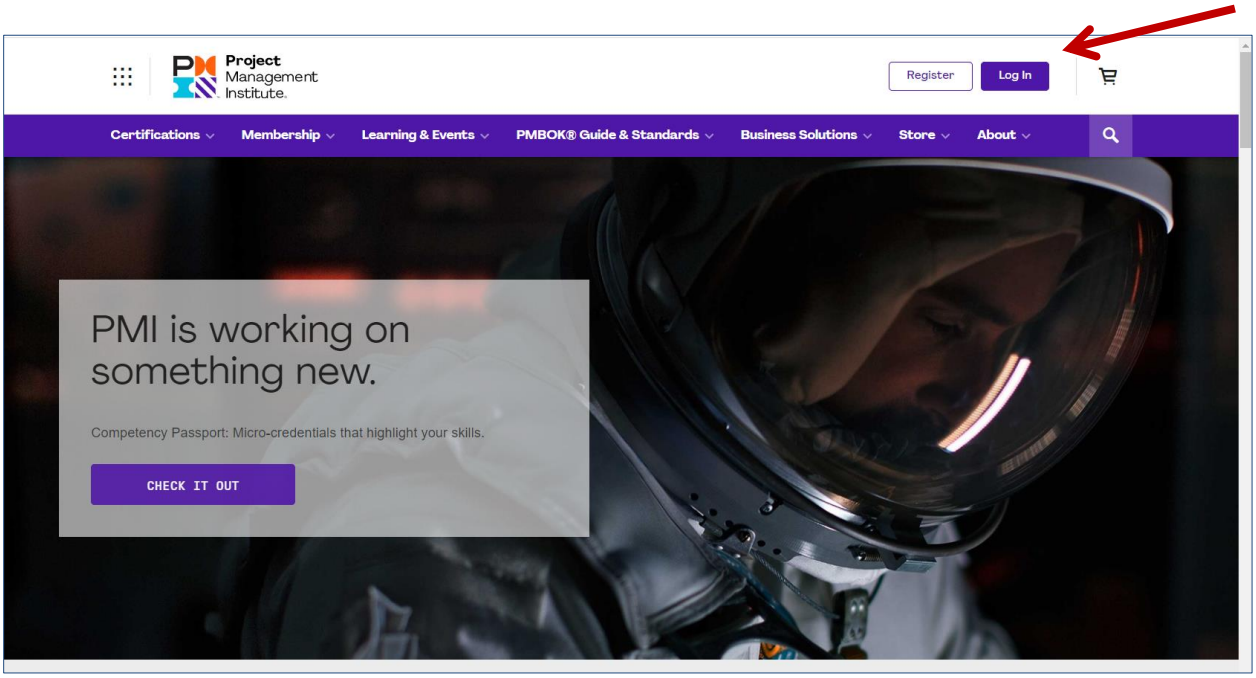
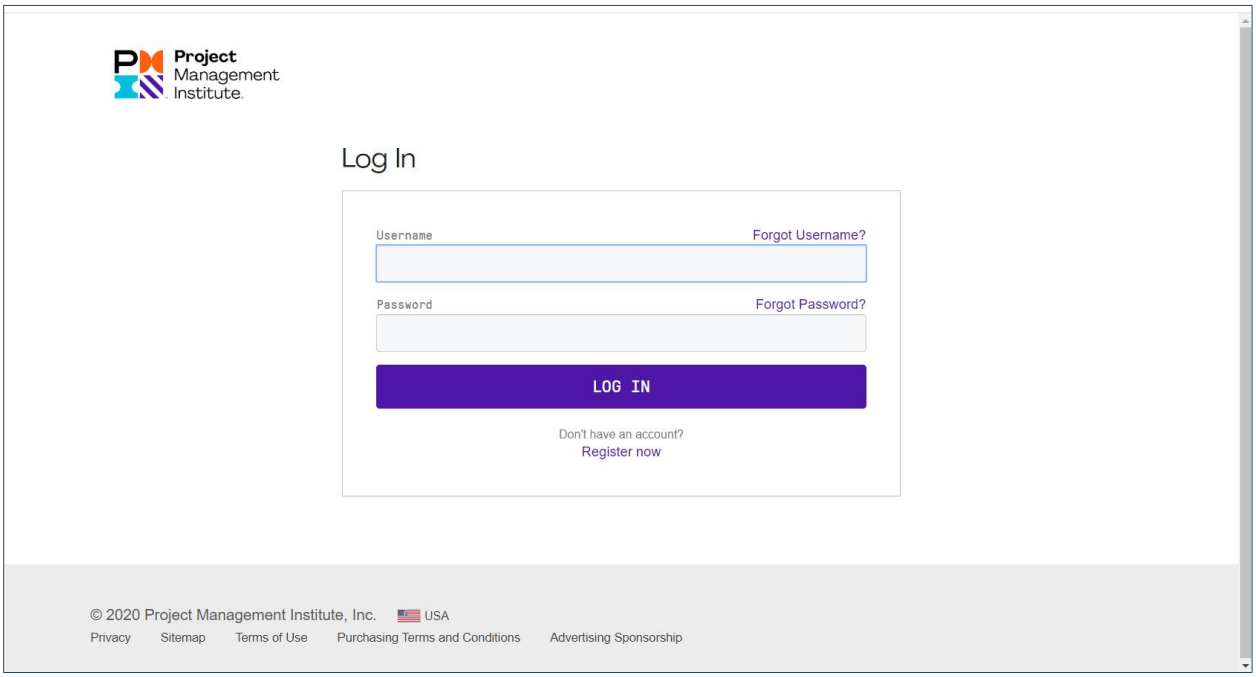
How to Report Professional Development Units (PDUs) to www.PMI.org

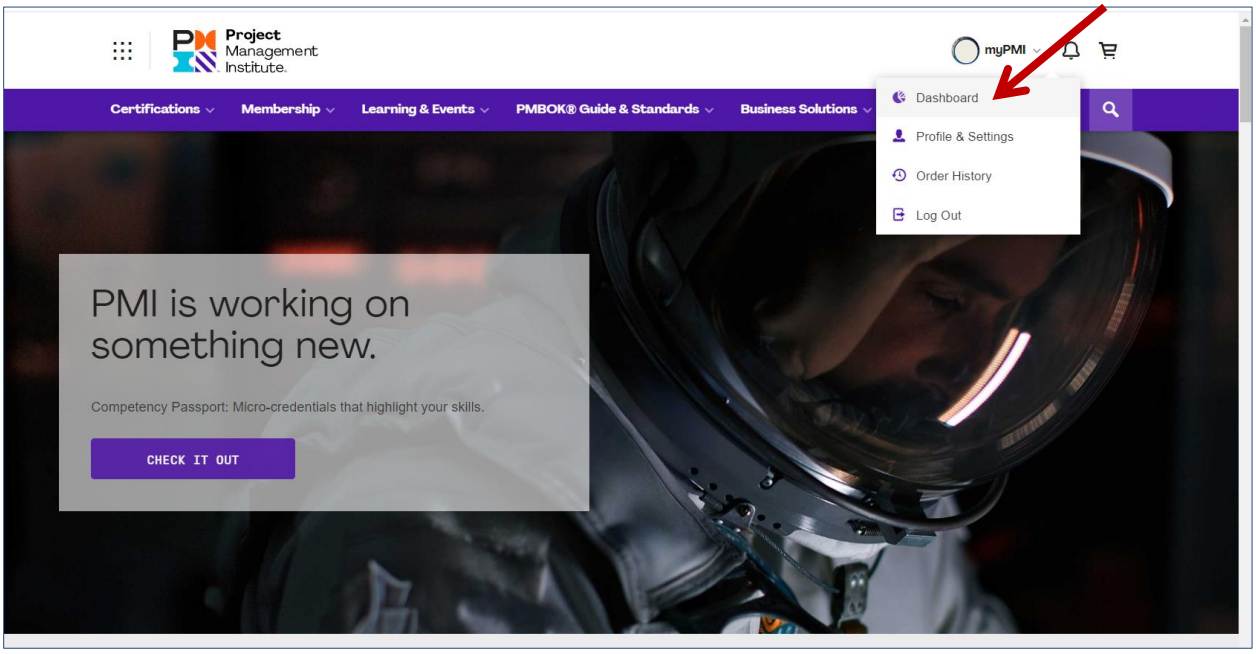
Enter www.pmi.org in your browser, then click Login/Register in the upper right corner.



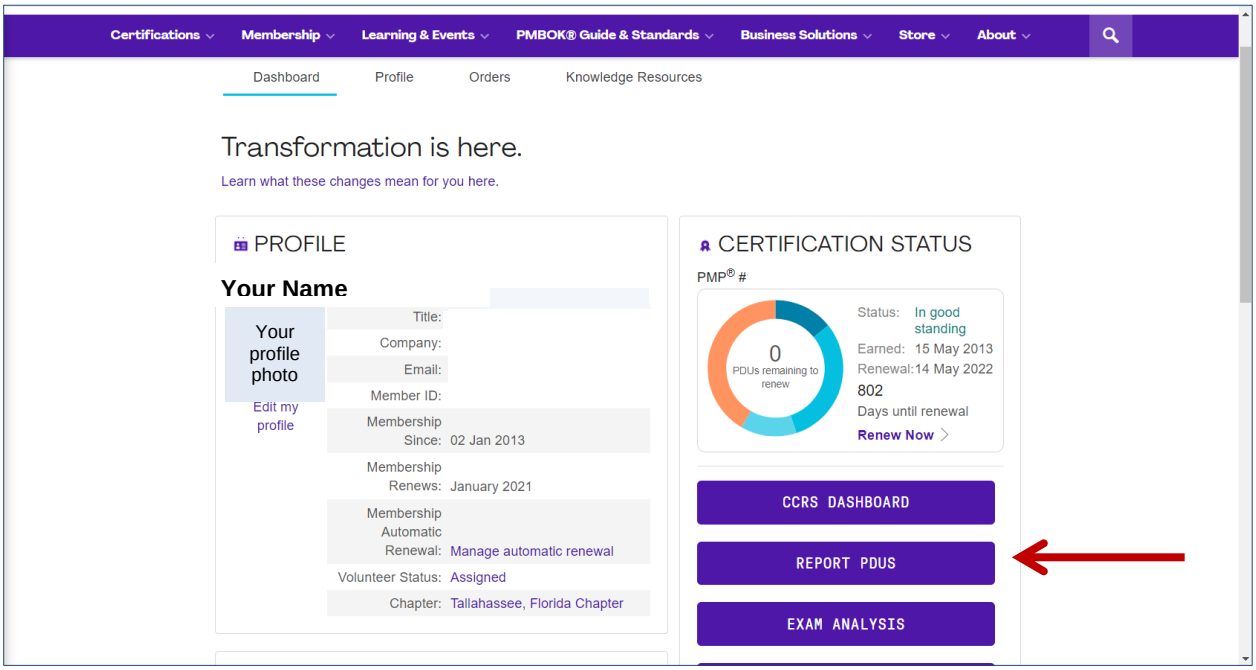
Enter your username and password.



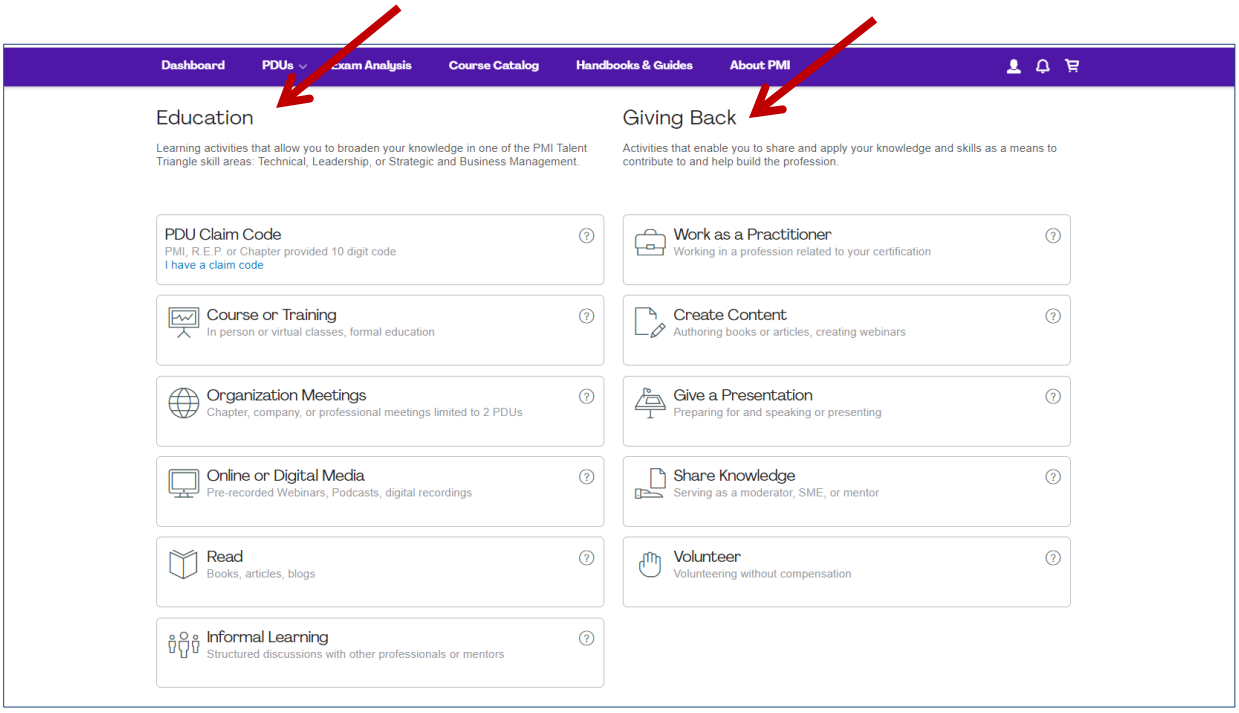
Click on myPMI at the top right and select “Dashboard.”



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 its right.



Select which type of activity you wish to report.

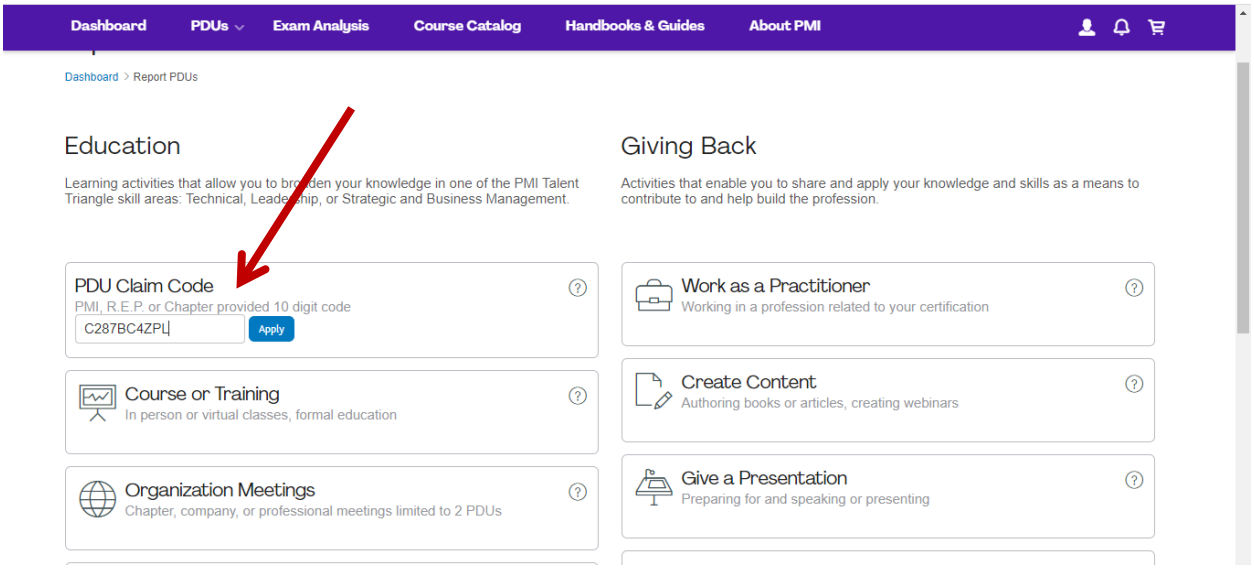
Example 1: Report PDUs for a chapter meeting

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

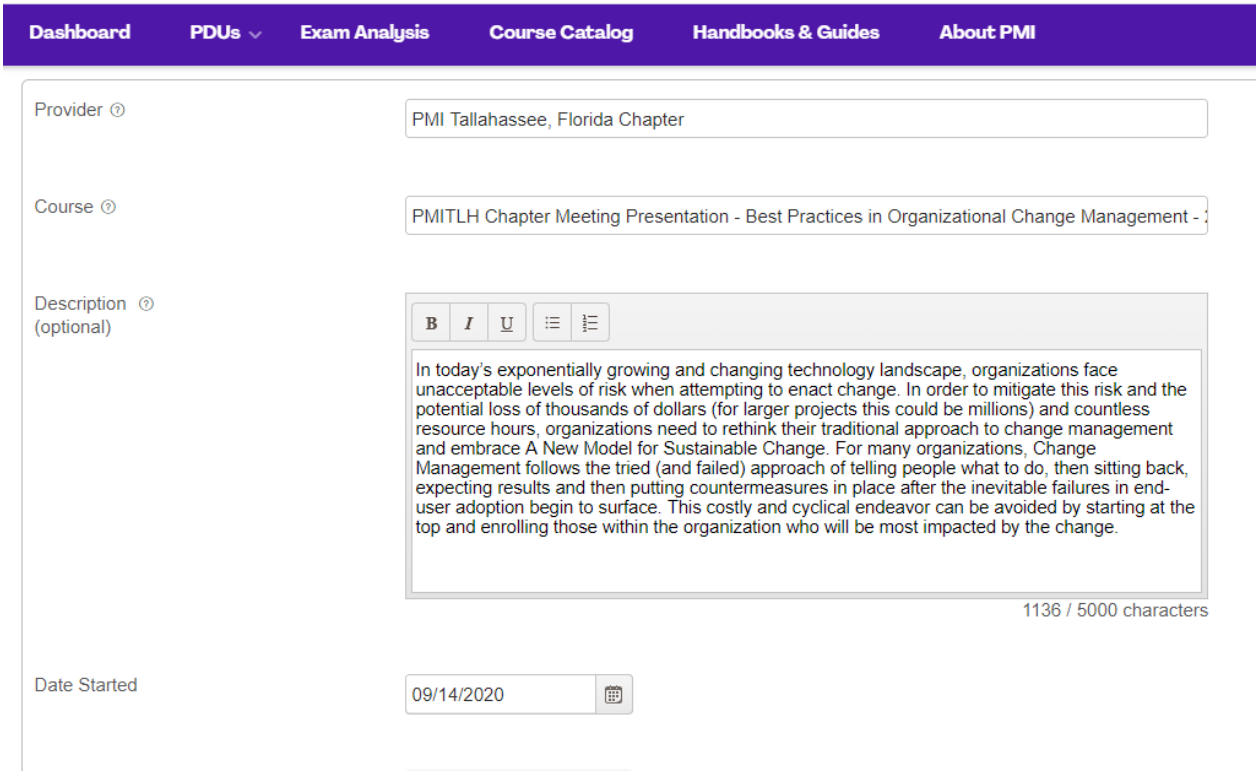
Option 1: You have a Claim Code for the meeting

Claim codes will always start with C287 and have a series of numbers and letters, for example: C287BC4ZPL

Under "PDU Claim Code," select "I have a claim code" and enter the code in the box. Then select "Apply."



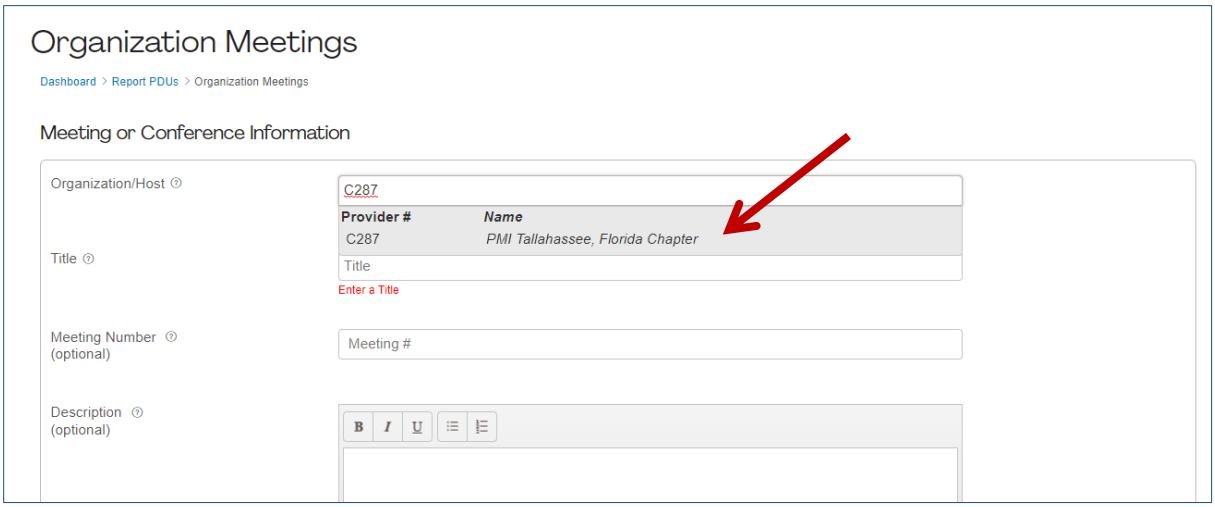
The meeting description will populate. Enter date if needed, scroll to the bottom of the page, select “I agree this claim is accurate” and select Submit.



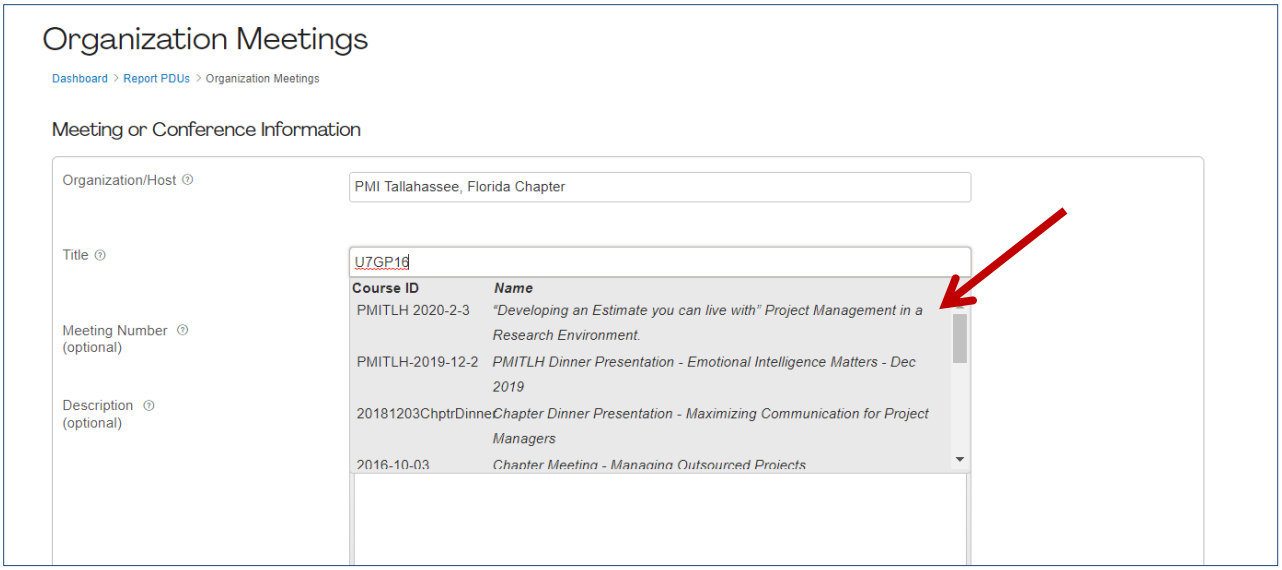
Option 2: You don’t have a Claim Code

Select Organization Meetings.

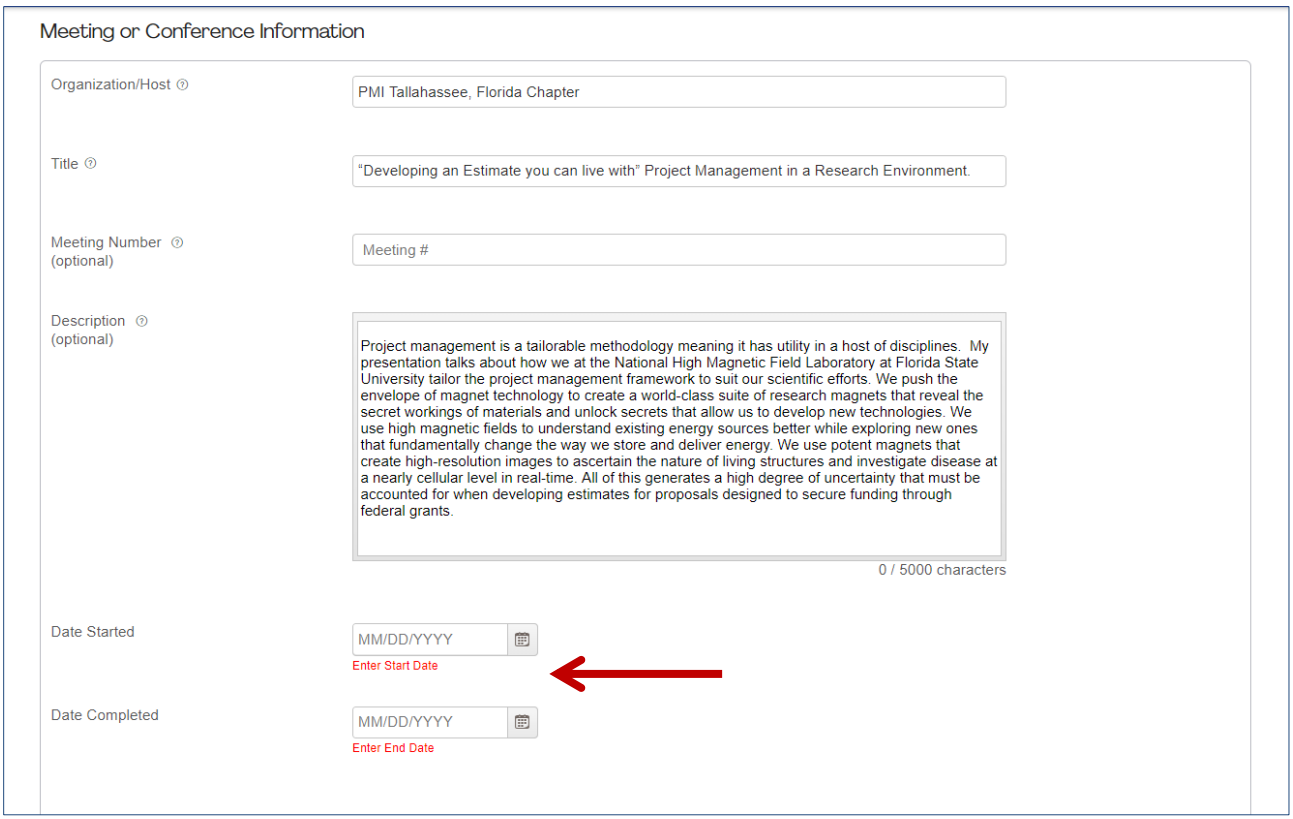
For Organization/Host, type in **C287**. PMI Tallahassee, Florida Chapter will appear. Select PMI Tallahassee, Florida Chapter.



In the Title field, enter the subject of the meeting presentation. (A list of chapter meetings may populate.)



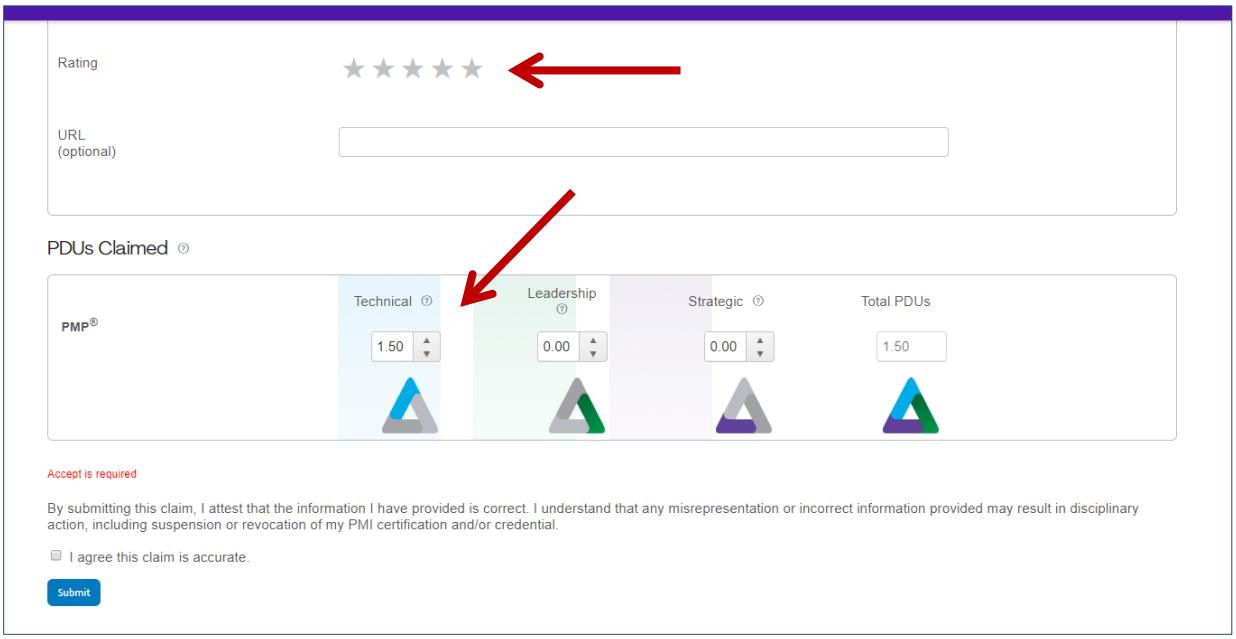
If a list appears and the meeting is listed, select the meeting for which you are reporting PDUs. The Description will automatically populate. (Alternatively, you can enter a meeting description.)



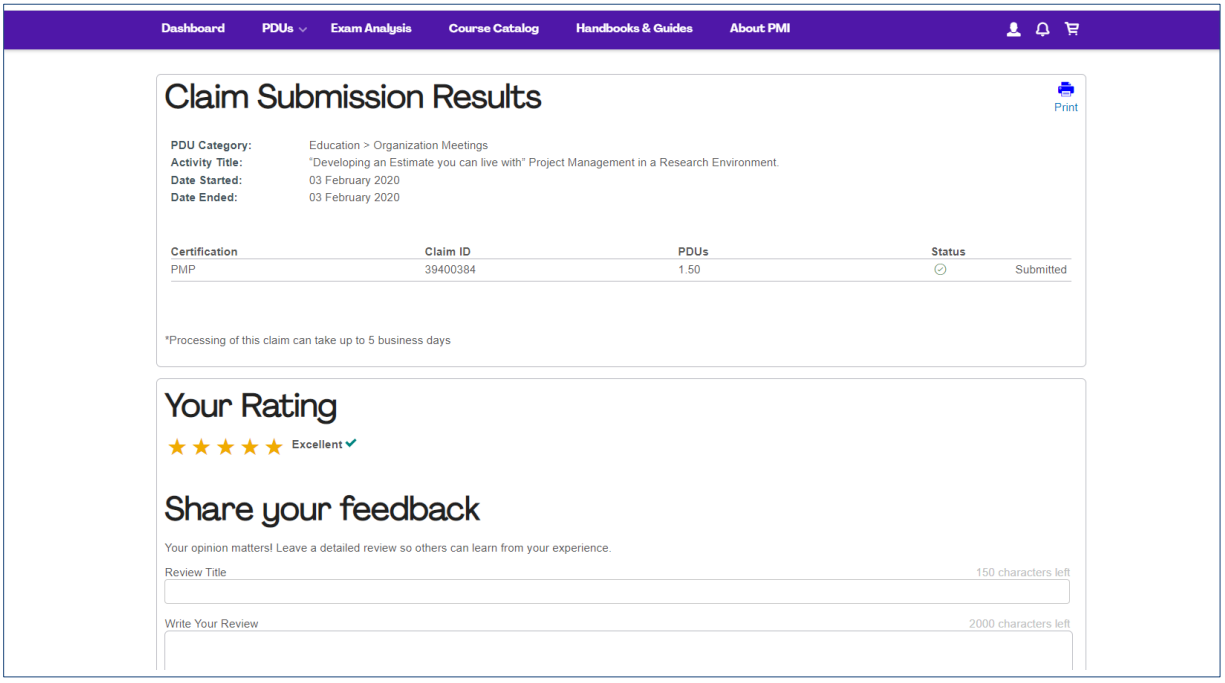
Enter the meeting date.

Give the meeting a rating if you like.

The PMI Talent Triangle categories of PDUs will automatically populate if the specific meeting was selected. There are three skill areas: Technical, Leadership, Strategic. The PDUs reported for the meeting may be all one type or a combination. (If this is not pre-populated, enter the number of PDUs in the appropriate Talent Triangle area.

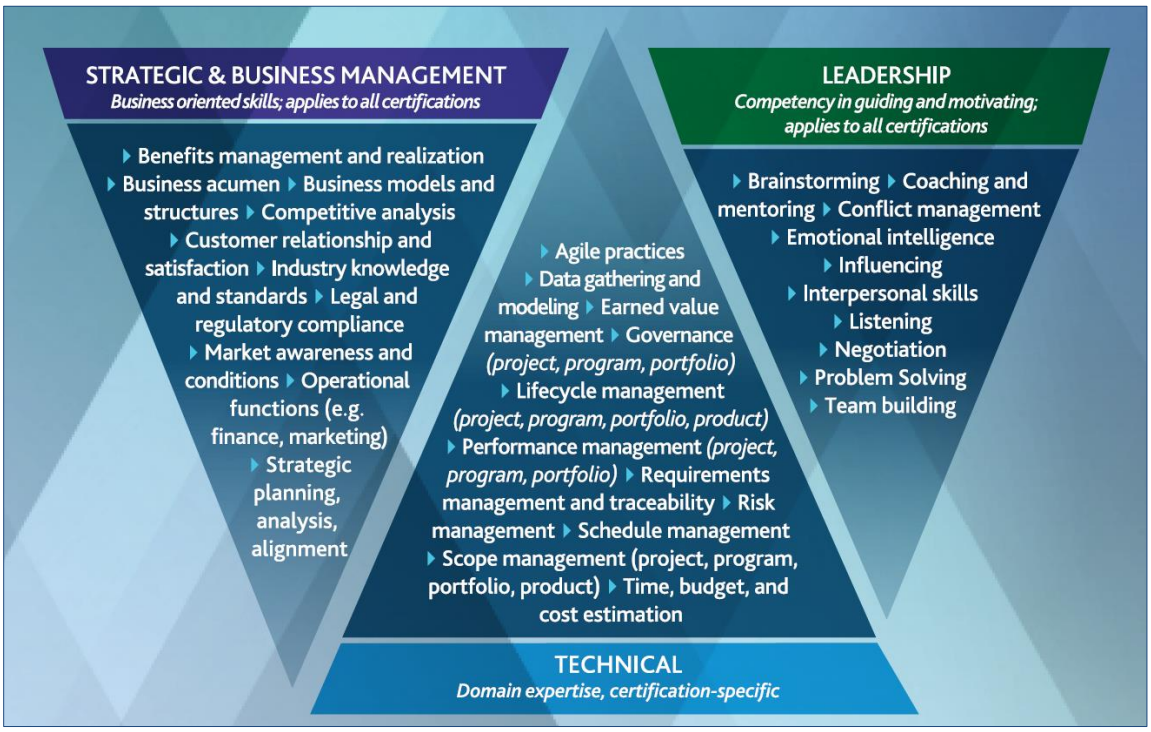


Check “I agree this claim is accurate” and click Submit.



For examples of what fits within each skill area see the PMI Talent Triangle at https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/talent-triangle-flyer.pdf

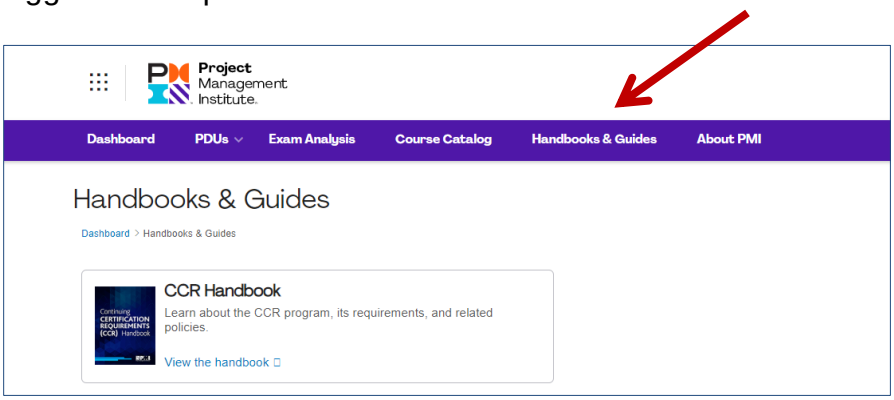
PMI Talent Triangle:



View information about the CCR program at https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/new-certification-requirements.pdf

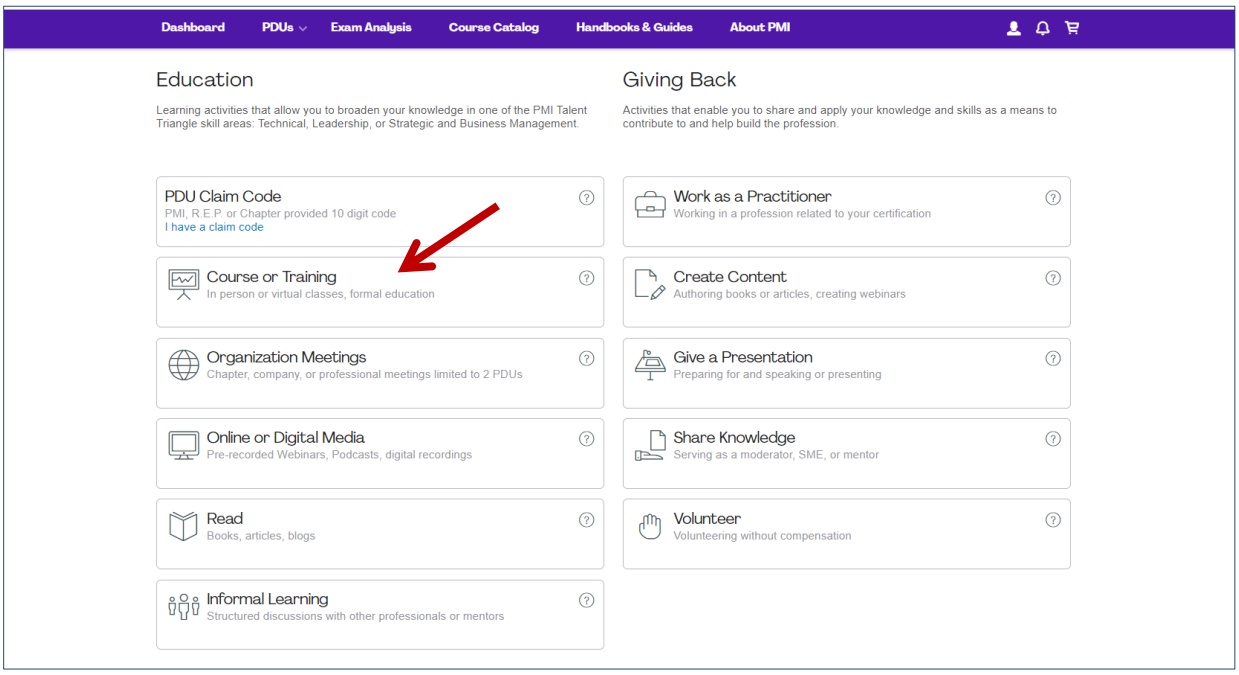
For more detail about PDUs read the Continuing Certification Requirements (CCR) Handbook at https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/ccr-certification-requirements-handbook.pdf

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

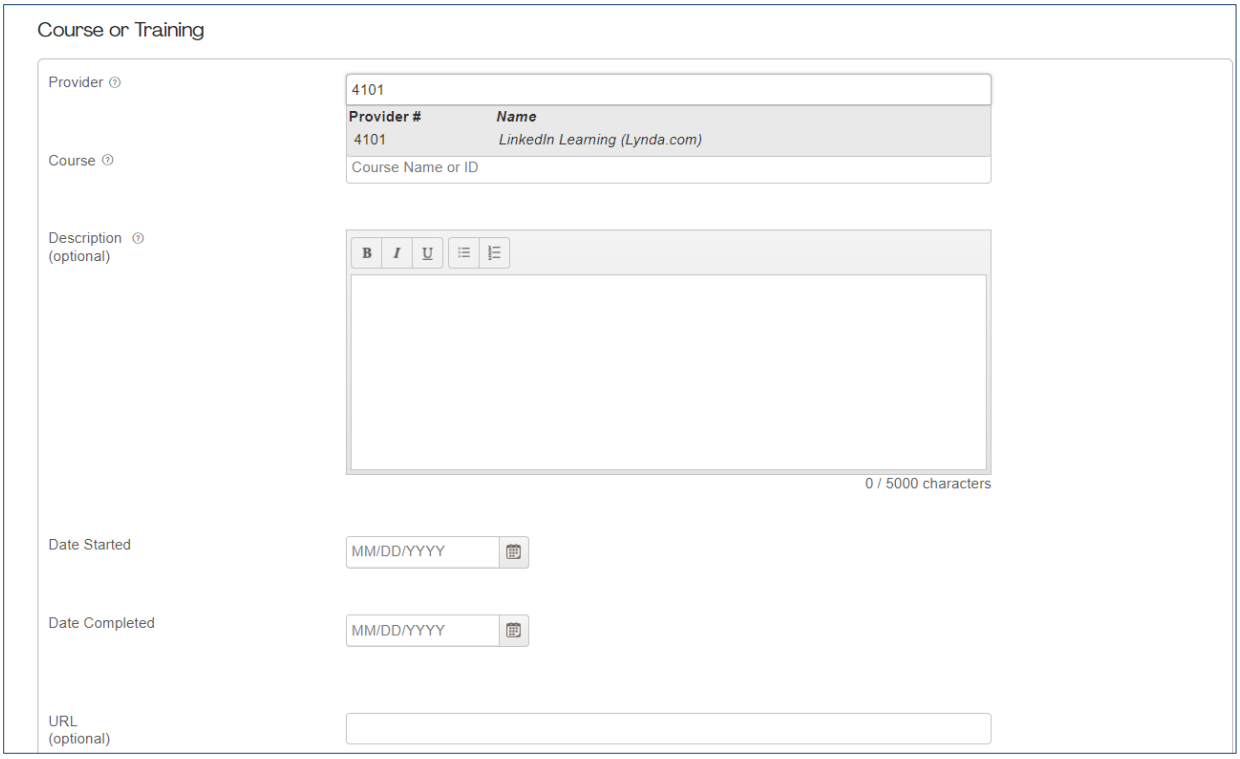


Example 2: Report PDUs for a course or training

On the Report PDUs page, click on Course or Training. (Alternatively, if you have a Claim Code for the training, enter that in the PDU Claim Code box.)



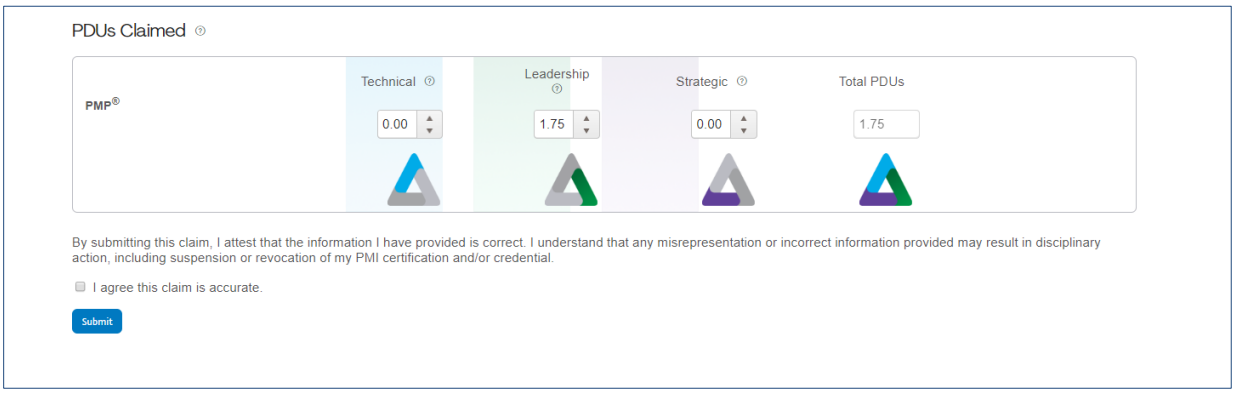
Enter the training provider name or ID#.



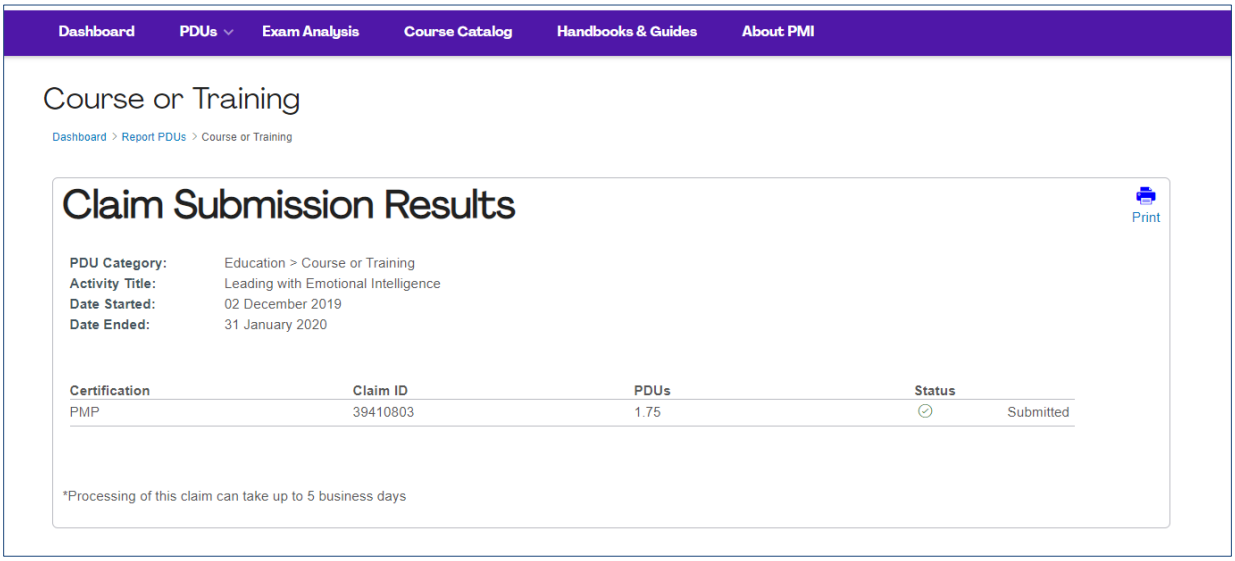
Enter the course name, description, and dates.

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

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



Note about PMI webinars:

When you attend a PMI webinar through the 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:

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" for more detail on how to log in and access premium content on www.projectmanagement.com.