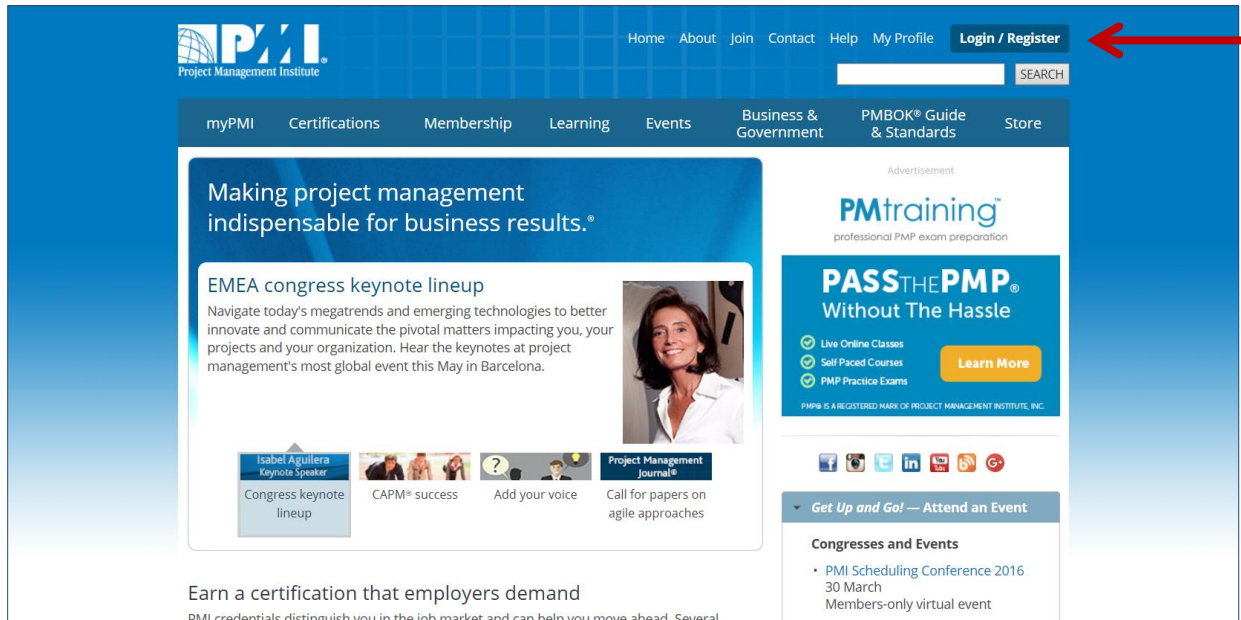


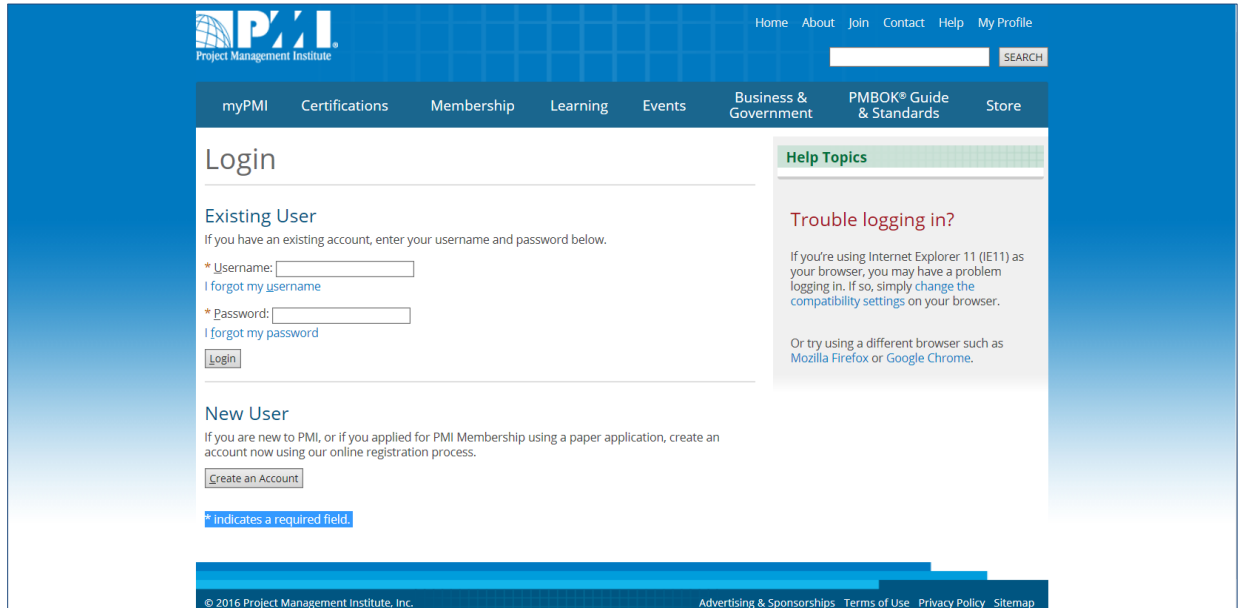
## How to Report Professional Development Units (PDUs) to www.PMI.org

Enter [www.pmi.org](http://www.pmi.org) in your browser, then click Login/Register in the upper right corner.



The screenshot shows the PMI website homepage. The top navigation bar includes links for Home, About, Join, Contact, Help, My Profile, and Login / Register. A red arrow points to the 'Login / Register' link. Below the navigation bar is a search bar and a menu with categories like myPMI, Certifications, Membership, Learning, Events, Business & Government, PMBOK® Guide & Standards, and Store. The main content area features a large banner with the text 'Making project management indispensable for business results.®' and a section for 'EMEA congress keynote lineup' featuring Isabel Aguilera. There is also an advertisement for 'PMtraining' and a 'Get Up and Go! — Attend an Event' section listing the 'PMI Scheduling Conference 2016'.

Enter your username and password.

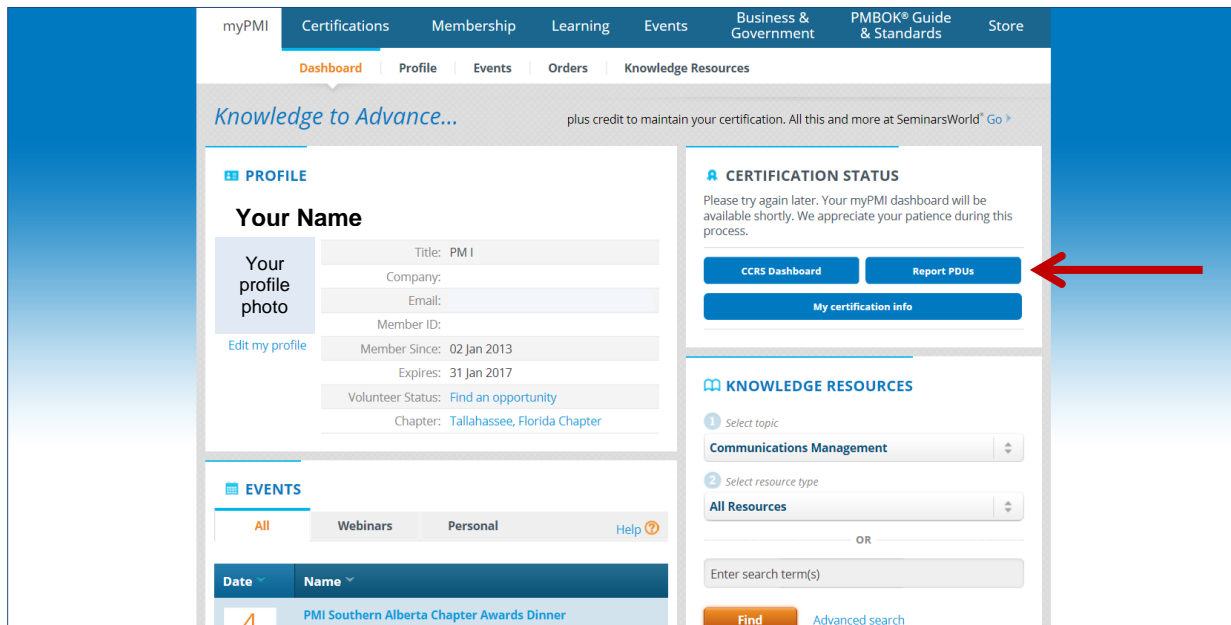


The screenshot shows the PMI website login page. The top navigation bar is the same as the homepage. The main content area is titled 'Login' and is divided into two sections: 'Existing User' and 'New User'. The 'Existing User' section has fields for 'Username' and 'Password', with links for 'I forgot my username' and 'I forgot my password', and a 'Login' button. The 'New User' section has a 'Create an Account' button. A 'Help Topics' section on the right is titled 'Trouble logging in?' and provides instructions for users having issues with Internet Explorer 11. The footer contains copyright information for 2016 Project Management Institute, Inc. and links for Advertising & Sponsorships, Terms of Use, Privacy Policy, and Sitemap.

Click on the myPMI tab to get to your profile.



Click on Report PDUs.



You will see two categories (Education and Giving Back), and types of PDU activities listed under each. For a description of an activity, click on the question mark to the right.

Select which type of activity you wish to report.

### Example 1: Report PDUs for a chapter meeting

For the first example we'll report PDUs for a chapter meeting.

Select Organization Meetings.

- Dashboard
- Report PDUs
- Claim History
- Search Activities
- Earn PDUs
- Handbooks & Guides

## Organization Meetings

Dashboard > Report PDUs > Organization Meetings

### Meeting or Conference Information

Organization/Host

Title

Meeting Number (optional)

Description (optional)   
4000 characters left

Date Started

Date Completed

URL (optional)

### PDUs Claimed

	Technical	Leadership	Strategic	Total PDUs
PMP	0.00	0.00	0.00	0.00

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate.

[Submit](#)

For Organization/Host, type in C287. PMI Tallahassee Chapter will automatically populate.

- Dashboard
- Report PDUs
- Claim History
- Search Activities
- Earn PDUs

## Organization Meetings

Dashboard > Report PDUs > Organization Meetings

### Meeting or Conference Information

Organization/Host  x  
(C287) PMI Tallahassee, Florida Chapter

Title

Meeting Number (optional)

For Title, enter the subject of the meeting presentation.  
Enter the meeting date.

Organization/Host ⓘ C287

Title ⓘ Example: Conflict Management

Meeting Number ⓘ Meeting #  
(optional)

Description ⓘ Learn conflict management skills project managers can use in project teams. |  
(optional) 3923 characters left

Date Started d MMM yyyy

Date Completed d MMM yyyy

At the bottom of the page you will report which “skill areas” these PDUs fit. There are three skill areas: Technical, Leadership, Strategic.  
The PDUs you report for the meeting may be all one type or a combination.

For this example, the presentation content (conflict management) fit within the Leadership skill area, so we’ll report 1.5 PDUs in Leadership for a 1.5 hour meeting.

PDPs Claimed ⓘ

	Technical ⓘ	Leadership ⓘ	Strategic ⓘ	Total PDUs
PMP®	0.00	1.50	0.00	1.50

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

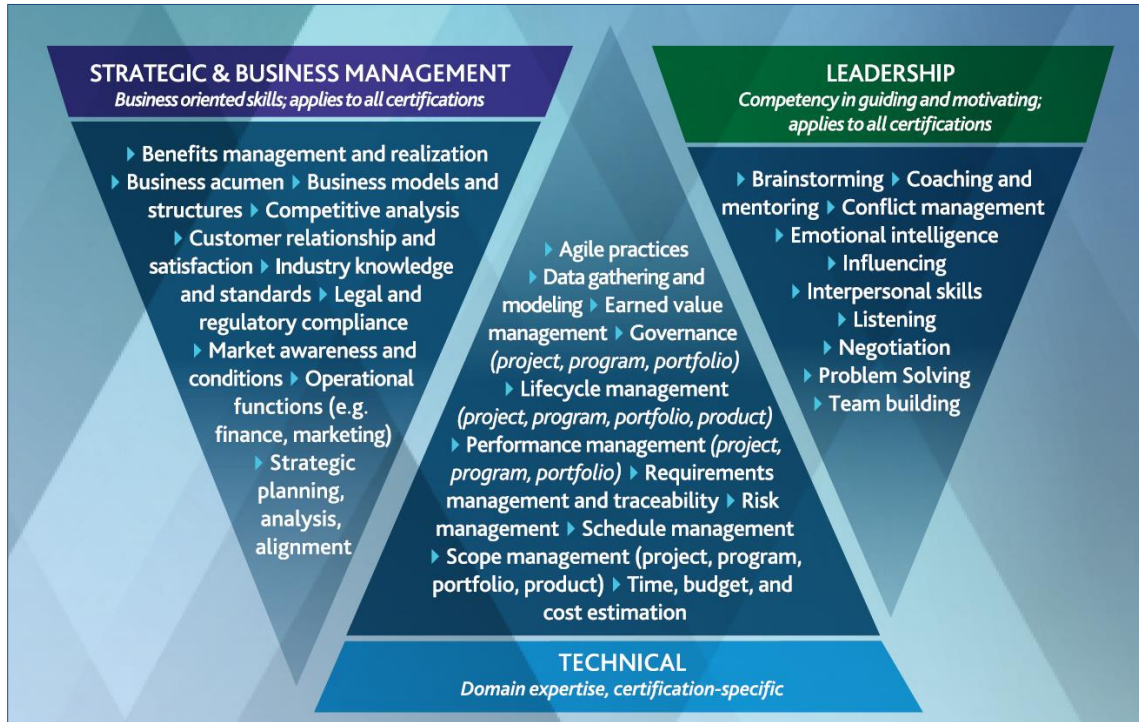
I agree this claim is accurate.

Submit

Check the “I agree this claim is accurate” box and click Submit.

For examples of what fits within each skill area see the PMI Talent Triangle at <https://www.pmi.org/~media/PDF/Certifications/talent-triangle-flyer.ashx>

### PMI Talent Triangle:



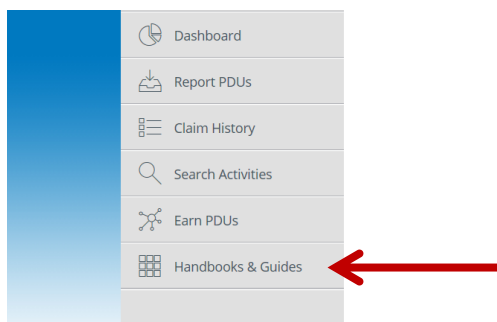
For more detail about PDUs read the Continuing Certification Requirements (CCR) Handbook at

<http://www.pmi.org/~media/PDF/Certifications/handbooks/ccr-certification-requirements-handbook.ashx>

View an electronic User Guide for the Continual Certification Requirements System at

[http://www.pmi.org/help/ccrs\\_user/default.htm](http://www.pmi.org/help/ccrs_user/default.htm)

Find these and more by clicking on Handbooks & Guides at the left side of your screen when logged in to report PDUs.



## Example 2: Report PDUs for a course or training

On the Report PDUs page, click on Course or Training.

PMI.org About PMI Help Contact

### Continuing Certification Requirements System

## Report PDUs

Dashboard > Report PDUs

#### EDUCATION

Learning opportunities that allow you to broaden your knowledge in one of the PMI Talent Triangle skill areas: Technical, Leadership, or Strategic and Business Management.

- Course or Training** (In person or virtual classes, formal education)
- Organization Meetings** (Chapter, company, or professional meetings limited to 2 PDUs)
- Online or Digital Media** (Pre-recorded Webinars, Podcasts, digital recordings)
- Read** (Books, articles, blogs)
- Informal Learning** (Structured discussions with other professionals or mentors)

#### GIVING BACK

Activities that enable you to share and apply your knowledge and skills as a means to contribute to and help build the profession.

- Work as a Practitioner** (Working in a profession related to your certification)
- Create Content** (Authoring books or articles, creating webinars)
- Give a Presentation** (Preparing for and speaking or presenting)
- Share Knowledge** (Serving as a moderator, SME, or mentor)
- Volunteer** (Volunteering without compensation)

Dashboard  
Report PDUs  
Claim History  
Search Activities  
Earn PDUs  
Handbooks & Guides

Enter the training provider name or ID#.

### Course or Training

Dashboard > Report PDUs > Course or Training

#### Course or Training

Provider (Provider #) Name (4101) Lynda.com

Activity Activity Name or Number

Description (optional) 4000 characters left

Date Started d MMM yyyy

Date Completed d MMM yyyy

URL

Enter the course name, description, and dates.

Course or Training

Dashboard > Report PDUs > Course or Training

Course or Training

Provider ⓘ 4101

Activity ⓘ Project Management Fundamentals

Description ⓘ (optional)  
Exploring project management, initiating, planning, building project schedule, running a project, closing a project.  
3884 characters left

Date Started 16 Apr 2015

Date Completed 21 May 2015

URL

Enter the skill area (Technical, Leadership, Strategic) for the PDUs. In this example, the training course focused on technical project management skills.

Check the “I agree this claim is accurate” box and click Submit.

Contact Person (optional) Contact Person

Contact Phone (optional) Contact Phone

Contact Email (optional) Contact Email

PDUs Claimed ⓘ

	Technical ⓘ	Leadership ⓘ	Strategic ⓘ	Total PDUs
PMP®	2.00	0.00	0.00	2.00

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate.

Submit

You'll receive a confirmation screen for the PDUs you reported. PMI will also send you an email confirmation of your claim, and a second email with the results (approved, or denied and the reason).

**Course or Training**  
 Dashboard > Report PDUs > Course or Training

**Thank You!**  
 You will receive an email shortly to confirm your activity claim and the PDUs earned for the claim.

PDU Category: Education > Course or Training  
 Activity Title: Project Management Fundamentals  
 Date Started: 16 April 2015  
 Date Completed: 21 May 2015

Submission Result	PMI ID	Type	Claim ID	Claimed PDUs
Submitted	2601750	PMP®	15865123	2.00

[Report Another Claim](#)

**Note about PMI webinars:**

When you attend a PMI webinar through the [www.ProjectManagement.com](http://www.ProjectManagement.com) website, PMI includes a breakdown of the PDUs for that webinar.

As an example, for an Earned Value Management webinar the content of the training included some technical, some leadership, and some strategic. The one-hour course would be reported as following:

management methodology and how to 'speak' about the values delivered by EVM in terms of objective Technical Performance Measures (TPMs).

*This webinar qualifies for the following PDUs:*

	Technical	Leadership	Strategic	Total
PMP/PgMP	0.50	0.25	0.25	1.00
PMI-ACP	0.00	0.25	0.25	0.50
PMI-SP	0.00	0.25	0.25	0.50
PMI-RMP	0.00	0.25	0.25	0.50
PFMP	0.00	0.25	0.25	0.50
PMI-PBA	0.00	0.25	0.25	0.50

**Another note about PMI webinars:** If you are a paid member of PMI you have a complementary premium membership (\$249 a year for non-PMI members) and can access all the webinars on the ProjectManagement.com website for no additional cost.

See "Webinars on ProjectManagement.com for PMI Members" [\(this would link to this document on the PMI Tallahassee website\)](#) for more detail on how to log in and access premium content on [www.projectmanagement.com](http://www.projectmanagement.com).