

Project Management Institute Registered Education Provider (PMI R.E.P.)

*This document supplements the information in the Learning Tree brochures and catalogues
and provides answers to the most frequently asked questions*

What does the Project Management Institute R.E.P. designation mean?

As a PMI R.E.P., Learning Tree is committed to enhancing the ongoing professional development of PMI members, PMI-certified Project Management Professionals (PMP®) and other project management stakeholders. Furthermore, at least some of the material covered in our PMI-aligned courses concurs with one or more of the knowledge groups or process areas described in the, *PMBOK® Guide –Fourth Edition*.

As a PMI R.E.P., Learning Tree has agreed to abide by PMI-established operational and educational criteria and is subject to random audits for quality assurance purposes.

Can I earn PDU credits by attending a Learning Tree course?

Yes. Completion of certain Learning Tree courses provide professional development units (PDUs), which can be applied toward the minimum PDUs required to sit an exam or to maintain your certification.

Please refer to the chart at the end of this document to see the number of PDUs provided per each Learning Tree PMI-aligned course.

How do I get PDU credits for Learning Tree courses?

Certification candidates and existing credential holders are responsible for reporting all Continuing Certification Requirements Program (CCR) activities to PMI. To report the completion of a Learning Tree course, you can use the [Online PDU Resources system](#).

What is Learning Tree's provider number?

When applying for PDU credits, you will need Learning Tree's provider number, which is **1154**, and the PMI program numbers listed in the table below. Also, when completing the PDU form, be sure to select Category A under which to apply these Learning Tree course PDUs.

What is the PMP® certification?

PMI grants a Project Management Professional (PMP) certification that is well-known in the field. This certification recognises experience, education and accomplishment in project management. To become certified, candidates must pass an exam.

If you are an experienced project manager intending to take the PMP exam, you should take Course 276, *Preparing for the Project Management Professional (PMP®) Exam*. In this course you learn essential *PMBOK Guide* terminology and gain practical test-taking experience. This course also provides you with 35 contact hours, fulfilling your pre-exam education requirement.

What is the CAPM® certification?

PMI grants a Certified Associate in Project Management (CAPM) certification that is beneficial to project team members or early stage project managers who are looking for a stepping stone to the PMP certification.

If you intend to take this exam, Course 3601, *Preparing for the Certified Associate in Project Management (CAPM)® Exam*, can help you learn the terms and definitions of the *PMBOK® Guide* and prepare for the CAPM® exam. You also identify significant steps of the project life cycle, evaluate your exam preparedness and create a personalised plan for self-study.

What is the PgMP® certification?

PMI grants a Program Management Professional (PgMP) certification that defines a global standard of best practices for program management professionals. The PgMP credential recognises the experience and skills required to oversee multiple, related projects at a strategic, program management level within an organisation.

If you are a program or portfolio manager, experienced project manager or senior executive interested in taking the PgMP exam you should take Course 920, *Preparing for the Program Management Professional (PgMP)® Exam*. In this course you learn how to align your program management experience with PgMP terminology and definitions, navigate the processes and knowledge areas of *The Standard for Program Management* and analyse methods essential for PgMP exam success.

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What is the PMI-ACPSM certification?

The PMI Agile Certified Practitioner (PMI-ACP) certification focuses on the specialized expertise needed in the area of Agile project management.

In Course 3605 *Preparing for the PMI Agile Certified Practitioner (PMI-ACP)SM Exam*, you gain the skills necessary to prepare for the PMI-ACP credential exam, validating your experience as an Agile practitioner. You will learn to navigate the tools and techniques exam sections and knowledge and skills exam areas, align your Agile development experience with PMI's six domains of practice and create a personalized plan for self-study to focus your efforts from after the course to your exam date.

What is the PMI-RMPSM certification?

The PMI Risk Management Professional (PMI-RMP) certification focuses on the specialised expertise needed in the area of project risk management.

In Course 286, *Project Risk Management*, you develop strategies to identify and measure the risks in project development and implementation to help you prepare for the PMI-RMP exam.

For information on eligibility requirements for PMI certification exams, please refer to the PMI website: www.pmi.org

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Professional Development Units (PDUs) for Learning Tree Courses

For more information about these course, please refer to the individual Course Q&As.

Learning Tree Crs	Provider Number	Course ID Number	Course Title	PDUs
177	1154	000177	<i>PRINCE2™ Practitioner Certification</i>	29
**187	1154	000187	<i>ITIL® v2: Achieving Foundation Certification</i>	17
**188	1154	000188	<i>ITIL® v2: Change, Configuration & Release Management</i>	29
**189	1154	000189	<i>ITIL® v2: Service Desk, Incident & Problem Management</i>	29
192	1154	00A192	<i>ITIL® v2-v3 Foundation Certification Bridge</i>	10.5
**193	2690	9241	<i>ITIL® v2: Practitioner Agree and Define (IPAD)</i>	38
194	1154	000194	<i>Microsoft Visio</i>	11
195	1154	00B195	<i>Power Excel: Analyzing Data to Make Business Decisions</i>	11
196	1154	000196	<i>Introduction to Statistics</i>	17
197	1154	00A197	<i>ITIL® v3: Achieving Foundation Certification</i>	18
198	1154	00A198	<i>ITIL® v3 Managers Bridge</i>	33
211	1154	000211	<i>Introduction to Business Analysis</i>	17
212	1154	000212	<i>Building an Effective Business Case</i>	17
213	1154	000213	<i>Introduction to Knowledge Management</i>	17
218	1154	000218	<i>User Requirements for Software Development</i>	23
219	1154	000219	<i>Business and Report Writing</i>	17
221	1154	000221	<i>Writing for the Web</i>	11
222	1154	000222	<i>Leadership Skills: Success Through Teamwork</i>	17
224	1154	000224	<i>Coaching Employee Performance</i>	11
244	1154	000244	<i>Assertiveness Skills</i>	11
246	1154	000246	<i>Managing Information Overload</i>	11
247	1154	000247	<i>MBA Essentials</i>	29
**249	1154	000249	<i>Microsoft Project: Managing Multiple Projects</i>	11
252	1154	000252	<i>Strategic Planning</i>	17
274	1154	000274	<i>Developing Employee Performance</i>	11
275	1154	000275	<i>Leading Virtual and Remote Teams</i>	17
276 (5-day)	1154	00A276	<i>Preparing for the Project Management Professional (PMP®) Exam</i>	35
**276 (4-day)	1154	000276	<i>Preparing for the Project Management Professional (PMP®) Exam</i>	23
280	1154	000280	<i>Finance for Non-financial Managers</i>	17
284	1154	000284	<i>Critical Thinking and Creative Problem Solving</i>	17

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Professional Development Units (PDUs) for Learning Tree Courses (cont.)

Learning Tree Crs	Provider Number	Course ID Number	Course Title	PDUs
286	1154	000286	<i>Preparing for the PMI Risk Management Professional (PMI-RMP)[®] Exam</i>	23
287	1154	00B287	<i>Strategic Project Management: Achieving Organisational Goals</i>	23
**288	1154	00A288	<i>Managing Change: People and Process</i>	23
289	1154	000289	<i>Disaster Recovery Planning: Ensuring Business Continuity</i>	23
290	1154	00A290	<i>Management Skills</i>	23
292	1154	00A292	<i>Effective Communication Skills</i>	17
294	1154	000294	<i>Influence Skills</i>	23
296	1154	000296	<i>Project Management: Skills for Success</i>	23
297	1154	00A297	<i>Personal Skills for Professional Excellence</i>	23
299	1154	00A299	<i>Microsoft Project Introduction</i>	17
312	1154	000312	<i>Software Quality Assurance: Delivering Consistent Quality</i>	23
315	1154	00A315	<i>Developing User Requirements: The Key to Project Success</i>	23
319	1154	000319	<i>Technical Writing: A Comprehensive Introduction</i>	23
**322	1154	000322	<i>Systems Analysis and Design Comprehensive Introduction</i>	23
340	1154	00C340	<i>Project Management for Software Development</i>	23
341	1154	000341	<i>Negotiation Skills</i>	17
342	1154	000342	<i>Software Change, Configuration and Release Management</i>	17
344	1154	000344	<i>Time and Priority Management</i>	11
345	1154	00A345	<i>Developing Dynamic Presentation Skills</i>	11
346	1154	000346	<i>Project Leadership: Building High-performance Teams</i>	23
381	1154	000381	<i>Business Process Re-engineering</i>	23
538	1154	000538	<i>SharePoint 2007 Technologies Comprehensive Introduction</i>	23
901	1154	000901	<i>Introduction to Business Intelligence</i>	17
902	1154	000902	<i>IT Relationship Management</i>	17
903	1154	000903	<i>Public Speaking</i>	17
904	1154	000904	<i>Responding to Conflict</i>	17
905	1154	000905	<i>Facilitation Skills</i>	17
**914	1154	000914	<i>Managing Multiple Projects</i>	17
906	1154	000906	<i>Management Skills for an IT Environment</i>	23
907	1154	000907	<i>IT Strategic Planning: Maximising the Value of Your IT Investment</i>	17
908	1154	000908	<i>Making Successful Business Decisions: Getting It Right the First Time</i>	17
909	1154	00A909	<i>Management Skills for the Middle Manager</i>	17

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Professional Development Units (PDUs) for Learning Tree Courses (cont.)

Learning Tree Crs	Provider Number	Course ID Number	Course Title	PDUs
910	1154	000910	<i>Achieving Excellence in Customer Service</i>	17
912	1154	000912	<i>Building a Successful Business Analysis Work Plan</i>	17
**913	1154	000913	<i>Preparing for the IIBA® CBAP® Certification Exam</i>	23
**915	1154	000915	<i>The PMBOK® Guide in Practice</i>	17
**916	1154	000916	<i>PRINCE2™ in Practice</i>	17
918	1154	000918	<i>Agile Project Management with Scrum</i>	17
919	1154	000919	<i>SharePoint for Project Management</i>	17
**920	1154	000920	<i>Preparing for the PgMP Exam</i>	23
921	1154	000921	<i>Project Recovery: Diagnosis, Strategy and Prevention</i>	17
922	1154	000922	<i>Managing in Tough Times</i>	17
**924	1154	000924	<i>Microsoft Project Server</i>	17
931	1154	000931	<i>Agile Programming: Principles and Practices</i>	17
**932	1154	000932	<i>CMMI: A Comprehensive Introduction</i>	17
933	1154	000933	<i>Software Engineering Best Practices</i>	23
957	1154	000957	<i>SharePoint® Governance: Best Practices for Managing SharePoint® Environments</i>	17
982	1154	000982	<i>ITIL® v3 Intermediate Qualification: Service Strategy</i>	19
983	1154	000983	<i>ITIL® v3 Intermediate Qualification: Managing Across the Lifecycle</i>	30
991	1154	00A991	<i>ITIL® v3 Intermediate Qualification: Service Operation</i>	19
992	1154	00A992	<i>ITIL® v3 Intermediate Qualification: Service Transition</i>	19
993	1154	00A993	<i>ITIL® v3 Intermediate Qualification: Service Design</i>	19
994	1154	00A994	<i>ITIL® v3 Intermediate Qualification: Continual Service Improvement</i>	19
995	1154	00A995	<i>ITIL® v3 Intermediate Qualification: Operational Support and Analysis</i>	30
996	1154	00A996	<i>ITIL® v3 Intermediate Qualification: Release, Control and Validation</i>	30
997	1154	00A997	<i>ITIL® v3 Intermediate Qualification: Planning, Protection and Optimisation</i>	30
998	1154	00A998	<i>ITIL® v3 Intermediate Qualification: Service Offerings and Agreements</i>	30
1176	1154	001176	<i>PRINCE2® Achieving Foundation Certification</i>	17
1197	1154	001197	<i>ITIL® v3: Achieving Foundation Certification</i>	18
**1371	1154	001371	<i>Excel® Workbooks: Designing for Reliability and Performance</i>	3
1372	1154	001372	<i>Excel® Macros: Increasing Productivity through Automation</i>	3
1801	1154	001801	<i>Modern Object-Oriented Software Design</i>	23
1805	1154	001805	<i>Systems Integration Project Management</i>	17
**1810	1154	001810	<i>Certified ScrumMaster</i>	11

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**1811	1154	001811	<i>Certifies Scrum Product Owner</i>	11
3405	1154	003405	<i>Developing Your Leadership Voice</i>	17
3503	1154	003503	<i>Preparing for the IIBA® CCBA™ Certification Exam</i>	23
3505	1154	003505	<i>Implementing Business Process Improvement (BPI) in Your Organisation</i>	17
3605	1154	003605	<i>Preparing for the PMI-Agile Certified Practitioner (PMI-ACP)SM Exam</i>	21
3601	1154	003601	<i>Preparing for the Certified Associate in Project Management (CAPM)[®] Exam</i>	23
**3620	1154	003620	<i>Managing Global Projects</i>	17
3631	1154	003631	<i>MSP: Achieving Practitioner Certification</i>	29
3632	1154	003632	<i>MSP: Achieving Advanced Practitioner Certification</i>	11
3702	1154	003702	<i>Microsoft® Project 2010: A Comprehensive Hands-On Introduction</i>	17
3811	1154	003811	<i>Putting ITIL® into Practice: A Roadmap for Transformation</i>	17

** Denotes a course that is no longer offered by Learning Tree however if you have already taken the course the PDUs earned are valid and can be submitted to PMI