via their Account Manager.
- c. Use PMI Trademarks, and when citing a trademark for the **first** time on a webpage, remember to add the registered symbol [®] e.g., Project Management Professional (PMP)[®], PMP[®] exam prep, *PMBOK[®] Guide*, and Disciplined Agile[®]. The registered symbol must **always** be included when referencing book and course product titles - PMP[®] Exam Prep.
- Remember to add an appropriate PMI attribution statement to **each** webpage. For example, *"The PMI Authorized Training Partner seal, PMI logo, Project Management Professional (PMP), PMBOK, are registered marks of the Project Management Institute, Inc."*

Authorized Training Partner Quick Compliance Tips

Prove It To Your Potential Students

Use your Credly-issued ATP seals below, which **MUST** include a clickable link for verification.

PMI® Authorized Training Partner Seal



PMI® Authorized Training Partner Instructor Seals



Not all instructor seals pictured.

DO NOT

- Offer recordings of licensed content and classes, whether as demos or otherwise.
- Use licensed content or ATP badges on Mass Open Online Courses (MOOCs), e.g., Udemy.
- Advertise an exam pass guarantee. You can offer a money-back guarantee.
- Advertise your exam pass rate or images of exam pass certificates.
- Use the words "Organization has been 'accredited;' 'certified;' 'sponsored;' 'endorsed;' or 'guaranteed' by the PMI® Authorized Training Partner Program or PMI."
 - You can say "Organization has been reviewed and approved by the PMI® Authorized Training Partner Program" and "Earners of the Authorized Training Partner Program badge are authorized by PMI to support the professional development needs of future or current PMI practitioners and stakeholders in their pursuit of PMI Credentials."
- Misuse acronyms.
 - Example - "PMPs are ..." must change to "PMP® credential holders are.."

FOR COMPLIANCE QUESTIONS OR COMPLAINTS CONTACT:
ATPCOMPLIANCE@PMI.ORG

We're here to support you!

Please direct any questions to the emails listed
below:

ATPSupport@pmi.org

ATP Program general inquiries/issues

ATPTrainer@pmi.org

Any trainer/instructor related issues or inquiries

ATPCompliance@pmi.org

Any program compliance inquiries

PartnerSupport@pmi.org

Issues accessing courses after enrollment

Issues with user enrollment

Courses not downloading