

Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is made and entered into by and between:

College of Eastern Idaho Workforce Training and Continuing Education (CEI WTCE), located at 1600 S 25th E, Idaho Falls, ID, 83402 and
Eastern Idaho PMI Chapter, located at P.O. Box 51371, Idaho Falls, ID 83405-1371

Effective Date: [12/01/2025]

1. Purpose

The purpose of this MOU is to establish a mutual understanding and outline the terms and conditions under which the parties will collaborate on professional development classes that qualify for PDUs (Professional Development Units) through PMI (Project Management Institute).

2. Scope of Work

Each party agrees to undertake the following responsibilities:

CEI WTCE Responsibilities:

- Submit course syllabi and learning objectives for PMI review and approval.
- Ensure all materials (presentations, printed handouts, etc.) are prepared and delivered.
- Use Eastern Idaho PMI branding and logo on all marketing materials that promote approved classes
- Cross-promote courses via social media and other platforms

Eastern Idaho PMI Chapter Responsibilities:

- Review and approve CEI courses offerings for PDU eligibility
- Provide CEI WTCE the 10-digit PMI chapter code for student PDU submission.
- Process necessary documentation for students to receive PDU's.
- Help provide information from chapter members on interested PDU topics

3. Duration

This MOU shall commence on the effective date and remain in effect indefinitely, with no specified end date. Either party may terminate this agreement within thirty (30) days written notices. In the event of potential termination, both parties agree to collaborate in good faith to resolve any issues that may have led to the termination consideration.

4. Funding and Resources

This MOU does not include any financial commitments or funding obligations by either party. Each party shall be responsible for its own costs and resources incurred in the execution of responsibilities outlined in this agreement, unless otherwise agreed upon in writing.



5. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of this collaboration.

6. Dispute Resolution

Any disputes arising from this MOU/MOA shall be resolved through mediation, in good faith by both parties.

7. Amendments

This MOU/MOA may be amended only by mutual written agreement signed by both parties.

8. Signatures

IN WITNESS WHEREOF, the parties have executed this Memorandum as of the date first written above.

Eastern Idaho PMI Chapter

Signature: _____

Name:

Title:

Date:

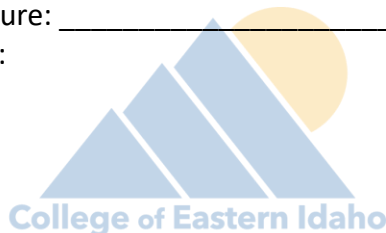
College of Eastern Idaho Workforce Training & Continuing Education

Signature: _____

Name:

Title:

Date:



Workforce Training & Continuing Education



Workforce Training & Continuing Education

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