

# Authorized Training Partner Program Benefits, Pricing & Requirements



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## Why become an Authorized Training Partner?

**It's simple!** To receive visibility among PMI customers as an approved training provider, and exclusive access to licensed content and instructor training. We are committed to enabling our customers to find quality training, while helping **you** to succeed and grow your business in the process.

### 1

#### ENDORSEMENT FROM PMI

As an Authorized Training Partner you will stand out as a PMI-approved training provider—a quality customers want. Nine out of ten of our customers state that they look for PMI-approved instructors when searching for PMP exam prep and training.

PMI will promote authorized partners through our website, searchable partner database, and marketing efforts, which provides visibility to an audience in need of your services. We will also teach candidates how to identify non-authorized providers to ensure they choose endorsed Authorized Training Partners.

### 2

#### ACCESS TO TURN-KEY CONTENT

Four out of five customers feel it is important to be taught PMI-developed content, so Authorized Training Partners who provide Project Management Professional (PMP)<sup>®</sup> exam prep receive turn-key licensed content, including instructor and participant guides, and online learning assets like quizzes, knowledge checks and videos. Content management is maintenance-free. You never need to update course materials again—we do it for you. This content can be used for in-person and virtually instructor-led courses.

### 3

#### INSTRUCTOR TRAINING

Authorized Training Partner Train the Trainer – PMP<sup>®</sup> Exam Prep program sets you up for success and prepares you to deliver PMP<sup>®</sup> exam prep and training content to our quality standards. Completion of this training provides the official Authorized Training Partner for PMP<sup>®</sup> exam prep endorsement from PMI and also provides your instructors with a badge that shows they are PMI-approved instructors.

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***Nine out of ten of our customers state that they look for PMI-approved instructors when searching for PMP exam prep and training.***

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## Program Benefits — Choose Basic or Premium

The program offers two tiers: Premium and Basic. Both provide a license to PMP® exam prep content and the tools to support the training. The Premium package includes additional benefits like access to sample test questions to augment your training as well as opportunities to grow your business through exclusive access to RFPs and channel management support. If you wish to focus solely on supporting and training existing certification holders, you may discontinue PMP® exam prep and offer PDU-only courses through the basic tier.

Benefits	Basic	Premium
Access to licensed PMP® Exam prep content including instructor manuals, knowledge checks, and online learning assets	✓	✓
Access to IP licensure for all PMI standards	✓	✓
Access to enable virtual instructor-led online delivery	✓	✓
Authorized Training Partner Instructor Certification course voucher includes: <ul style="list-style-type: none"> <li>• 2 day training – Technical Content and Modern Classroom Management</li> <li>• Badge upon successful assessment completion</li> </ul>	1 complimentary training voucher	2 complimentary training vouchers
	<b>Additional vouchers:</b> In-Person Training - US\$999 Virtual Training - US\$699 Exceptions made for Authorized Training Partners with more than 5 trainers to certify (Call us for quote)	
Ability to be a PearsonVue testing center	✓	✓
Exclusive listing on PMI.org as preferred PMP® Exam Prep Partner	✓	✓
Ability to offer PMI pre-approved PDUs and submit PDU claims for students	✓	✓
Access to cloned PMP® exam questions to create PMP® practice exam		✓
Account management support, including performance reviews, lead generation and marketing, dedicated support, customer care, and brand compliance monitoring		✓
Access to performance dashboard		✓
Exclusive access to RFPs		✓
Discount (55% off) on PMI-published books in the PMI Bookstore		✓



## Pricing Structure

Region	Basic		Premium	
	Annual Fee	PMP Prep Per Person Fee*	Annual Fee	PMP Prep Per Person Fee*
North America/Europe regions	US\$6,999	US\$99	US\$9,999	US\$99
Asia Pacific/Latin America regions	US\$4,799	US\$69	US\$6,799	US\$69
India/Middle East/Africa regions	US\$2,699	US\$39	US\$3,799	US\$39

\*If you deliver exam prep for other PMI certifications or PDU-only courses, you will not be required to pay the per person fee.

### Region-Specific Pricing

Partners will be required to pay the region-specific price based on the location of their headquarters office. Pricing is based on the location of your headquarters office. For example, if you are headquartered in Portugal, but exclusively provide exam prep for Brazilian citizens, apply the European pricing.

### 12-Month Program Membership & Renewal

Partners will renew their membership annually, and be invoiced every twelve months.

### Per Person Fee for PMP® Exam Prep\*

This fee covers the cost of each individual PMP® exam prep course content license per student, which provides access to the digital or print course materials required to deliver exam prep training. To calculate the total fee, multiply the number of students by the license fee for your region. The fee will be collected when the materials are ordered through our content provider’s online marketplace.

\*Applies to PMP® exam prep and will not be collected for other PMI certification training or PDU-only courses.

**EXAMPLE:** If you are a Premium Authorized Training Partner in North America teaching a PMP® exam prep course for 30 individuals, you will need to purchase 30 student manuals.

**US\$99 per digital manual**

**US\$99 x 30 students = US\$2,970**



## Program Requirements

These program requirements were created to provide consistent and high quality training for our customers. All partners must adhere to these requirements to participate in the program.

Requirements
Must use PMI-provided course content for PMP® exam prep courses
Instructors must complete Authorized Training Partner Train the Trainer – PMP® Exam Prep to teach PMP® exam prep courses
Instructors must be certified PMP® credential holders and be in good standing with PMI
Instructors must have agile project experience to teach PMP® exam prep courses
Organizations must be a legal business entity for 3 years
Volunteers may not train 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 volunteers to serve as instructors, but members can.
Chapters who wish to offer PMP® prep training must become or use an Authorized Training Partner
Must be able to provide in-person and/or virtual instructor-led courses
Must adhere to PMI brand guidelines and policies
Must pass background and credit check
Must have documented customer resolution issue process
Must adhere to the new program pricing model
Must agree to upload “guaranteed to run” classes

### Additional Requirements for Authorized Training Partners who provide PMP® exam prep:

- The required licensed PMP® exam course content CANNOT be edited. You may supplement the course content with your own additional materials. (See: [Sneak Peek: PMI® Authorized PMP® Exam Prep Course](#))
- All instructors must have agile experience in order to register for Authorized Training Partner Train the Trainer – PMP® Exam Prep.
- In order to be eligible to schedule and train classes with the new courseware you will need to complete the Authorized Training Partner Train the Trainer – PMP® Exam Prep program.
- Authorized Training Partners may NOT deliver on-demand, self-paced PMP® exam prep. PMI has developed a self-paced PMP® exam prep offering. This allows us to address the needs of modern day learners and ensure consistent, high-quality exam prep experiences for both instructor-led and on-demand modalities. However, you may provide on-demand, self-paced content for other PMI certifications.

### If you DO NOT provide PMP® exam prep:

- You are not required to use PMI-provided content.
- Instructors are not required to complete the Authorized Training Partner Train the Trainer – PMP® Exam Prep.
- Instructors do not need agile experience.

### Requirements for Chapters:

- Chapters who need PMP® exam prep training can follow a Request For Proposal (RFP) process to find an Authorized Training Partner. If a chapter wants to deliver PMP® exam prep to their members without partnering with an Authorized Training Partner, they need to join the Authorized Training Partner Program.



## Sneak Peek: PMI® Authorized PMP® Exam Prep Course

Basic and Premium Authorized Training Partners who deliver PMP® exam prep courses are required to use licensed “PMI® Authorized PMP® Exam Prep Course” content. This ensures PMP candidates have a consistent, high-quality learning experience that directly aligns to the PMP® exam. Our course provides the PMI-approved content customers asked for, and the comprehensive knowledge they need to prepare for the exam.

The PMI Authorized PMP® Exam Prep Course content includes the following digital offerings\*:

- Instructor Manual/Facilitator Guide
- Instructor Slides
- **Student Manual:** workbook with instructional content and real world activities
- **Spotlight Videos & Media:** supplemental student materials
- **Mastery Builders:** end-of-chapter knowledge checks to ensure comprehension of key concepts
- **Student Checklists:** online lists for students to ensure adequate coverage of key concepts

\* Print copies are available for purchase (shipping fees apply)

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***Our course provides the PMI-approved content customers asked for, and the comprehensive knowledge they need to prepare for the exam.***

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### ACTIVITY 3-1 Planning and Managing Scope

Activity: Planning and Managing Scope

**Scenario**  
A new project has been chartered. You are the project manager. The scope of the project may be larger than any project you have worked on in the past. In this activity, you begin to get your arms around the scope and requirements of the project.

- Why is it important to properly manage the scope of your project?**  
 \* Answers will vary, but should include: Because the scope defines all what the project outcomes will be, you must make sure that it is constantly on track to an approved scope baseline.
- What are some techniques you could use to elicit project requirements? (Choose four.)**
  - Document analysis
  - Project Management Plan
  - Observations
  - Work breakdown structure
  - Interviews
  - Questionnaires
- You and the project team draft a project scope statement. Which of the following is *not* a primary part of the project scope statement? (Choose two.)**
  - Scope creep
  - Acceptance criteria
  - Business description
  - Scope description
  - Milestone
- You are creating a scope statement which includes only the smallest collection of features that can be included in a product for customers to consider it functional. What product approach are you using?**
  - Release Planning
  - Progressive Elaboration
  - Minimum Viable Product
  - Horizon Planning

Lesson 3: Getting Started with the Project | Topic A

Sample Activity

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### Mastery Builder 4-1 Reviewing Doing the Work

Activity Time: 25 minutes

**Scenario**  
The following questions are meant to test your knowledge of the content from this lesson.

- The project team does not feel confident that they can complete the work for the next set of deliverables for the project and would rather spend more time exploring alternatives expected many months down the line. What can a project manager do to get the team focused on the near-term deliverables?**
  - Change the scope of the deliverables.
  - Group the near-term deliverables into one deliverable.
  - Create a sense of urgency.
  - Make one person accountable for the deliverables.
- The business is unclear on the direction and when features are to be expected for an agile managed project. What project artifact helps communicate the goals, milestones, and potential deliverables, releases, or other work outputs?**
  - Project roadmap
  - Project charter
  - Requirements documentation
  - Configuration management plan
- The business is anxious to get a portion of the project's creations out into the marketplace to get end user feedback and impressions before the entire product is finished. What must the project team establish for their release to end users?**
  - The minimal viable product
  - The sprint cycle
  - Velocity
  - Transition plan

Mastery Builders

Sample Mastery Builder

### Manage Communications

Project managers spend approximately 90 percent of their time communicating with the project team and other stakeholders. For this reason, it is imperative that communications should be a high priority for every project manager.

#### Enablers, Deliverables, and Tools

This topic addresses various enablers from the ECO.

- Analyze communication needs of all stakeholders. (ECO 2.2.1)
- Plan communication methods, channels, frequency, and level of detail. (ECO 2.2.2)
- Communicate project information and updates effectively. (ECO 2.2.3)
- Confirm communication is understood and feedback is received. (ECO 2.2.4)

The following deliverables and tools are relevant to the enablers addressed in this topic. Some of these might be covered in detail in other sections of the course.

Deliverables	Tools
Communications management plan	Stakeholder analysis
Project communications	Create and update project communications register
Stakeholders register	Update documents
Work performance and change updates	Understand and practice Sender-Receiver Model
Update project communications	

Enablers

Sample Lesson

### Communication Models

Communication models\* A description, analogy, or schematic used to represent how the communication process will be performed for the project.

\* A Guide to the Project Management Study of Knowledge (PMBOK) Guide - Sixth Edition, Project Management Institute, Inc., 2011, Page 375.

These definitions are taken from the University of Project Management Institute. A Guide to the Project Management Study of Knowledge (PMBOK) Guide - Sixth Edition, Project Management Institute, Inc., 2011.

Sample Instructor Slide



**Augmenting the Content**

The course materials are licensed content; editing is **not** permitted. You may *supplement* the content with your own case studies, learning activities, and industry-specific training information, as long as they do not alter the provided material.

**Getting and Delivering the Content**

You will be able to purchase content in our third-party content provider’s online marketplace, in your choice of digital, print or blended formats.

**Digital** – you and your students receive digital access keys

**Print** – Our third-party content provider will print materials using their global network of printers, and ship via FedEx to ensure the quickest turnaround and best negotiated rates.

You may also choose your own shipping carrier. Below is a breakdown of expected shipping rates for student manuals, which weigh approximately 2.37 lbs. each. All prices are in USD.



Location	Shipping Method	1 Guide	15 Guides
Chicago	Ground	\$11.25	\$16.87
California	Ground	\$11.25	\$34.32
Atlanta	Ground	\$11.25	\$20.38
Dublin	Economy	\$52.80	\$69.17
Dubai	Economy	\$29.07	\$159.15
Munich	Economy	\$32.94	\$32.94
Sydney	Economy	\$11.11	\$15.68
Toronto	Economy	\$13.19	\$25.69
Singapore	Economy	\$25.00	\$25.00
New Delhi	Economy	\$50.53	\$159.44
Johannesburg	Priority (only option)	\$20.00	\$20.00



## Sneak Peek: Authorized Training Partner Train the Trainer – PMP® Exam Prep

Only Basic and Premium Authorized Training Partners who deliver PMP® exam prep courses must complete our Authorized Training Partner Train the Trainer – PMP® Exam Prep. This ensures our PMP candidates are being taught by qualified instructors who understand the content and can meet their needs as modern day learners.

### Here's what you can expect from the two-day course.

Day 1: Technical (7.5 hours)	Day 2: Technique (7.5 hours)
Technical aspects of the PMP® exam, with added focus on agile and hybrid approaches	Facilitation techniques: how modern learners learn, meeting delivery preferences and leading courses in a virtual environment

### Training Session Options

To accommodate our global network of instructors, we offer instructor-led in-person and virtual sessions. The schedule will be posted on the [R.E.P. Resource Center](#). Basic and Premier program participants receive complimentary vouchers for these sessions. Please refer to the pricing structure on [page 5](#) for information about quantify and purchasing additional vouchers.

### Additional Requirements for Instructors

- Instructors must complete the Authorized Training Partner Train the Trainer – PMP® Exam Prep prior to offering any PMP® exam prep courses. Once completed, instructors will receive an Authorized Training Partner Instructor badge to show they are approved by PMI.
- Instructors must have agile experience to teach PMP® exam prep courses, and must submit a professional bio for review and approval when registering for their Train the Trainer session.

**THE MODERN TRAINER**  
Principles for Instructing the Modern Learner  
John G. Haines IV, Training Consultant

The recent explosion of technology & society's dependence on it has altered our brains i.e. altered **how we learn**.  
In order to be most effective, the Modern Trainer should be aware of these changes & adjust his/her training methodology accordingly.

What this session **is** and what it **isn't**...

Modernized Training Principles	Traditional Train the Trainer
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