



1 PURPOSE

Our local chapter provides education to our local chapter members who may not yet have their PMI certification. Our purpose as a PMI local chapter is to provide a solid education course so that they are well prepared to pass the 4-hour PMI certification exam. Our goal is that all of our members may become full-fledged PMP members within the PMI organization. We provide material, guidance, and PMP certified mentors. The goal is to prepare our students to pass the PMI Exam certification test.

1.1 WHERE

Our study groups are held as traditional classroom style presentations in the Manchester and Portsmouth areas of NH. Our aim is to provide low-cost settings to minimize the cost impact of our members who may have to fund their own learning and preparation for the exam. We welcome the opportunity to utilize companies and other public places who provide their facilities to hold such study groups as a convenience to their employees and do not restrict our local chapter members from participation at private facilities.

1.2 WHEN

Our goal is to provide a formal preparation to local chapter members to pass the PMI Exam certification test. Our objectives include having two study groups for both Manchester and Portsmouth areas in the spring and fall times of the year. The dates will vary depending on the needs of our chapter members that indicate their interest to the Director of Education.

1.3 WHO

Our study group activities are focused on our local chapter members and their needs. If they have not yet received their certification or if their certification has been suspended, the study group activities provide a means for these members to obtain a current PMI credential. While non-chapter members are not excluded from our study groups, we do not provide a discount for them. The knowledge and expertise of our active PMP chapter members is being shared as a mentor activity to the students

1.4 TO JOIN OUR STUDY GROUP

The entire operation can be done electronically with minimal effort. The tasks that students need to complete 2 weeks prior to the start of one of our study groups are:

1. Join the PMI organization electronically at <http://www.pmi.org>
2. Join the PMI-NH Local chapter (preferred). Selected at the website during registration.
3. Provide complete registration and student payment two weeks prior to starting study group date
4. Bring a copy of Acteva payment receipt to first study group class.

Joining PMI is not a requirement by PMI prior to taking the certification exam. Once certified, PMI encourages PMPs to maintain their certification by becoming involved in their local chapter activities. However, students generally save money by joining PMI prior to certification for two reasons:

- a) The official study material on which the exam is based, is called the PMBOK. Students can download a free electronic copy from PMI without purchasing the book.
- b) Student discount applies saving an additional \$100.

Providing registration information in advance of the class allows the Chapter to order in advance and buy study materials in bulk passing the savings on to the study group.



2 STUDENT OBLIGATIONS

2.1 HOW ARE PAYMENTS MADE?

Study group course registration is done online at our website <http://www.pmi-nh.org>. We use a credit card system called Acteva for notification and registration into our study groups. The current price is \$495 for a 12-week study group course.

2.2 WHEN ARE PAYMENTS MADE?

At least two weeks prior to the start of the first study group class. Although we have refined the work process to be mostly electronic, there is still the need to organize and have access to student materials in advance of the first study group class. The normal sequence of events would be:

- a) Join the International PMI organization.
- b) Join the PMI-NH Local chapter (preferred).
- c) Register student payment two weeks
- d) Provide complete student registration prior to starting study group date.
- e) Provide Acteva payment receipt at the time of the first study group class.

2.3 LATE STUDENT ENTRY

Our local chapter does not encourage students and may not allow participation to start after the 3rd class session has begun. Many logistical factors work against late student entries. Materials may not be available even though we may have a small supply available. Each class that is missed means there are fewer contact hours to be awarded. The student may not have the required 35 hour formal class hour minimum. Learning takes time and we, the chapter and its mentors, are committed to seeing that the student succeeds in becoming certified.

2.4 STUDENT MATERIALS

Our obligation to the students is that we select the appropriate materials needed to best prepare the students for the PMI certification exam. The main focus is to center on PMI's standard PMBOK publication since the exam is based on this copyrighted publication. Additional materials will be selected to enhance knowledge and understanding in an interactive group setting and as well as providing self-study materials. These may include electronic as well as hard-copy materials. To be part of the study group, we require that all students study from the same set of materials including particular revisions of the material. The materials are included as part of the study group student cost.

2.5 STUDENT DISCOUNTS

The local chapter provides a \$100 discount if the student is a local chapter member. The student must attend the first study group meeting. The Acteva registration information will be used subsequently to rebate the \$100 amount to the credit card used when payment was made prior to the start of the study group class. Also note that as a PMI member, an electronic version of the PMI standard PMBOK publication is made available as a download from PMI. This action saves the student an additional cost which is usually in the \$100 range. While we do not discourage anyone from our study group classes, our prime motivation is to provide value to our members who are not yet PMP certified or have had their active membership status deactivated.

2.6 CANCELLATIONS

The chapter recognizes that people who are project managers are very busy people with constantly changing schedules. We design the study group classes to cover a time period of approximately three months of study while maintaining an active job schedule.



3 CHAPTER OBLIGATIONS

3.1 MINIMUM CLASS SIZE

A class may be cancelled if there is not sufficient interest in holding a study group. Since there is a lot of preparation in terms of space and mentor recruitment, the chapter places a minimum number of students to be ten (10).

3.2 REFUNDS

Upon student notification, money may be refunded to the student prior to the start of the first class. If student materials were not yet ordered for the particular student, a full refund shall be made through Acteva.

In the case of student materials that were already ordered, a material surcharge of \$200 is assessed. The student refund would then be \$295. At some later time, the student may apply for a seat in a future class utilizing the material that had already been purchased. If there are new materials are needed at the future time, then there can be no deduction.

If the chapter notifies all the students of a scheduled study group has been cancelled, their money is refunded to all students for whatever reason. The chapter at its option may postpone or cancel the study group class.

3.3 RETRAINING

The chapter is committed to its members to gain or maintain their PMI certification. Therefore, students who:

- a) completed a previous study group with our chapter
- b) did not pass the PMI certification Exam
- c) wishing to take an additional study group course with their previously provided materials

can reserve a seat as a new student at no charge.

3.4 STUDENT CERTIFICATES

Upon study group completion, each student shall be issued an educational certificate indicating the number of completed contact hours for the study group. This document may be needed by the student when applying to take the certification exam.

3.5 GROUP DISCOUNTS

We encourage companies to promote PMI certification for their employees. Companies can call the Director of Education who are interested in special considerations for their employees.