

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

This document supplements the detailed description in the course brochures 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 *Project Management Body of Knowledge (PMBOK® Guide –Fifth 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 Professional Development Units (PDUs) 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 earn 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](#).

1. Go to the PMI Continuing Certification Requirements System <https://ccrs.pmi.org/>
2. Log in with your username and password
3. At the bottom of this page, locate the activity number associated with your course in the chart, ex. 00A276
4. Search activity number on the PMI site
5. Click on “Report PDU for this activity”
6. Fill in the date started and date completed
7. Click on the box agreeing this claim is accurate and then submit

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 programme numbers listed in the charts on the following pages. To apply these Learning Tree course PDUs, be sure to select “Category A” when completing the PDU form.

What are the 3 skill categories of the PMI® Talent Triangle?

1. **Technical Project Management:** Knowledge, skills and behaviours related to specific domains of Project, Programme and Portfolio Management.
2. **Leadership:** Knowledge, skills and behaviours specific to leadership-oriented, cross-cutting skills that help an organization achieve its business goals.
3. **Business and Strategic:** Knowledge of and expertise in the industry or organisation that enhances performance and better delivers business outcomes.

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 and intend to take the PMP® exam, you should take Course 276, *Project Management Professional (PMP)® Exam Prep*. 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.

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

What is PMI-ACP® certification?

PMI grants a PMI-Agile Certified Practitioner (PMI-ACP)® certification that is beneficial to experienced or aspiring Agile certified practitioners wishing to demonstrate knowledge of agile principles, practices, tools and techniques across agile methodologies.

If you intend to take the exam, Course 3605, *PMI-Agile Certified Practitioner (PMI-ACP)® Exam Prep*, can help you gain the skills necessary to prepare for the (PMI-ACP)® exam. You learn essential Agile terminology, tools and techniques through practice exams and workshops. You also create a personalised study plan identifying your specific strengths and weaknesses designed for ultimate exam success.

What is the Learning Tree PMP Exam Prep Guarantee?

Learning Tree stands behind the quality of its courses. If for any reason you do not pass your PMP® exam after completing course 276, *Project Management Professional (PMP)® Exam Prep*, contact us within **60 days** of the last day you attended the course to schedule a free course retake.

Questions & Answers

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Professional Development Units (PDUs) for Learning Tree Courses

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

Project Management Courses

These courses provide the knowledge and skills needed to manage projects and programs of varying complexity and to complete them on time and within budget.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL
PRINCE2®: Achieving Foundation & Practitioner Certification	177	000177	13	8	8	29
PRINCE2® Practitioner and Re-registration Certification	178	00178	9	4	4	17
Project Management Professional (PMP)® Exam Prep	276	00A276	25	5	5	35
Risk Management for Projects, Programs and Operations	286	000286	13	0	10	23
Complex Project Management	287	001287	22	0	0	22
Project Management: Skills for Success	296	001296	16	3	3	22
Project Management for Software Development	340	00A340	18	2	3	23
Project Leadership: Building High-Performance Teams	346	000346	2	18	3	23
SharePoint for Project Management	919	000919	15	0	2	17
Project Time and Cost Management	923	000923	14	0	3	17
Certified Associate in Project Management (CAPM)® Exam Prep	3601	003601	19	2	2	23
PMI-Agile Certified Practitioner (PMI-ACP)® Exam Prep	3605	003605	19	1	1	21
Building and Evolving a Project Management Office	3610	003610	12	1	4	17
Lean IT: Achieving Foundation Certification	3630	003630	7	2	2	11
APMG AgilePM®: Achieving Practitioner Certification	3633	003633	19	0	2	21
Implementing Lean-Agile for Business and Operations	3641	013641	20	1	2	23
Microsoft Project Introduction	3702	003702	16	0	1	17
Achieving APMG Change Management Practitioner Certification	288	00B288	27	1	1	29
Project Management Fundamentals	4621	014621	4	2	1	7
Earned Value Management	4623	004623	4	2	1	7
Project Rescue	4624	004624	2	1	4	7
Project Scope Management	4626	004626	3	0	4	7
Project Time Management	4627	004627	7	0	0	7
Project Communications and Stakeholder Management	4628	004628	1	1	5	7
Project Risk Management	4629	004629	5	0	1	6
Negotiation Skills for Project Managers	4633	004633	5	1	1	7
Project Cost and Schedule Management	4916	004916	6	0	1	7
Project Procurement Management	4917	004917	5	0	2	7

Management and Leadership Skills Courses

These courses provide the skills that managers can apply to build the performance of individuals, teams and organizations.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL

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Leading and Managing Virtual Teams (UK/FR/On-Site available)	275	000275	11	3	3	17
Disaster Recovery Planning: Ensuring Business Continuity	289	000289	15	6	2	23
Management Skills	290	00A290	10	9	4	23
Business Relationship Management: Aligning IT & the Business	902	000902	6	2	9	17
Management Skills for an IT Environment	906	000906	11	9	3	23
High Impact Leadership: Expanding Your Influence	909	00B909	1	8	8	17
Strategic Thinking for Operational Management	3310	003310	2	3	12	17
High Performance Leadership: Inspiring Excellence and Engagement	3311	003311	0	17	0	17
Developing Your Leadership Voice for Presence and Impact	3405	003405	1	12	4	17
Emotional Intelligence: Achieving Leadership Success	3411	003411	3	11	3	17
Professional Services Professional: Business Executive	3821	003821	0	0	17	17
Professional Services Professional: Personal Athlete	3823	003823	0	17	0	17
Effective Leadership Skills (UK/SE/FR/On-Site available)	222	000222	5	7	5	17
Coaching Employee Performance (FR/SE On-Site available)	224	000224	7	1	3	11
Essential MBA Skills (UK available)	247	000247	11	9	9	29
Strategic Planning and Implementation (UK/On-Site available)	252	000252	1	4	12	17
Achieving Success as a New Manager	4660	004660	2	3	1	6
Responding Productively to Stress	4661	004661	1	1	5	7
Time Management Essentials	4662	004662	1	2	4	7
Professional Development Essentials	4663	004663	1	3	3	7
Performance Management Essentials	4665	004665	1	2	4	7
Coaching Essentials for Managers	4667	004667	0	6	1	7
Customer Service Essentials	4669	004669	0	2	5	7

Communication and Time Management Skills Courses

These courses offer the tools needed to improve your communication skills and personal effectiveness in the workplace.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL
Business and Report Writing Introduction	219	000219	10	0	7	17
Assertiveness Skills: Communicating with Authority & Impact	244	001244	13	1	3	17
Communication Skills: Results through Collaboration	292	00A292	14	1	2	17
Influence Skills: Getting Results without Direct Authority	294	000294	15	6	2	23
Personal Skills for Professional Excellence	297	00C297	16	4	3	23
Technical Writing Introduction	319	000319	22	0	1	23
Time Management Essentials	344	000344	11	0	0	11
Public Speaking: Compelling Speeches & Presentations	903	000903	16	0	1	17
Facilitation for Successful Business Meetings	4971	004971	0	0	7	7
Conflict Management and Resolution Essentials	4972	004972	2	2	3	7
Communication & Engaging with Others	4974	004974	2	1	4	7

Business Analysis Courses

These courses provide the necessary tools to effectively assess business issues and technical specifications to achieve organizational goals and expectations.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL

Questions & Answers

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Business Analysis Introduction: Defining Successful Projects	211	01211	5	5	7	17
Building an Effective Business Case	212	000212	9	0	8	17
Finance and Accounting for Nonfinancial Managers (UK, SE available)	280	000280	9	1	7	17
Finance and Accounting for Nonfinancial Managers (US, CA available)	281	000281	9	1	7	17
Critical Thinking and Creative Problem Solving	284	000284	9	1	7	17
Developing User Requirements: The Key to Project Success	315	00A315	19	2	2	23
Introduction to Modeling for Business Analysis	447	000447	20	1	2	23
Introduction to Business Intelligence (UK/SE available)	901	000901	10	0	7	17
Introduction to Business Process Improvement (BPI)	3505	003505	12	3	2	17
BCS Foundation Certificate in Business Analysis	3507	003507	9.25	0	9.5	18.75
Agile Business Analysis	3511	003511	13	0	4	17

ITIL® & COBIT® Training Courses

These courses help you prepare for ITIL® Certification.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL
ITIL® Intermediate: Service Strategy	982	000982	0	0	19	19
ITIL® Managing Across the Lifecycle Qualification	983	000983	0	0	30	30
ITIL® Intermediate: Service Operation	991	00A991	0	0	19	19
ITIL® Intermediate: Service Transition	992	00A992	0	0	19	19
ITIL® Intermediate: Service Design	993	00A993	0	0	19	19
ITIL® Intermediate: Continual Service Improvement	994	00A994	0	0	19	19
ITIL® Intermediate: Operational Support and Analysis	995	00A995	0	0	30	30
ITIL® Intermediate: Release, Control and Validation	996	00A996	0	0	30	30
ITIL® Intermediate: Planning, Protection and Optimization	997	00A997	0	0	30	30
ITIL® Intermediate: Service Offerings and Agreements	998	00A998	0	0	30	30
Achieving ITIL® Foundation Certification	1197	001197	0	0	18	18
Achieving ITIL® Practitioner Certification	1198	001198	1	3	7	11
COBIT® 5 Foundation	3922	003922	0	0	17	17
Defining IT Skills, Roles and Responsibilities using the SFIA Framework	3930	003930	0	0	7	7

Software Development and Agile Courses

These courses provide the knowledge needed to improve your software development and Agile skills.

Course Title	Crs #	Activity #	PDU Breakdown			
			Technical	Leadership	Strategic	TOTAL
User & System Requirements for Successful Software Development	218	000218	0	0	23	23

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Software Quality Assurance: Delivering Consistent Quality	312	000312	20	0	3	23
Software Testing and Quality Assurance (UK/SW)	315	00A315	19	2	2	23
ISTQB Certified Tester: Achieving Foundation Certification	316	000316	20	0	3	23
Software Change, Configuration and Release Management	342	000342	0	0	17	17
Agile Fundamentals: Scrum, Kanban, Lean and XP	918	001918	8	4	5	17
Agile Software Development and Modeling	933	001933	17	0	0	17
Certified Professional in Agile Software Design	944	000944	17	0	0	17
User Experience (UX) Design for Successful Software	1802	001802	0	0	17	17
Preparing for TOGAF® Certification	1803	001803	19	1	3	23
Accelerating Agile Development for Scrum Teams	1812	001812	17	0	0	17
Certified ScrumMaster®	1813	011813	13	0	0	13
Certified Scrum Product Owner	1814	001814	13	0	0	13
Agile Testing Strategies and Practices	1815	031815	16	0	0	16
Agile Software Development with Team Foundation Server	1816	001816	0	0	23	23
Agile Test Automation	1820	001820	11	0	0	11
Agile Leadership	3401	003401	0	17	0	17
Managing Agile Projects with Atlassian JIRA Software	3642	003642	21	2	0	23
Agile Adoption for Managers	4590	004590	0	0	6	6
Introduction to Scrum	4591	004591	6	0	0	6

FAC-P/PM Courses

FAC-P/PM-IT: Planning and Management	U210	00U210	3	0	26	29
FAC-P/PM-IT: Architecture and Design	U211	00U211	0	0	23	23
FAC-P/PM-IT: Security, Accessibility and Quality	U212	00U212	8	0	15	23

Additional Courses

Course Title	Crs #	Activity #	PDU Breakdown			TOTAL
			Technical	Leadership	Strategic	
Power Excel: Analyzing Data to Make Business Decisions	195	00B195	7	0	4	11
Creating & Designing Excel Workbooks	4610	004610	6	0	0	6
Excel PivotTables: Building Dashboards	4611	004611	6	0	0	6
Automating Excel with Macros	4612	004612	6	0	0	6
Managing Programs and Large Projects	4613	004613	6	0	1	7
Negotiation Skills (On-Site available)	341	000341	13	2	2	17
Delivering Dynamic Presentations (On-Site available)	345	00A345	9	0	2	11
Responding to Conflict (On-Site available)	904	000904	13	0	4	17
Facilitation Skills (On-Site available)	905	000905	11	1	5	17
IT Strategic Planning (On-Site available)	907	000907	2	3	12	17

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