

Authorized Training Partner Program FAQ

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Pricing Structure

1. How did PMI determine the pricing structure?

We conducted a rigorous pricing exercise to produce a program and pricing structure that empowers you, the Authorized Training Partners, to deliver a training experience that satisfies our customers' expectations, but also meets your financial needs to ensure coverage globally.

When we surveyed our customers, it gave us insight on PMP® candidates' demand for affiliated partners to use PMI-developed course content and PMI-certified instructors versus non-affiliated partners. Producing these and other added benefits for our customers required, and will continue to require, substantial investment from us, which is why we had to increase the annual membership fees and implement a per person fee.

We developed the parity pricing by conducting extensive research that included understanding the purchasing power of individuals in global regions, and concluded that it was appropriate to provide region-specific pricing.

2. If I'm an Authorized Training Provider conducting PMP® exam prep, how will you collect my per person fee? Will I be invoiced?

The per person fee covers the cost of an individual PMI Authorized PMP® Exam Prep Course license. Therefore, you will be charged the per person fee when you order your course materials in our third-party content provider's online marketplace.

For example, if you are a Premium Authorized Training Partner in Dubai teaching a PMP® exam prep course for 30 individuals, you will need to purchase 30 student manuals whether they are digital or hard copies. This will cost US\$39 per manual, as this is the per person fee for Premium ATPs in the Middle East.

Program Requirements

3. 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.

4. 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 Premium Authorized Training Partners as they have exclusive access to RFPs. We will launch the Authorized Training Partner RFP form on our website on 1 July 2020.

5. 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 should 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.

6. 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.

7. 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

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

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

9. 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 our third-party content provider's online marketplace, 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.

10. 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 hard 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 our third-party content provider's online 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.

11. How do I deliver my course virtually?

Our licensed digital PMP® exam prep content will live on an online portal hosted by our third-party content provider. Students will use their digital key to access their digital materials in this 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.

12. 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.

13. Will the PMI Authorized 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.

14. 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 Premium Authorized Training Partners, these partners will have access to cloned PMP® exam questions in order to create practice PMP exams for students as the licensed PMP® exam prep content we are providing does not include practice exams.

15. 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.

Train the Trainer

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

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

17. 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, 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.

18. 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.

19. The program details PDF says Train the Trainer pricing exceptions will be made for Authorized Training Partners who have more than five instructors. What does this mean?

Authorized Training Partners receive vouchers for the Train the Trainer: Basic Authorized Training Partners receive one voucher and Premium receive two. If you are an Authorized Training Partner with more than five instructors, we will negotiate the price of the additional vouchers you need to train your instructors. Please contact us for a quote.

20. 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?

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.

21. What if one of my instructors does not have agile project experience?

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

PMI's On-demand PMP® Exam Prep Course

22. 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.

23. 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

24. The Authorized Training Partner program doesn't fit my needs, and I'd like to recommend a change.

We appreciate all the feedback we are receiving on the program. We specifically determined the program's features and requirements to meet our customer's needs for a high-quality and consistent exam prep experience. We based these decisions and developed our current model using customer feedback on their exam prep experience, as well as rigorous stakeholder engagement, and market research with KPMG.

The program will launch as we have advertised on 1 July 2020. We are fully committed to ensuring candidates get the exam prep they need, regardless of where they are. Once this program launches, we will begin collecting data to determine how we can add more value or iterate on the program as needed to ensure candidates get the experience and support they need in preparing for their certification exams. Thank you for taking the time to share your recommendations.

25. 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 and drive higher traffic into your candidate pipeline.

26. 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.

27. 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 are looking at how we might incorporate the two in the future.

28. When can I apply and begin onboarding?

The online application will go live in early March. Similar to how you applied to be an R.E.P., you will complete an online form requesting an application, and once you submit this form, you will receive an email confirming your request was received. Also in this email, you will see a secure link, which will take you to your online application for the program.

Once your application is accepted and your membership fee is paid, there will be a formal 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, our third-party content provider's online marketplace, and their portal where students will interact with digital content and take your virtual courses.