Prosci Certification Approval Request

Below is an example email message that you can use to submit your request to your organization.

Dear [Insert Approver’s Name],

I would like to attend the 3-day Prosci Change Management Certification Program. The session is scheduled to take place [insert dates] and will be [delivered online / held at (VENUE NAME) in (CITY)]. Attending this program will give me the knowledge and tools to help our change projects succeed by improving employee adoption and usage. I will also earn the *Prosci Certified Change Practitioner* credential.

Prosci is a world leader in the change management field. The foundation of their approach and methodology is 11 benchmarking studies conducted since 1998—so the theories and tools are based on data and insights from real practitioners.

The Prosci Change Management Certification Program is an interactive, experiential session. To attend, I need to bring an active project so that I can apply the methodology, process and tools to it as I learn them. I propose bringing my [Insert Project Name] project. As you know, [Insert Project Name] is an important effort in our organization and we are expecting the following benefits, results and outcomes from the project:

1. [Insert project benefit, result and outcome]
2. [Insert project benefit, result and outcome]
3. [Insert project benefit, result and outcome]

The ultimate benefits realized from [Insert Project Name] will depend on employee adoption and usage, which is the essence of change management. Prosci’s research shows that projects with great change management are six times more likely to achieve results than those with poor change management, and by attending this program I can bring those odds to [Insert Project Name].

I am seeking approval for the [$4,500 / $4,850] USD tuition, which includes over $1,500 in digital tools and subscriptions that I can immediately use. If any of my teammates can join me, we will benefit by working together on a project, plus each of them will receive a $500 discount on tuition.

I will make arrangements for others to cover my responsibilities during the days that I am attending the training. Please accept this proposal, as I am confident that upon completion of the program, I will have a solid strategy and a start on the key change management plans that are needed on [Insert Project Name], as well as the change management skills to help projects succeed moving forward.

Thank you for your consideration,

[Insert Your Name]