

Prosci® Authorized Training Provider

Prosci's Authorized Training Provider program enables training and consulting organizations to enhance service offerings through the delivery of Prosci's industry-leading change management courses.



CONNECT WITH THE WORLD LEADER IN CHANGE MANAGEMENT RESEARCH AND TRAINING

PROSCI'S TRAINING PROGRAMS ARE CREATED FROM A FOUNDATION OF research. The tools and methodology are based on best practices from more than 2000 organizations in 65 countries around the world. Prosci's methodology is one of the most widely used approaches to managing the people side of change in business and government.

WHY BECOME AN AUTHORIZED TRAINING PROVIDER

Benefits to companies that complete the Authorized Training Provider program and maintain their status with Prosci include:

- Ability to deliver Prosci's industry-leading change management courses to client organizations
- Authorization to provide certification in Prosci's methodology under the Authorized Training Provider's name using the phrase: "Certified in Prosci's change management methodology by [Authorized Training Provider name]"
- Use of Prosci trademarks in company advertising and marketing
- Access to selected Prosci marketing content that will support the development of marketing materials
- Link to company website on Prosci's Change Management Learning Center that directs customers to the website of Authorized Training Providers
- Representation of quality to clients seeking a trainer for Prosci's methodology and courses

“COMPANIES around the world are asking for Prosci's change management training. The Authorized Training Provider program gives your organization the competitive advantage you need to meet client expectations.”

~ JEFF HIATT
PRESIDENT AND CEO, PROSCI INC.



PROCESS FOR ORGANIZATIONS PURSUING AUTHORIZED TRAINING PROVIDER STATUS

THE FIRST STEP IN EXPLORING A RELATIONSHIP WITH PROSCI IS attendance at one of Prosci's public change management certification programs. This experience not only ensures a basis of knowledge in Prosci's methodology and tools, but also allows for direct, hands-on participation in the training program as originally designed.

Once certified, organizations must complete the steps outlined below.

APPLICATION

Contact Prosci for an application form

Application confirms minimum entry requirements:

- Three years in business under same company name
- Three or more employees (no sole proprietorships)
- In good standing with all tax authorities
- 20% of revenue generated from change management activities
- One or more employees meet minimum requirements to become Prosci Certified Instructors

SIGNED AGREEMENT

Review and sign Authorized Training Provider agreement, including:

- Benefits for Authorized Training Provider organization
- Course delivery obligations
- Prosci's delivery obligations
- Work product and intellectual property considerations

INSTRUCTOR CERTIFICATION

Each employee who will instruct Prosci courses must meet all requirements for Prosci Certified Instructor designation (see details on next page)

BEGIN DELIVERING PROSCI CHANGE MANAGEMENT COURSES

ONGOING UPDATES

Authorized Training Providers maintain their status with Prosci through:

- Annual provider fee
 - Annual course content updates
 - Delivery of at least two courses per calendar year
 - Collection of course records and student feedback
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PROSCI CERTIFIED INSTRUCTOR DESIGNATION

PROSCI CERTIFIED INSTRUCTOR IS THE HIGHEST LEVEL OF ACCREDITATION for trainers who deliver Prosci training programs. Each instructor conferring Prosci certification or facilitating Prosci courses for an Authorized Training Provider must meet and maintain Prosci Certified Instructor status. The designation is attained by fulfilling the following requirements:



CHANGE MANAGEMENT CERTIFICATION

- Prosci Certified Practitioner designation
- 3-day public certification program operated by Prosci or Primary Affiliate
- Certification attained after 2007
- Course dates, locations and registration information online at www.change-management.com/change-management-training.htm



PROSCI CERTIFIED INSTRUCTOR APPLICATION

- Application confirms minimum entry requirements:
 - 3+ years experience in change management
 - Prosci certification attained to standards



TRAIN-THE-TRAINER COURSE

- 3.5 days onsite at Prosci Change Management Learning Center or at your location
- Train-the-trainer sessions cover training philosophy, Prosci course content, activities and flow
- Small class size allows for coaching and personalized attention



ADVANCED CHANGE MANAGEMENT COURSE

- 3-day advanced course exploring development of field, enterprise-wide deployment of change management and other advanced topics
- Demonstrated knowledge of change management through pre-work, case study submission and entry exam



ONSITE COURSE AUDIT

- Prosci Auditor observes full 3-day course:
 - Content and flow coaching
 - Assists with breakout activities
 - Real-time feedback
- Post-class review:
 - Analyze student feedback
 - Lessons learned
 - Action items

*PROSCI CERTIFIED INSTRUCTOR DESIGNATION
GRANTED UPON SUCCESSFUL AUDIT*



ONGOING REQUIREMENTS

- Recertification every 2 years
- Instruct at least two courses per calendar year
- Collect student feedback and keep records

Prosci®

FOR MORE INFORMATION ON BECOMING A PROVIDER, CONTACT PROSCI:

PHONE: 1-970-203-9332

E-MAIL: TRAINING@PROSCI.COM

WEBSITE: WWW.CHANGE-MANAGEMENT.COM

