

## PMICFL Education Policy

<b>Subject:</b>	Education Policy
<b>Effective Date:</b>	April 15, 2015
<b>Author:</b>	VP Education – PMICFL
<b>Owner:</b>	VP Education – PMICFL

### **Purpose:**

The purpose of this policy is to maintain accurate and transparent processes and procedures for all Education/Certification related events.

### **Policy Statement:**

The Chapter will establish and/or perform the following

### **Event Discounts:**

- The Education Team may propose discount for all Education/Certification events, for any strategic partner of the chapter.
  - The discount can only be passed with majority vote amongst the Executive Board.
    - The VP of Education must propose the discount, and once the proposal is made, PMICFC Board of Directors have 72 hours to cast the vote. A quorum of votes of the Board of Directors must be received and a majority of the votes will carry the proposal.
- Discounts can only be given under the circumstance that the end result will not return less than the projected revenue for that event on the approved budget.

### **Event Participation by Volunteers:**

- Any volunteer of an Education/Certification Event may request to their volunteer role through the remainder of an Education Event.
  - The request must be formally made to the VP Education, who has the authority to approve or deny the request depending upon the circumstances of the event.
  - Upon approval of the extension, the volunteer will not receive any education hours for being part of the event. Hours will only be counted as volunteer hours.

### **Exam Passing Guarantees:**

- Any student who takes a PMP prep class from the chapter that has an “exam passing guarantee”, may retake the course the next available class free upon failing the exam
  - To be able to retake a course for free, the student must be able to provide proof that they had attempted the exam within 90 Days of receiving their course certificate.
  - The request must be formally made to the VP Education, who has the authority to approve or deny the request depending upon verification of the above details.
  - If the course materials have not changed since the student took the class the first time, the student must reuse their course material from the first time they took the course.
  - If the price of the class has increased since the time the student originally took the class, the student must still pay the difference.

### **Exam Passing Recognition:**

- Any student who takes a prep class offered by the chapter and passes the exam, will be offered -free attendance to one chapter dinner meeting.
  - The student will be recognized during the dinner meeting for their achievement.
  - The offer will be good for any dinner event within six months from the date of the last class.
  - To receive the offer, it is the student’s responsibility to inform the Director of Student Management that they have passed the exam.
  - The VP Education (or their designee) will notify the VP Programs of the award. (Subject to dinner cutoff.)

Version	Approval Date	Comments
Original	August 19, 2015	Approved at board meeting