



Claiming Your Professional Development Units (PDUs)

1. Make sure you have your PMI member number, PMI certification number, and your www.PMI.org password available.
2. Log into www.PMI.org using your membership information.



3. Down the left side of the page there is a link for View PDUs (circled at the bottom of the image). Click the link.
4. Then the Continuing Certification Requirements System (CCRS) page opens. Below the words “PDU Activity” there is another link for Report PDU. Click the link.
5. Then the next page shows “Select PDU Category Step 1”. In the drop down box select “Cat. C: Self-Directed Learning” and at the bottom of the page select “Next”.
6. Enter the Program/Title Description as “**Learning About the ACP & Mastering Agile PM**”. Enter the Date started and Date completed information in the fields provided. Enter Hours Completed as “2”.
7. Use the “Select All” link for Process, and again for Knowledge Area.
8. Select your industry, or alternately use the “Select All” again.
9. Provider name = GR8PM, Inc.
10. Address = 7918 El Cajon Blvd. #N-326
11. City = La Mesa
12. State = CA
13. Zip = 91942
14. Country = United States
15. Phone = 619-890-5807
16. URL = www.GR8PM.com
17. E-mail = CustServ@GR8PM.com
18. Select “Next” and then the “PDU Quantities Step 3” page opens. Enter PDUs claimed = 2.
19. Select “Next” and then the “Confirmation and Submission Step 4” page opens. Check the “I agree...” box and select “Submit”.
20. If requested, please rate the event (favorably!)

(FAQs follow below.)



Quick FAQs for PMPs:

Each professional development unit (PDU) equals one hour spent engaged in a training activity. The six new (as of 03/01/2011) PDU categories fall into two divisions – Education and Giving Back to the Profession:

Education (no maximum on PDUs):

- **Category A:** Courses offered by PMI's REPs or Chapters and Communities
- **Category B:** Continuing Education (PM courses offered by a university, college, or non-REP training organizations)
- **Category C:** Self-Directed Learning

Giving Back to the Profession (maximum 45 PDUs in 3-year cycle):

- **Category D:** Creating New Project Management Knowledge
- **Category E:** Volunteer Service
- **Category F:** Work as a Professional in Project Management

All about PDUs

- How do I determine the program number for PMI chapter events under Category A? The program number would be in the format XXXX-XXXXXX, where the first four digits are the chapter's provider ID number, and the last six digits are assigned to each activity by the component. Generally, chapter ID numbers begin with "C". **NOTE:** If you attend a class given by a PMI Registered Education Provider (REP), the number is the same as the REP's ID number.
- When reporting PDU activities, is any supporting documentation required? You do not need supporting documentation to report PDUs and renew your credential. You should complete the online Activity Reporting Forms in the appropriate amount of time and submit the Self-Directed Learning (SDL) worksheet for your reported SDL activities. **NOTE:** PMI recommends you maintain a personal folder for all PDU-related documentation and keep this documentation for at least one year after your CCR cycle has ended. If you are randomly selected for an audit, you will need to provide this documentation.
- When is the earliest I can start earning PDUs after I earn a credential? You can start earning and reporting PDU activities as soon as you earn a credential.
- How do I know if a course or seminar is sufficiently related to project management? You may assume that courses offered by REPs are related to project and/or program management. If a course does not appear to be related, please notify PMI at once. If you are reporting attendance at a non-R.E.P. program or a self-directed learning (SDL) project, please use the process areas of the PMBOK® Guide as a reference to qualify project management topics.
- Do I need to submit a separate Activity Reporting Form for each activity during a multiple-day event? No. You may submit one Activity Reporting Form for the event, which covers the total number of PDUs. However, you should mention the individual activities under item two, "Program/Activity Title."