

# PMI Authorized Training Partner Program - Application Checklist

To complete your Authorized Training Partner Program application, we suggest you compile the following information and documentation:

- Your Dun & Bradstreet D-U-N-S® Number, Value-Added Tax (VAT) Number, or Goods and Services Tax Identification Number (GSTIN)** (as applicable)
- Number of office locations**
- Number of full-time instructors**
- Number of contract trainers**
- Primary Contact** (full name and email address)
- Compliance Administrative Contact** (full name and email address)
- Secondary Administrative Contact** (full name and email address)
- All-purpose, general email address for your organization** (this is the email we will send your ATP logo to)
- Your organization's URL** (this is where we will direct candidates who visit our ATP Directory)
- PMI.org ID Number**
- The list of languages in which your organization delivers learning activities or products**
- Evidence that you've been in business for a minimum of 3 years** (This can include your organization's articles of incorporation, accreditation by an appropriate accrediting body, or evidence of recognized proprietorship)
- Evidence of a documented customer resolution issue process**
- Instructor bios for any instructor teaching the PMI® Authorized PMP® Exam Prep Course** (After application approval and invoice payment, these are needed in order to prove instructors' agile project experience and PMP® certification qualifications.)