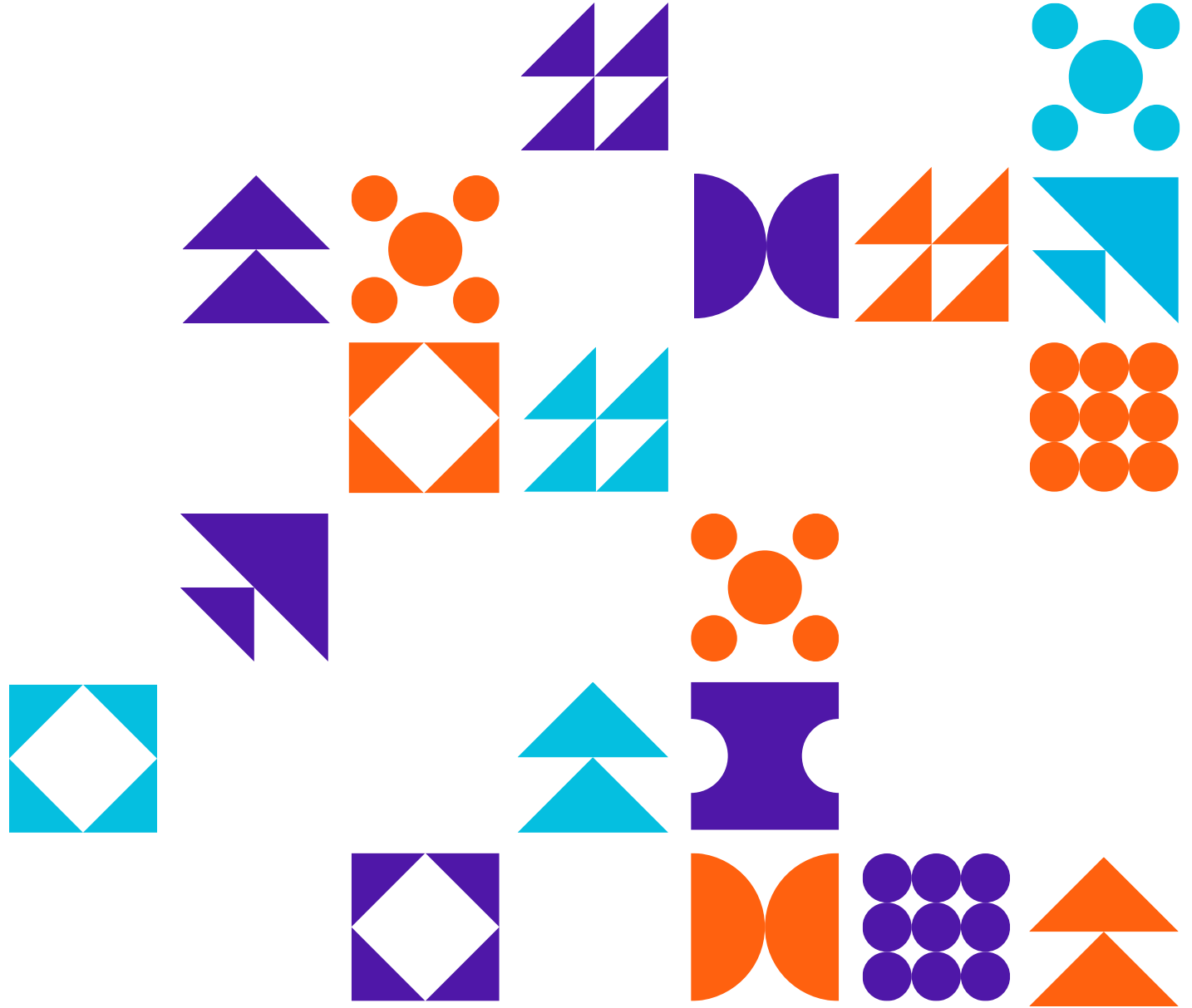


AUTHORIZED TRAINING PARTNER DASHBOARD

Instructor and Train the Trainer
User Guide – Disciplined Agile®

February 2021

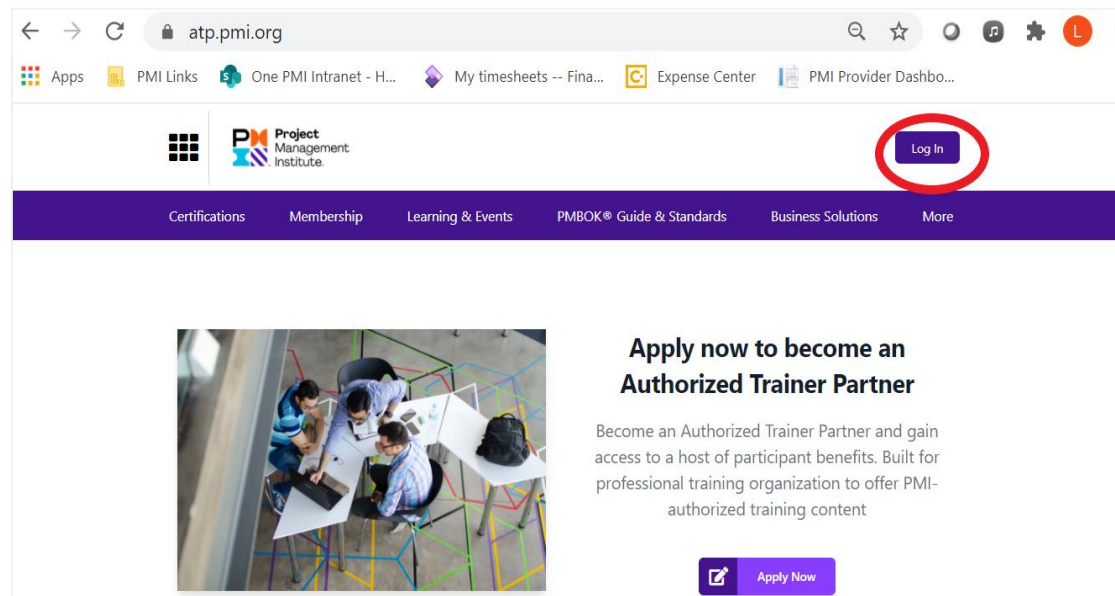


Apply for Train the Trainer Course

Click the link to access the ATP Dashboard [ATP.PMI.org/instructor](https://atp.pmi.org/instructor)

Opening your application

Once you have been associated to an ATP, you will receive an email notification to sign and complete an application for PMI's Train the Trainer course. Upon passing the evaluation, an instructor badge will be issued. This badge will allow you to provide PMP training using PMI's created course material.



1. To start the application, access atp.pmi.org and click **Log In**.

Access the Instructor Application

Please note that you need to use your **PMI.org ID** to Log in.

Log In

Username or Email [Forgot Username?](#)

Username

Password [Forgot Password?](#)

Password

LOG IN

Sign in with Google Sign in with Facebook Sign in with LinkedIn

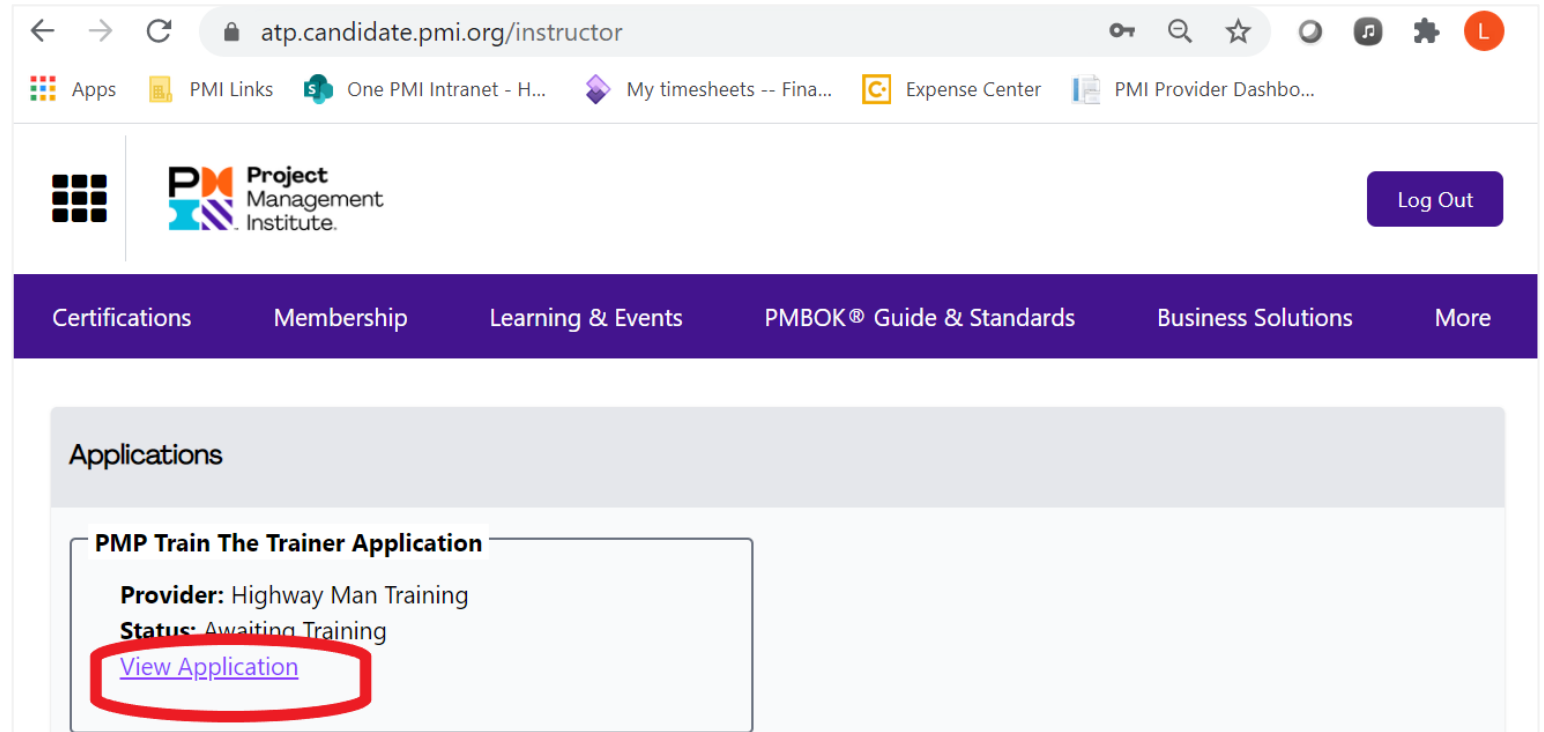
2. Enter username and password.

Launch the Instructor Application

The general information for your application is available including

- Sponsoring ATP (the ATP with whom you are affiliated)
- Status of Trainer application

3. Click **View Application** to start the application process.

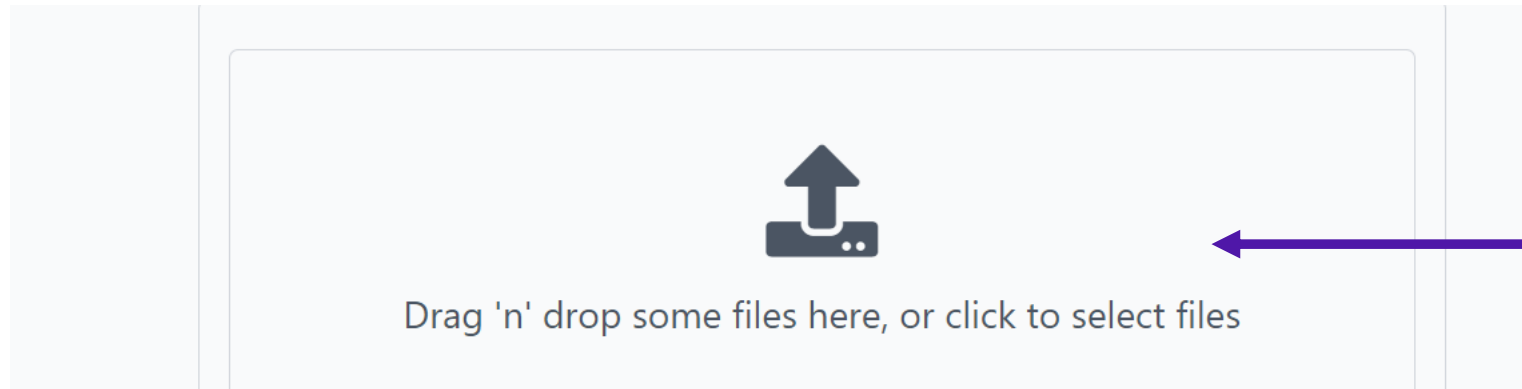


The screenshot shows a web browser window at the URL `atp.candidate.pmi.org/instructor`. The page header includes the Project Management Institute logo and a 'Log Out' button. A navigation bar contains links for 'Certifications', 'Membership', 'Learning & Events', 'PMBOK® Guide & Standards', 'Business Solutions', and 'More'. The main content area is titled 'Applications' and displays a card for a 'PMP Train The Trainer Application'. The card shows the provider as 'Highway Man Training' and the status as 'Awaiting Training'. A red circle highlights the 'View Application' link, which is underlined in blue.

Upload Instructor Documents – DA Proof of Experience

Minimum requirements for instructors includes:

- Disciplined Agile Certification you will be teaching
- CV/ Resume



4. Upload documents to the **Drag and Drop** section.

Accept the PMI code of Ethics

5. Read and **check** the box to confirm you understand the PMI ethics code and agreement to follow PMI Policy.

Agreement Save & Move Next

You must agree to all items below and must check every box. If every box is not checked the application will be returned.

In checking this box, I confirm awareness that all PMI Members are bound by the PMI Code of Ethics. I confirm that I have read and understand the ATP Program Requirements. I confirm awareness that PMI Chapter Leaders may not deliver certification exam prep under the ATP Program. I confirm that I am not a Chapter Leader, and I will not volunteer for the chapter while I am an ATP Trainer.

Policy Manual for PMI Chapters, 2.1 Definition of a Chapter Leader: A Chapter Leader is a volunteer who is in a chapter elected or appointed position

Save

6. Click **Save and Move to Next**.

Submit the Instructor Application

Review that both requirements have a green check mark.

Submit Application Save & Move Next

- ✓ Proof of experience
- ✓ Agreement

Submit Application

7. Click **Submit Application**.

Review Process

Please allow up to five (5) business days for your application to be reviewed.

- Application is vetted by PMI for the required experience
- Instructor will receive email notification to return to your application (*steps 1 – 3 for reference*)
- Instructor selects the Train the Trainer training session to attend

Select Training Course

Overview
Eligible For Training

Step 01
Proof of Experience

Step 02
Agreement

Step 03
Submit Application

Step 04
Choose Training

8. Select **Step 4** to display course options.

Select Training Select Training & Move Next

NAME	START DATE	END DATE	REGIS
Modern Learning Training	05/15/2020	09/30/2020	<input type="checkbox"/>
Authorized Training Partner Train the Trainer-PMP	06/26/2020	06/27/2020	<input type="checkbox"/>

Select Training & Move Next

9. Check the box to select your training option.

10. Click **Select Training & Move Next**.

Attend the Train the Trainer Course

Once confirmation of your training course is paid, you will receive notification to attend your selected course.

- Access training by Viewing the Application and selecting step 5
- End-of-session Assessment is required, with a minimum passing score

The screenshot displays the ATP program interface. At the top, there is a navigation bar with tabs for Certifications, Membership, Learning & Events, PMBOK® Guide & Standards, Business Solutions, and More. Below the navigation bar, a message states: "For more information about the ATP program, including user guides for this system, check out [ATP Resources](#)".

The main content area is divided into two sections. On the left is a vertical sidebar with five steps, each with a green checkmark icon:

- Overview: Awaiting Training
- Step 01: Proof of Experience
- Step 02: Agreement
- Step 03: Submit Application
- Step 04: Choose Training
- Step 05: Attend Training (highlighted in dark purple)

The main content area is titled "Attend Training" and features a "Save & Move Next" button in the top right corner. Below the title is a "Class Information" section containing a table:

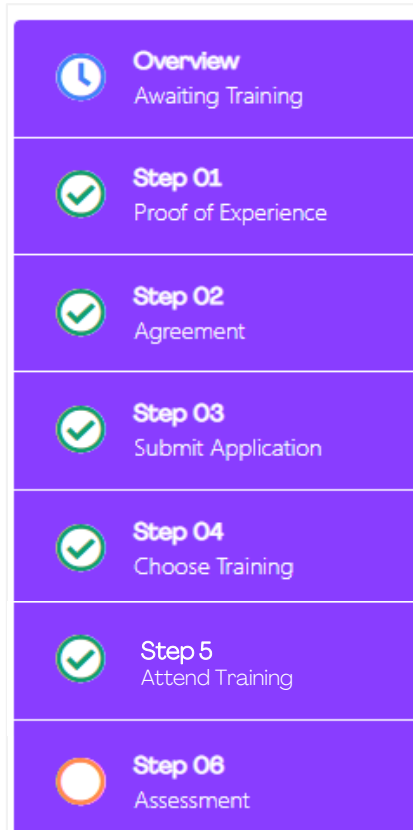
NAME	START DATE	END DATE
Modern Learning Training	12/31/2020	12/30/2021

At the bottom of the main content area, there is an "Attend Training" button with a pencil icon. A callout box with a purple border and arrow points to this button.

11. Launch the course by clicking **Attend Training**.

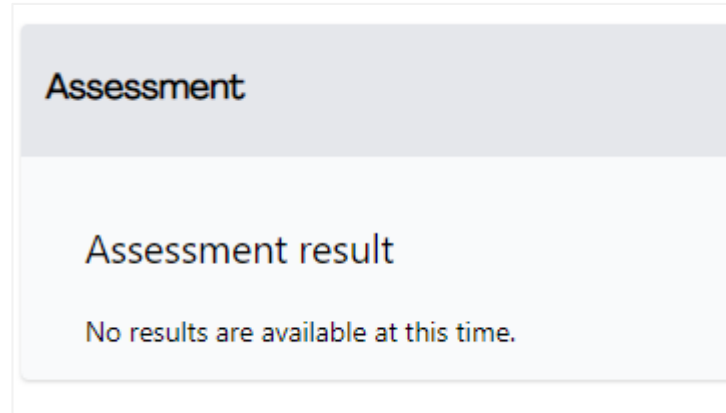
Complete the Train the Trainer Course

Allow up to two (2) weeks for the assessment to be validated and Instructor Badge to be issued.




A vertical progress bar with seven steps. The first six steps are completed, indicated by green checkmarks. The seventh step, 'Assessment', is currently active, indicated by a white circle with an orange border.

- Overview
Awaiting Training
- Step 01
Proof of Experience
- Step 02
Agreement
- Step 03
Submit Application
- Step 04
Choose Training
- Step 05
Attend Training
- Step 06
Assessment



A screenshot of an assessment result page. The title is 'Assessment' and the main heading is 'Assessment result'. Below it, the text reads 'No results are available at this time.'

NOTE: All attendees must pass the end-of-session assessment to receive the PMI Authorized Training Partner Instructor badge.



Results will be posted on Step 6 in your application.

Issue the Instructor Badge

Successful completion of the course and assessment will trigger the process of obtaining your PMI Authorized Training Partner Instructor Badge and allow Authorized Training Partners to assign classes for you to deliver.

Email notification is sent from admin@youracclaim.com

Click the accept button in the email notification