

Authorized Training Partner Program FAQ

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[Pricing Structure](#)

[Program Requirements](#)

[Licensed PMP Exam Prep Content](#)

[Train the Trainer](#)

[PMI's On-Demand PMP Exam Prep Training](#)

[Additional Support & Administrative](#)

Pricing Structure

1. What is a “Premier” ATP?

A Premier partner was referred to as a “Premium” partner in prior materials.

2. Why does the Authorized Training Partner Program cost more than the R.E.P. program?

We developed our regionalized pricing structure based on extensive research. This included understanding the purchasing power of individuals in global regions. We surveyed students on what they are paying for training, and also conducted market research to understand the prevailing market conditions and current pricing for PMP exam prep classes. Once this program launches, we will begin collecting data to determine how we can add more value or iterate on the program as needed.

3. Will PMI do anything to stop companies in lower-cost countries from poaching students in high-cost areas?

When reviewing the historical data, we found that very few R.E.P.s in Asia Pacific/Latin America or India/Middle East/Africa regions train students in other regions. Under the new program, we will have better visibility into where students are located and completing their training and plan to proactively monitor the situation. If it becomes a problem, we will address it and if there is a high volume, we will bill or refund the difference.

4. What is the price difference for the in-person instructor led, virtual instructor-led, and on-demand Train the Trainer sessions?

Attending the in-person instructor led Train the Trainer session will cost US\$999 per instructor. The virtual instructor-led session will be US\$699 per instructor and the on-demand session will be US\$499 per instructor.

5. What is the incentive for applying and paying your invoice fee early?

The benefit of applying early is earlier acceptance notification, which will give you ample time to compile and submit instructor bios so we can vet them for agile experience. In addition, as an exclusive benefit to our Premier partners (formerly referred to as “Premium” partners), we are offering a discount for early application and invoice payment. The earlier you apply and pay your invoice, the more money you will save on of your first year annual membership fee.

- If you pay your invoice in June: You’ll get 4 months free
- If you pay your invoice in July: You’ll get 3 months free
- If you pay your invoice in August: You’ll get 2 months free
- If you pay your invoice in September: You’ll get 1 month free
- If you pay your invoice in October: You’ll pay the full annual membership fee for your region

To calculate your savings, take the Premier ATP annual membership fee for your region and divide it by 12 - this will give you the per-month rate for your region. Then, multiply this per-month rate by the number of months free you get for paying your invoice early. For example, if you are a Premier ATP in Europe and you pay your invoice in June, here’s how you calculate your savings.

\$9,999 annual membership fee divided by 12 = \$833.25 per-month rate

\$833.25 x 4 months free = \$3,333 discount on your annual membership fee.

\$9,999-\$3,333 = \$6,666 is the discounted price of your annual membership fee.

Program Requirements

6. What are “guaranteed to run” courses?

“A guaranteed to run” class is a PMP exam prep course an Authorized Training Partner is offering to the general public. If you are offering private PMP exam prep courses to the federal government, for example, Authorized Training Partners do not need to upload this course as guaranteed to run. However, they have to register it in the Education Provider Portal so participants in those private courses can claim their hours. Please note, only PMP exam prep courses need to be guaranteed to run – we do not have this requirement for other courses training partners may offer.

7. What happens if an Authorized Training Partner needs to cancel a “guaranteed to run” course?

Our customers’ experience is our priority and we have seen poor student experiences due to classes being cancelled days before they were scheduled to be delivered.

In order to ensure candidates can adjust their intended exam date without incurring a penalty fee, all in-person, instructor-led guaranteed to run courses that are canceled need to be done at least 30 days before the first day of the course’s scheduled start.

However, virtual instructor-led courses cannot be cancelled and must run, without exceptions. In today’s environment, all providers should be able to meet the needs of modern day learners and provide virtual instructor-led courses, regardless of the class size.

Should an Authorized Training Partner violate these guidelines, we will address this with the training partner.

8. For virtual instructor-led courses, are Authorized Training Partners allowed to apply a maximum cap on registration to maintain an optimal instructor-to-student ratio?

This is up to the Authorized Training Partner, but we encourage you to maintain an optimal ratio. Please note, students will be encouraged to rate their instructor's performance, as well as their overall experience in the class so maintaining an optimal ratio is in your best interest.

9. When will the program requirements for Authorized Training Partner who deliver PMP exam prep apply to other PMI certifications?

We are only requiring these stipulations from partners who provide PMP exam prep because we see it as the biggest opportunity for improvement and it is our most influential credential. Other credentials may be considered in the future, but we do not currently have a timeline for when those program changes would be implemented.

10. If I'm a chapter or organization in need of training for its members or employees respectively, how do I partner with an Authorized Training Partner?

Chapters and organizations can create Request for Proposals (RFPs) for their training needs. All you have to do is fill out a form detailing your needs, and we will create the RFP and send it to all Premier Authorized Training Partners as they have exclusive access to RFPs. We will launch the Authorized Training Partner RFP form on our website. Additionally, we have started an ATP/Chapter partnership pilot. We'll be exploring different partnership models, but the pilot will provide critical insight into how partnerships between ATPs and Chapters will be mutually beneficial.

11. If I'm a chapter who wants to become an Authorized Training Partner, can my chapter leaders become certified instructors and lead PMP exam prep training?

Chapter Leaders may not train for free or for a fee in their chapter in order to avoid conflict of interest. Chapters that become an Authorized Training Partner may not permit their own Chapter Leaders to serve as paid instructors. A Chapter Leader is defined in Section 2.1 of the Policy for PMI Chapters as such: A Chapter Leader is a volunteer who is in a chapter elected or appointed position.

12. Can Authorized Training Partners have affiliates?

The way the Authorized Training Partner Program is designed, a trainer can only use PMI-provided PMP exam prep course materials if delivering the training through an Authorized Training Partner.

For example, say John Smith is authorized to be an instructor for ABC Training, an Authorized Training Partner. If he is then hired by XYZ Training, which is not recognized as an Authorized Training Partner, John is not able to deliver the PMI-provided PMP exam prep content through XYZ Training. Nor can John promote himself as a PMI Certified instructor for XYZ Training. Additionally, XYZ Training cannot benefit from John's status as a PMI Certified Instructor and XYZ Training cannot benefit from ABC Training's Authorized Training Partner status.

In short, should an authorized instructor choose to deliver a training through a company not recognized as a PMI Authorized Training Partner, the instructor would not be permitted to use the licensed content nor would they be permitted to promote that they are a PMI Certified Instructor.

13. Who can offer PDUs? If I offer PDUs only, do I have to be an Authorized Training Partner?

PDUs will still be accepted from outside the Authorized Training Partner program. This means chapters, companies, or training providers who provide professional development opportunities – Authorized Training Partner or not – can provide PDU opportunities. However, customers submitting a PDU claim against a course offered by a non-Authorized Training Partner may be subjected to our PDU audit process.

This is one of the benefits of the Authorized Training Partner program for those offering PDUs – a smoother experience for your customers when submitting a PDU claim. Any PDU claim made against a course delivered by an Authorized Training Partner will automatically be accepted by PMI without audit as the course will have already reviewed and approved.

Additionally, Authorized Training Partners will have an exclusive listing a preferred partner on PMI.org, making it easier for customers to find your offerings. Also, Authorized Training Partners access to PMI IP – excerpts and figures from PMI Standards – to create excellent PDU-eligible courses, and will be able to do batch upload PDU claims on behalf of their students.

Licensed PMP Exam Prep Content

14. Can the course materials – whether they are digital or print copies – be co-branded with my training company's logo?

At this time, we are not supporting co-branding.

15. Will I be able to embed case studies and other supplemental learning activities into the digital or print copies of the course materials? Or will I have to provide them to my students in another way?

The digital or print copies of the course materials, which you will obtain through the Logical Operations CHOICE Platform, will be read-only files so you will not be able to embed your supplement materials. However, we do encourage you to offer these additional learning tools to your students, whether it be through Google Docs, file sharing services, or email.

16. If I order print materials, how much does it cost to ship them?

In the Program Details PDF posted on the [R.E.P. Resource Center](#), we included estimates for shipping one or 15 student guide print copies to a variety of cities. However, these are simply estimates and actual shipping costs will be subject to your local carrier.

As you order your print course materials in the Logical Operations CHOICE Marketplace, you will have the choice to use the rates offered by their long-term, preferred relationship with FedEx or

you can choose to use your own shipping carrier if you think they will have lower rates. Before purchasing the shipment, you will be asked to review the shipping costs. If the shipping costs are too high, you can opt for digital versions, which do not include additional shipping fees.

Please note, you will have to request to use your own shipping carrier ahead of purchasing the materials. This will require several days to set-up and program in your profile in the Logical Operations Store, and can be addressed during the onboarding process.

17. How do I deliver my course virtually?

Our licensed digital PMP exam prep content will live in the Logical Operations CHOICE Platform. Students will use their digital key to access their digital materials on the platform.

In order for you to actually deliver your instructor-class virtually, however, you will still need to use a videoconference tool such as WebEx, Zoom, or Adobe Connect. This will allow your students to see you AND the content – and you to see your students.

18. If I'm an Authorized Training Partner who does NOT provide PMP exam prep, do my instructors have to use PMI licensed content and complete the Train the Trainer?

No, these requirements are only applicable for Authorized Training Partners that provide PMP exam prep.

19. Will the licensed PMP exam prep course be updated to reflect new questions?

As a benefit of being members of the program, we will keep Authorized Training Partners and instructors well-informed of new developments to our exams and credentials. However, if a question is added to the exam, we will not necessarily add a question to the course materials. The course materials were developed to address the Exam Content Outline. A benefit of being in the program is if the Exam Content Outline changes, you will have access to updated course materials.

20. What does “access to cloned PMP questions to create PMP exams” mean? Does the licensed PMP course content PMI is providing not include practice exams?

As an exclusive benefit for Premier Authorized Training Partners, these partners will have access to 200 cloned PMP exam questions. They can then use these to create practice PMP exams for students as the licensed PMP exam prep content we are providing does not include them.

21. Is the PMP exam going to change after *PMBOK® Guide -- 7th Edition* is published?

We will not be updating the PMP exam after the release of the *PMBOK® Guide -- 7th Edition*. Since both the PMP exam and the *PMBOK® Guide* use updated and accurate terms already used by project managers in the field, there is not a need to update the exam after the *PMBOK® Guide* is updated.

22. If the PMP exam course materials are not translated into the language I need for facilitation, can I translate them myself?

We are actively partnering with a third-party translation company to translate the instructor-led PMP exam prep course into the following 8 languages: Arabic; French; Japanese; Korean;

Traditional Chinese; Simplified Chinese; Brazilian Portuguese; and Latin American Spanish. These languages were selected because they are the most common languages in which the PMP exam is taken, outside of English. ATPs are not allowed to translate the content themselves as this could result in an inconsistent learning experience across the area or region.

However, the translated content will not be available for ATPs to access in the Logical Operations CHOICE Platform until later this year.

Train the Trainer

23. When will the Train the Trainer session occur?

The first virtual instructor-led Train the Trainer session was on 26-27 June 2020. The on-demand version of the session will be available for approved instructors in mid- to late July. We may host in-person instructor-led sessions later this year when restrictions on in-person events are lifted, and plan to do so on an ongoing basis in the future.

24. What happens if I could not attend the Train the Trainer session on 26-27 June 2020?

We recorded the first virtual Train the Trainer session on 26-27 June and will make it available for approved instructors as an on-demand version in mid- to late July 2020.

25. Can a freelance instructor register for the Train the Trainer in order to offer PMP exam prep?

No, instructors must be affiliated with an Authorized Training Partner before registering for the Train the Trainer. An instructor must be sponsored by an Authorized Training Partner.

26. When an instructor completes the Train the Trainer, they receive a digital badge to show this. Why? Where will this badge be displayed?

When a training provider is accepted into the Authorized Training Partner program, they will receive a digital badge so candidates know they are affiliated by PMI. Similarly, when an instructor completes the Train the Trainer program and passes the end-of-session assessment, they will receive a digital badge so candidates know the instructor is approved by PMI.

Both of these badges will be displayed on our “Find an ATP” page on PMI.org. This is where certification candidates will go to find their preferred exam prep partners. On each listing, you will see the digital badge given to the Authorized Training Partner, as well as a list of instructors – all of whom will have their digital badges next to their names.

27. Does the Train the Trainer digital badge transfer with the instructor or is it affiliated with the Authorized Training Partner?

The digital Train the Trainer badge is tied to the instructor, not the Authorized Training Partner. If an instructor moves from one Authorized Training Partner to another, they can take their digital badge.

28. What is the deadline for instructors to complete training?

Instructors must complete the Train the Trainer and receive their badge before they can begin leading PMP exam prep courses.

29. It is a requirement that instructors have agile project experience to participate in the Authorized Training Partner program. How much experience is needed? And why?

Only instructors who will be teaching PMP exam prep courses need to have agile experience. This is because the new PMP exam is heavily reliant on agile and hybrid approaches – they account for 50% of the exam. The questions are geared toward professionals with 1-3 years of experience managing agile projects. For this reason, we had both waterfall and agile Subject Matter Experts helping us develop the Train the Trainer coursework. During their work, it became apparent to them that it was necessary for instructors to have agile project experience in order to adequately prepare candidates for the new PMP exam.

30. What if one of my instructors does not have agile project experience? How do they obtain agile project experience?

We are working on materials and supplemental learning opportunities to support instructors without agile project experience to become comfortable with the theories and methodologies before they register for the Train the Trainer. We will make this content available later this year, and when available, we will post more information about these opportunities in the [R.E.P. Resource Center](#).

PMI's On-demand PMP Exam Prep Course

31. Why did PMI create an on-demand PMP exam prep course?

Modern day learners have different needs – and some of them want on-demand exam prep. We developed the PMI Authorized On-demand PMP Exam Prep course to address this need while also ensuring consistent high-quality for both instructor-led and on-demand training experiences for candidates. We will launch PMI Authorized On-demand PMP Exam Prep course in mid-May.

32. Can I offer blended learning solutions for my students using a combination of the On-demand PMP Exam Prep Course and the Licensed PMP Exam Prep Content?

No. Our on-demand PMP exam prep course is truly meant for the small percentage of students who wish to self-prepare for the PMP exam. However, Authorized Training Partners can create blended learning opportunities using other digital or online materials. In fact, we highly encourage this. You can do this by breaking up direct, instructor-led learning by driving students to online readings, case studies, activities, and more.

33. How can Authorized Training Partners utilize our on-demand PMP exam prep course?

While Authorized Training Partners cannot create their own on-demand PMP exam prep offerings and we are not reselling our on-demand course through you, you can incorporate ours into your portfolio of exam prep options. For example, you could create a study group offering based on our PMP exam prep course. The course would mandate that students purchase the on-demand course from us, and then discuss and receive additional support in groups through your study group.

34. If I offered on-demand PMP exam prep as an R.E.P., can I offer it as an Authorized Training Provider?

Authorized Training Partners will not be permitted to offer on-demand PMP exam prep courses. However, if you see the value in offering PMI's on-demand PMP exam prep course, you can create a different offering, such as a study group and promote it as a bundle. For this offering, you could mandate that students purchase the PMI Authorized On-demand PMP Exam Prep course, and once they complete it, you can host a study group for supplemental prep.

If you would like to develop and offer on-demand exam prep courses for certifications other than the PMP, this is permitted.

Additional Support & Administrative

35. What is happening to the R.E.P. program? When is it retiring?

We are extending the Registered Education Provider (R.E.P.) Program as it stands today until 31 December 2020. We are automatically extending current R.E.P.s' contracts so they can continue to provide exam prep as they do today. And we will not be charging R.E.P.s any additional membership fee for the remainder of 2020.

Those who paid for membership beyond June 2020 will receive a prorated refund. For example, if your renewal was for September 2019-September 2020, you will receive a prorated refund. If you received a prorated invoice for membership ending June 2020, you have no further action to take.

36. Is there a possibility that PMI will close the Authorized Training Partner network?

We launched the Authorized Training Partner program to deepen our partnership with you. Because of this, we will give you everything you need to be successful in the program, which in turn, assures our candidates have great exam prep experiences when they work with you. As part of the program we will collect data showing that candidates have a superior experience with Authorized Training Partners. We will use the data to add more value to the program, which may include closing the network at a later date, to drive higher traffic into your candidate pipeline.

37. How will PMI help Authorized Training Partners grow their business?

One of the benefits of the Authorized Training Partner program is that you will receive more recognition and visibility with certification candidates. We're redesigning the candidate experience on PMI.org by driving them to a new "Find an ATP" landing page, making it easier than ever for

candidates to find your offerings. Here, candidates can search our list of Authorized Training Partners for prep courses that fit their needs. They can filter results by certification, location, modality, price, dates, and more. Additionally, we will be promoting your services directly to certification candidates and educating them on the value of choosing an Authorized Training Partner.

38. What are the “channel management” services PMI will provide?

We will support Authorized Training Partners by:

- Delivering program assets and facilitate marketing readiness;
- Provide sales training and coaching;
- Facilitating instructor readiness by ensuring all materials are provided and appropriate preparation for utilizing PMI PMP exam course materials has been completed;
- Supporting other ATP marketing programs as necessary.

39. The Disciplined Agile training structure looks very similar to the Authorized Training Partner program. Are there plans to combine the two in the future?

We are excited about Disciplined Agile and have created a way to incorporate it into the Authorized Training Partner program. More information will be shared soon.

40. When can I apply and begin onboarding?

The online application will go live 11 May 2020. The application link, as well as information about the application process, the discount offer, and updated FAQs on the [R.E.P. Resource Center](#).

Once your application is accepted and your membership fee is paid, we will ask you to send us your instructors' bios so we can vet them for agile experience. Once the bios are approved, you will then be able to register your instructors for the Train the Trainer session. Then you will go through an onboarding process to ensure you understand your next steps, as well as how to use our new online systems. These include an online administrative portal for you, the education performance platform, the Logical Operations CHOICE Platform and their portal where students will interact with digital content and take your virtual courses.

41. How long does it take for me to complete the Authorized Training Partner application process?

The online application will go live 11 May 2020. We will be working diligently to process applications in a timely manner. This includes: reviewing applications, sending invoices, processing payments, approving instructor bios, and validating instructors post-training. The application process will take an average of 35 business days. However, the turnaround time may vary depending on the volume of applicants. We encourage everyone to consider applying early.