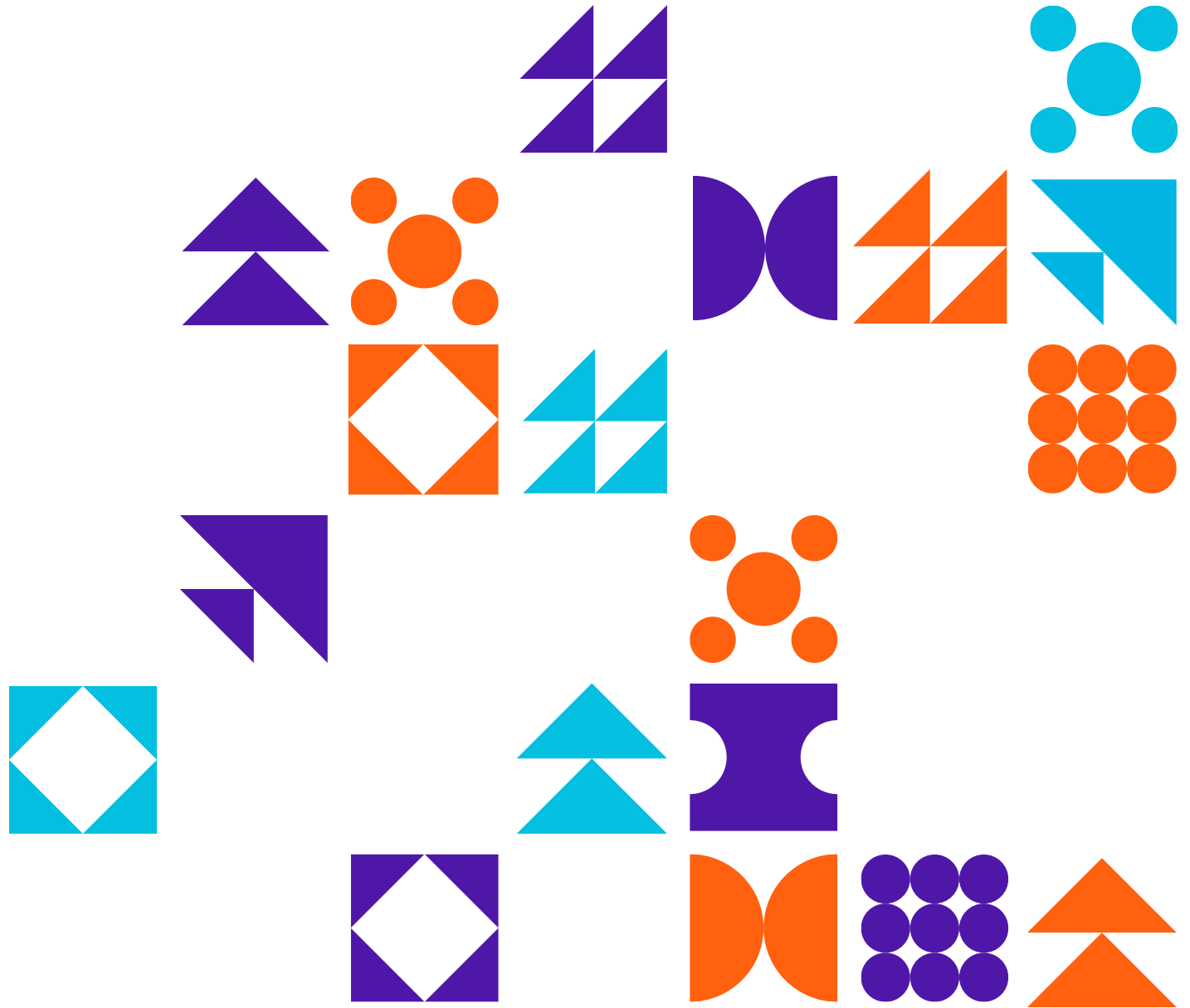


AUTHORIZED TRAINING PARTNER DASHBOARD

Instructor and Train the Trainer
User Guide – PMP®

February 2021

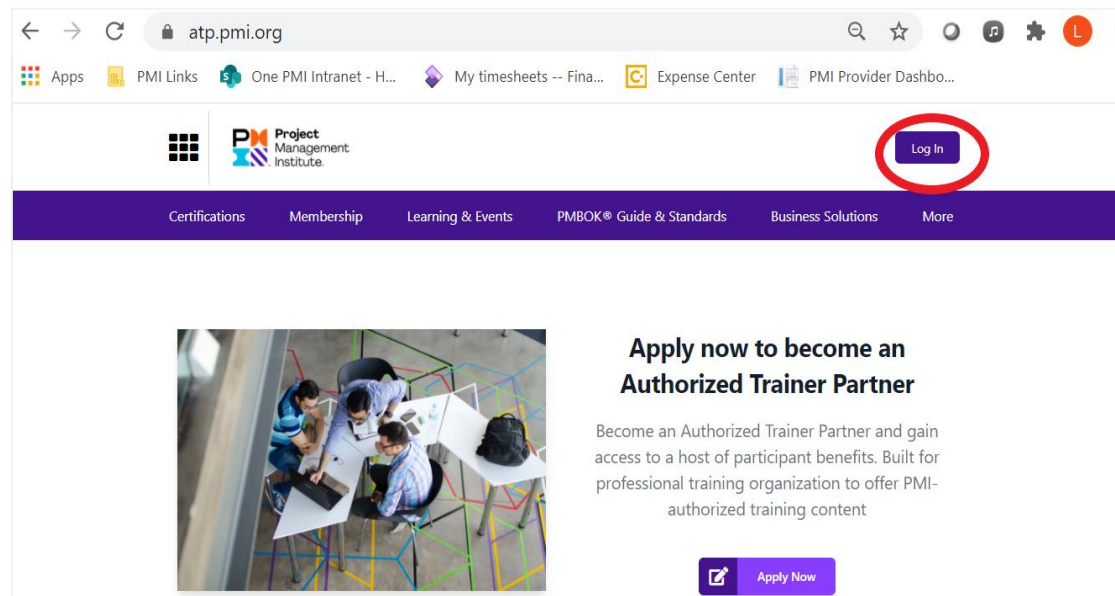


Apply for Train the Trainer Course

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.

atp.candidate.pmi.org/login

Apps PMI Links One PMI Intranet - H... My timesheets -- Fina... Expense Center PMI Provider Dashbo...

Log In

Username or Email [Forgot Username?](#)

Password [Forgot Password?](#)

LOG IN

[Sign in with Google](#) [Sign in with Facebook](#) [Sign in with LinkedIn](#)

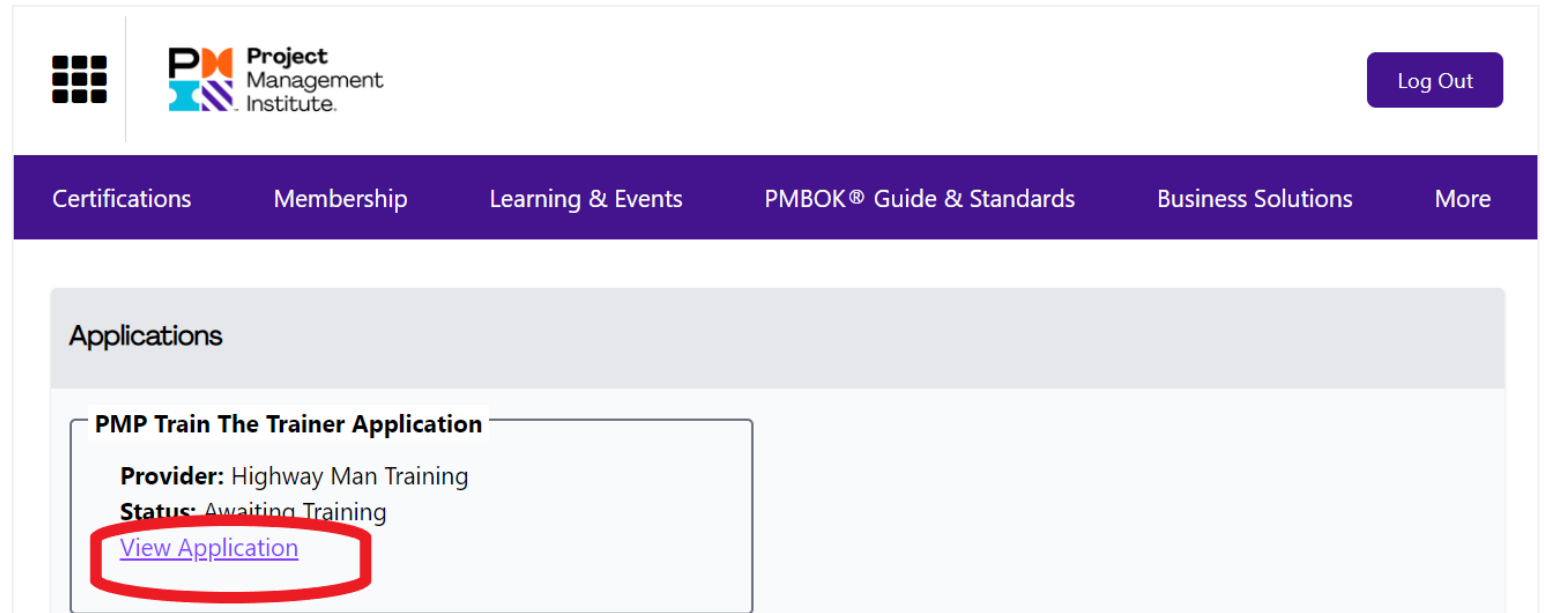
2. Enter username and password.

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 displays the Project Management Institute (PMI) website interface. At the top left, there is a grid icon and the PMI logo with the text 'Project Management Institute.'. On the top right, there is a 'Log Out' button. Below the header is a navigation bar with links for 'Certifications', 'Membership', 'Learning & Events', 'PMBOK® Guide & Standards', 'Business Solutions', and 'More'. The main content area is titled 'Applications' and contains a card for 'PMP Train The Trainer Application'. This card lists 'Provider: Highway Man Training' and 'Status: Awaiting Training'. A red circle highlights the 'View Application' link within the card.

Upload Instructor Documents – Resume / C.V.

Minimum requirements for instructors includes:

- PMP® Credential
- 1 year minimum agile experience or Agile Certification

The screenshot displays the PMI application portal. The top navigation bar includes 'Certifications', 'Membership', 'Learning & Events', 'PMBOK® Guide & Standards', 'Business Solutions', and 'More'. A 'Log Out' button is visible in the top right. The left sidebar shows a progress indicator with steps: Overview (Awaiting Training), Step 01 (Proof of Experience), Step 02 (Agreement), Step 03 (Submit Application), Step 04 (Choose Training), Step 05 (Attend Training), and Step 06 (Assessment). The main content area is titled 'Proof of experience' and contains the instruction: 'Please add your resume/CV and proof of 1 year experience of Disciplined Agile.' Below this is a 'Drag 'n' drop some files here, or click to select files' section with an upload icon. A file named 'ATP Application - 101620.docx' is listed under the 'File Name' field.

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
TESTING - DO NOT USE - EVENT - PMI Training Event 6/26	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

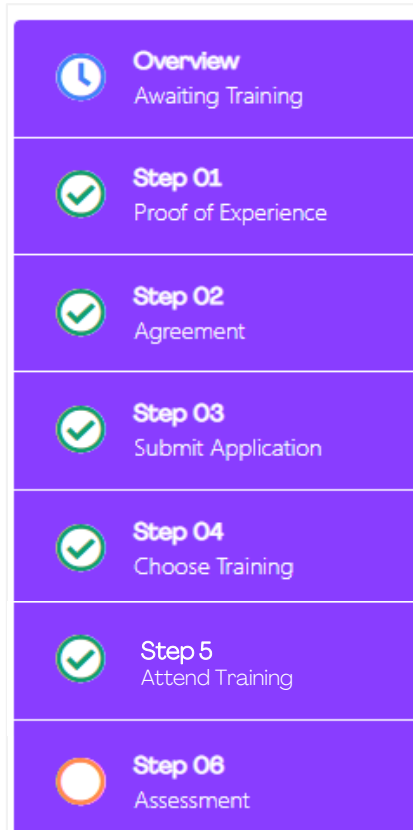
The screenshot displays the 'Attend Training' interface. On the left is a vertical sidebar with six steps: Overview (Awaiting Training), Step 01 (Proof of Experience), Step 02 (Agreement), Step 03 (Submit Application), Step 04 (Choose Training), Step 05 (Attend Training), and Step 06 (Assessment). Step 05 is highlighted. The main content area is titled 'Attend Training' and contains a 'Class Information' table. A 'Save & Move Next' button is in the top right, and an 'Attend Training' button is at the bottom center. A callout box points to the 'Attend Training' button.

NAME	START DATE	END DATE
TESTING - DO NOT USE - EVENT - PMI Training Event 6/26	05/15/2020	09/30/202

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

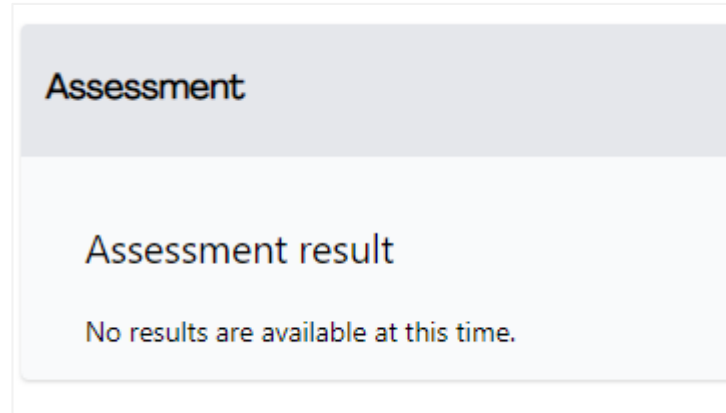
Complete the Train the Trainer Course

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 not yet completed, 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



Assessment

Assessment result

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