

Process for becoming a *new* PRINCE2 Trainer

Step 1: Meet minimum requirements

- Minimum 2 years' Project Management experience or have delivered at least 2 courses under supervision from an Approved Trainer
- Minimum 2 years' training experience
- A prerequisite pass level of 66% in the PRINCE2 Practitioner exam

Step 2: Train the Trainer session or co-delivery + mentoring

- Act as a Trainee in a course that is delivered by an Accredited trainer, Co-deliver sections of this course and receive mentoring support OR
- Participate in a scheduled Train the Trainer

Step 3: Assessment by APMG of a course that is co-delivered

- Act as a Trainee in a course that is delivered by an Accredited trainer
- Be assessed by an APMG auditor when co-delivering
- In specific situations this could be a video assessment

Step 4: Depends on the outcome of the assessment

- The APMG auditor determines if the instructor is ready (Category A) for full delivery or if further co-deliveries are required (Category B)
- It is very common that the auditor requires two more co-deliveries

Step 5: Accreditation by APMG

- Achieve Category A status and obtain Certification by APMG
- Deliver at least 1 course per 18 months.
- Retake exam within 3 months of expiration of exam validity (3-5 years)
- Pay the required annual APMG Trainer Fee to the sponsoring ATO

Process for *already Approved* PRINCE2 Trainers

Step 1: understand status with existing sponsoring ATO

- Trainer moves to another ATO and the existing ATO no longer sponsors the trainer. The new ATO becomes the sponsoring ATO
- Existing sponsoring ATO continues to sponsor the trainer and pays for the APMG instructor fees

Step 1a: switching ATO

- Complete a form by both ATOs that the Trainer switches from old ATO to new ATO

Step 2: Assessment by APMG of a course that is co-delivered

- Complete a telephone based course familiarization session with an Approved trainer from the new ATO
- Complete a form that states that this session took place and the trainer can be associated to the new ATO

Step 3: Maintain Approved Status

- Trainer pays APMG instructor fee via the Sponsoring ATO
- Deliver at least 1 course per 18 months.
- Retake exam within 3 months of expiration of exam validity (5 years)

ATO: Accredited Training Organization