

# Prosci® Experienced Practitioner Program Application



We want to ensure that attendees at the Prosci Experienced Practitioner Program have a complete and clear understanding of the intent of the program and the requirements for attendees. The information below provides an overview of the objective of the program, the prerequisites and the pre-work.

Page 2 of this document is the application form, which must be completed to begin the registration process for this program. Approval of your application is required before registration can take place. Please call +1 970-203-9332 with any questions or comments you may have.

## Making You a Change Management Expert

**Objective:** The focus of the program is to move beyond what is covered in Prosci's 3-day Certification Program. This is not simply a deeper dive into topics already covered in the Certification Program. The course is aimed at providing you the additional background, context and depth of knowledge to make you the "go to" person on any issue related to managing the people side of change.

## Prerequisites

- Prosci certification
- Change management application experience
- Have a recently completed project where you applied the Prosci methodology
- Must pass entry exam
- Approved Course Application (page 2 of this document)

Additionally, consultants interested in attending the program need an engagement with a particular client providing direct change management services and client authorization for case study pre-work.

## Pre-work

The program will have extensive pre-work, and attendees are expected to invest significant time and energy in preparation to be active and valuable members of the program. Please plan for 35 to 40 hours of pre-course preparation.

The two pre-work components are:

- **Change Management Literature Review** – You will read excerpts from a list of seminal change management works and be responsible for preparing a 10-minute "compare and contrast" overview of two of these works that you will deliver in the program. You will be responsible for purchasing these books on your own.
- **Case Studies** – You will write two short case studies on your application of change management on projects in your organization. Templates and guidelines will be provided upon registration. One case study will present a successfully completed application of the methodology and one will present a current situation and the challenges you are facing.

# Participant Information

Please complete this form and email to [register@prosci.com](mailto:register@prosci.com)



**\*Required Fields**

\*Participant Name:  \*Today's Date:

(As you would like it to appear on a certificate)

\*Organization Name:  \*Phone:

\*Address, City, State, Zip:

\*Job Title:  \*Email:

\*Emergency Contact and Relationship:  \*Phone:

Do you plan on attending the welcome dinner at 7 p.m., Monday night?    Yes    No

\*Do you have any food allergies?

Name and email of person to send the pending invoice to (if different than actual participant):

What will be your method of payment?    Credit card    Check    Wire transfer

Is your organization tax exempt?    Yes    No

## Course Information

\*Date of Class:  \*Program Location:

Program Tuition: \$3,525

## Certification Information

\*When did you complete the Prosci 3-day Certification Program?

\*Who was your instructor?

\*Which did you attend?    Open enrollment public session

Onsite program    Location

## Change Management Application and Background

\*How many years have you been formally applying change management?

\*On how many projects have you applied the Prosci methodology?

\*Describe the last project where you applied the Prosci methodology. What role did you play on the project? What elements of the methodology did you use? Were there elements that you did not use?

\*Describe your most successful change management application. What conditions resulted in the level of success you achieved? How did you determine success?

\* In your own words, describe the value of a structured approach to change management.

\* What are the biggest obstacles you have faced in your change management work?

\*What do you expect to get out of attending the Experienced Practitioner Program?

Please initial next to each of the pre-work assignments to indicate that you understand and will be able to complete the requirements.

Initials	Pre-work Requirements
<input type="checkbox"/>	Change Management Literature Review
<input type="checkbox"/>	Case Study – Methodology application
<input type="checkbox"/>	Case Study – Current project with challenges

**Terms and Conditions**  I agree to the Terms and Conditions

**Cancellation Policy:** More than 30 calendar days before the program, tuition is fully refundable or transferable to another session date. Within 30 to 15 calendar days of the program start date, tuition is nonrefundable and 75% can be transferred to a subsequent session (25% change fee). Within 14 calendar days of the program start date, tuition is nonrefundable and 50% can be transferred to a subsequent session (50% change fee). All cancellation/transfer requests must be received in writing (by email to [register@prosci.com](mailto:register@prosci.com)).  
**Venue Package:** the venue package is nonrefundable and nontransferable.

**Release of Liability and Indemnity Agreement:** In consideration for participating in Prosci’s program (the “Event”) and to the greatest extent permitted by law, you assume all risks associated with participating in the Event known or unknown, including but not limited to, injury and/or death, and you hereby release Prosci, Inc., its employees, consultants, insurance carriers, officers, directors, representatives, and agents (hereinafter the “Released Parties”) from any and all liability and/or claims that you may be entitled to bring on your own behalf that arise from participation in the Event, including claims based on negligence or breach of warranty. To the fullest extent permitted by law, you agree to indemnify and hold harmless the Released Parties from any and all claims, including those of a third party, and to not make claims or file any actions against any of the Released Parties arising in whole or in part from participation in the Event. You further agree to pay all costs, including attorney’s fees, incurred by any Released Party in defending a claim or suit brought by you or on your behalf. You understand that participating in any additional activities beyond the Event is voluntary and that your change management certification is not contingent upon participation in any such activity.

**Governing Law:** These terms shall be governed by the laws of the state of Colorado.

**Privacy Policy:** Know your data privacy rights (<http://empower.prosci.com/know-your-data-privacy-rights>). By agreeing to these terms and conditions, you acknowledge your consent to Prosci’s collection and use of all information you provide to Prosci in accordance with Prosci’s privacy policy, located at [www.prosci.com/privacy-policy](http://www.prosci.com/privacy-policy).

**Email Communications:** By registering for this program, you agree that Prosci may contact you with information related to this course at the email you have provided. You may unsubscribe from email communication at any time.