

PMICFC Education Policy

Subject:	Education Policy
Effective Date:	April 15, 2015
Author:	VP Education – PMICFC
Owner:	VP Education – PMICFC

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