



PO Box 241
126 Kent Street, Suite 205
Charlottetown, PE
C1A 7K4
Phone: 902-894-4827
Email: itap@itap.ca

Professional Development Initiative Registration Information Form

Program Overview

ITAP will be hosting fourteen (14) days of Professional Development Training Workshops, commencing January 25, 2010, ending on April 29, 2010.

These offerings are intended for current full and associate members of ITAP possessing some degree of experience in Project Management. When completing the application form, please indicate the level of Project Management experience for each applicant.

The workshops will be held in downtown Charlottetown, at specific locations to be announced at a later date. The workshop schedule is detailed below:

	Project Management	Business Analyst	ITIL Foundation
Course Duration	4 Days (28 Hours)	3 Days (21 Hours)	3 Days (21 Hours)
Course Dates	Jan. 25 – Jan. 28, 2010 or Apr. 26 – 29, 2010	February 17-19, 2010	March 8-10, 2010
Course Times	8:30 AM – 4:30 PM	8:30 AM – 4:30 PM	8:30 AM – 4:30 PM
Course Location	TBA	TBA	TBA
Certification Objectives	CAPM® or PMP®	CBAP®	ITIL V3 Foundation Certificate (Exam Included in Final Day)
PMI Professional Development Units	28	21	21
Delivery Agent	Procept Associates	Procept Associates	Procept Associates
Workshop Cost	\$ 600 per person	\$ 600 per person	\$ 600 per person
Registration Deadline	January 18, 2010 or April 19, 2010	February 10, 2010	March 01, 2010

** The ITAP Professional Development Initiative is made possible through the generous support of ACOA, (the Atlantic Canada Opportunities Agency) and the Department of Innovation and Advanced Learning, Province of Prince Edward Island.*

Registration Details

ITAP has contracted with Procept Associates of Toronto to deliver the entire Professional Development Workshop series. Procept is a Registered Education Provider of PMI - the Project Management Institute, and delivers over 12,000 training days per year. Please take note of the following Program details:

1. The Program is directed toward current full and associate members of ITAP – the Innovation and Technology Association of PEI.
2. In the event that a workshop is fully subscribed, priority will be given to applicants in the following sequence*:
 - a. One applicant per “full membership” company
 - b. One applicant per “associate membership” organization
 - c. Second applicant per “full membership” company
 - d. Second applicant per “associate membership’ organization

** Applicant eligibility will continue in this manner until the maximum number of seats is filled. Applicants will be accepted in this sequence, based firstly upon their membership type – secondly on the date and time of application. For example, if twenty-five unique “full membership” companies should apply for a particular workshop, then the workshop would be considered full, and associate members would not have the opportunity to be considered. (To determine your membership status, visit the following: <http://www.itap.ca/members.cfm>) or call Carolyn at 902-894-4827.*

3. Program fee is \$ 600 per person per workshop series. The fee includes all required learning materials, morning and afternoon snacks. Applicants are responsible for their own lunch.
4. Program delivery begins at 8:30 am daily and ends at 4:30 pm daily. There will be a one-hour lunch break, and brief coffee breaks in the morning and afternoon.

Registration Process

The deadline for registration is seven (7) days prior to the start date of each workshop series, as indicated above. Please complete the application form and submit in one of the following ways:

- Via e-mail: Complete the application form (in PDF format), submit it online using the “Submit Button” or e-mail it to itap@itap.ca. Forward your 25% deposit via cheque to ITAP.
- Via mail: Complete the application form (in PDF format), print the form, and mail it and remit your 25% deposit via cheque to the following address:

**ITAP
PO Box 241
Charlottetown, PE
C1A 7K4**

- Via Fax: Complete the application form (in PDF format), print it and fax to ITAP at 902-894-4867. Forward your 25% deposit via cheque to ITAP.

Payment of Fees

A 25% deposit (\$ 150) per applicant is required at time of registration. Payment must be made by cheque, made payable to ITAP, or by contacting the ITAP office with a credit card number.

Provided the applicant is accepted into the Program, the deposit will be applied against the Program fee. If there is insufficient space to accommodate the applicant, the deposit will be refunded in full.

If an applicant is accepted into the Program but decides to cancel prior to the delivery date, notification must be received by ITAP by 5:00 PM, three (3) business days prior to the commencement of the workshop. For example, notification for the workshop commencing on January 25, 2010 must be received by ITAP by 5:00 PM on January 19, 2010. If notification of cancellation is received within this time period, the applicant will not be subjected to the full program fee. However, the deposit will not be refunded under any circumstances. Any cancellations received subsequent to the three (3) day notification period will not be accepted – and the applicant will be subject to the full Program fee of \$ 600.

The balance of the Program fee for accepted applicants (\$ 600 total per applicant) is due prior to commencement of the Program. No refunds will be provided subsequent to the Program start date.

Additional Information

For additional information, please contact the following:

Cam Beck
Beck Consulting Group
Phone: 902-388-1000
E-mail: beckconsultinggroup@gmail.com

Carolyn Prime
ITAP
Phone: 902-894-4827
E-mail: itap@itap.ca

Who Should Take These Workshops?

- ❖ Your employer **must** be a member of **ITAP** - The Innovation & Technology Association of PEI. Priority will be given to those who are a “full member” or “associate member” of ITAP.
- ❖ The workshops are ideal for IT and non-IT project managers, senior project managers, business analysts, associate project managers, project coordinators, project analysts, project leaders, team leaders, product managers, program managers, project team members, senior managers and stakeholders
- ❖ Preferably, you will have some experience with projects in an IT operating environment – either as a project leader or a project team member
- ❖ Please bring actual projects and case studies from your workplace to the seminars for discussion