



Becoming a PMI® Mile Hi Chapter PMP®/CAPM® Instructor

Thank you for your interest in being a volunteer instructor for the Mile Hi Chapter PMP®/CAPM® Course! Below are expectations for volunteer instructors and the process to become a new instructor.

- Instructors for the course are volunteers of the PMI® Mile Hi Chapter and are not reimbursed for their time. We do provide instructors free class materials to help them in updating the modules or in teaching the class and you may also claim PDU credits for your teaching time and any time necessary to update the modules.
- Instructors may not enter into contracts with any organization with regard to the Course without the prior review of the VP, Professional Development and additional approvals.
- All instructors will need to be involved in updates to the modules when global PMI® updates the Project Management Body of Knowledge (PMBOK®) (every 2-3 years).
- Instructors may never add on to the Course program or materials without the express approval of the Director, Certifications. The main materials are:
 - The Course binder (a comprehensive set of slides and notes on each of the key subjects reviewed in the course)
 - PMBOK®
 - Rita Mulcahy prep materials
 - Looking Glass placemat.
- Instructors may not promote their own business products or services during class time or in direct communications with the students.
- Instructors must teach at least one module per class per year to remain an active instructor for the Course. While we enjoy having instructors audit the full class, you are not required to attend all three days of the class but just the time to teach your modules.
- Potential new instructors must:
 - Be PMP® certified
 - Have prior speaking or teaching experience (this can include presentations at work)
 - Submit a Chapter Speaker Questionnaire: Prep Course
 - Review the module(s) they wish to teach with the current instructor(s)
 - Audit the module in a Class prior to teaching for the first time
 - Teach a class with the current instructor present along with an evaluation from that instructor
 - Once the potential instructor has passed the evaluation they may teach the next class on their own.

Contact the Director, Certifications at dirpmpprep@pmimilehi.org for a Speaker Questionnaire. Thank you for considering becoming an instructor for the PMI® Mile Hi Chapter PMP®/CAPM® Exam Prep Course!