

How to Claim PDUs

Overall process is to first understand if what you are planning to do aligns to anyone of the PDU Categories outlined in the [How Are PDUs Earned](#) section of the PDU Resource Center Web Page. Second, follow through on what you have planned. Finally, record the activity details and report them to PMI.

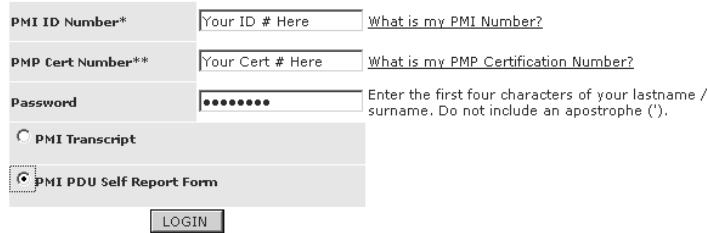
To Report PDUs:

Option 1 (Preferred): Report PDUs On-line

STEP 1) Goto the [CCR On-line PDU Resources page](#)

You will need your **PMI ID #, PMP Cert #, and password** (first 4 letters of your surname). If you have problems logging in contact PMI Customer Care Service at pmihq@pmi.org or +1 610-356-4600.

Figure 1 - Sample Log-In Screen

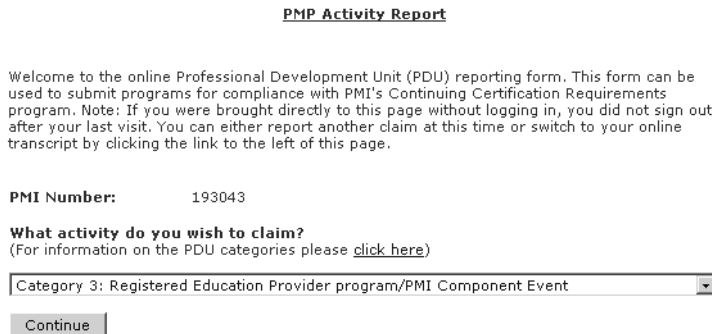


The image shows a login form with the following fields and options:

- PMI ID Number*:** Input field with placeholder "Your ID # Here" and a link "What is my PMI Number?".
- PMP Cert Number**:** Input field with placeholder "Your Cert # Here" and a link "What is my PMP Certification Number?".
- Password:** Input field with placeholder "*****" and a note: "Enter the first four characters of your lastname / surname. Do not include an apostrophe (').".
- Radio buttons:** "PMI Transcript" (unselected) and "PMI PDU Self Report Form" (selected).
- LOGIN:** A button at the bottom.

STEP 2) Select Activity (PDU Category) to Claim Against

Figure 2 - Sample Activity Selection (Using a 2007 PMI Leadership Conference as the example)



The image shows a form titled "PMP Activity Report" with the following content:

Welcome to the online Professional Development Unit (PDU) reporting form. This form can be used to submit programs for compliance with PMI's Continuing Certification Requirements program. Note: If you were brought directly to this page without logging in, you did not sign out after your last visit. You can either report another claim at this time or switch to your online transcript by clicking the link to the left of this page.

PMI Number: 193043

What activity do you wish to claim?
(For information on the PDU categories please [click here](#))

Category 3: Registered Education Provider program/PMI Component Event

Continue

STEP 3) Provide the requested information and proceed with registering the PDUs.

IF you select Category 3 you will need to select/search based on provider ID. For the CWCC chapter it is C047. You will then need to select a course ID. If you do not know the course ID you can select to search for registered activities (Using the Option 3 search seen in Figure 3 below).

As well, if you do not know the providers ID you can search for the ID to continue using Search Option 2.

Once the provider and course ID are identified you continue and fill out your information to register the PDU/s.

CWCC WILL ENDEAVOR TO PROVIDE MEMBERS WITH BOTH THE CHAPTER ID & COURSE ID TO SIMPLIFY THE PROCESS SO THAT YOU CAN GO STRAIGHT TO THE OPTION 1 SEARCH.

NOTE: You can also search for courses / activities by going to <http://sparky.occe.ou.edu/pmi/pmisearch.cfm>

Continuing to use the 2007 PMI Leadership Conference as the example (following STEP 2 – Figure 2), we will follow through a sample submission. In this sample the claim is for a PMI leadership conference provided by PMI; hosted in the US.

- The Provider: PMI Component & Community Relations (Provider ID = 2010)
- The Course: Region 1 Leadership Conference (Course ID = 200701) **

Enter using **OPTION 1** and skip Figure 3 – 4.

** Course must have first been registered by the provider prior to your being able to claim PDUs.

Figure 3 - Category 3 Provider/Course Search Screen Sample

Category 3 Claim: Registered Education Provider Program/ PMI Component Event Search

Option 1:
If you know the full course number (provider ID and course ID) of the R.E.P./PMI Component event you completed enter it below and click "Find Course".

-

Provider ID - Course ID

-OR-

Option 2:
Locate the course you completed using the name search option below. Start a search by entering the name of your R.E.P. provider/PMI component and click "Find Provider". *NOTE: R.E.P.s have the ability to prevent their course information from appearing in these search results to maintain their client confidentiality. Participation in these "hidden" courses must be reported using the course number method in Option 1.*

This is a keyword search. Try using the most unique word in your provider's name if you are unable to locate them initially. For example: To locate your PMI Chapter's name try searching only for "chapter". This will retrieve all names including "Chapter" from which you will be able to select the correct one. The same method can be used to easily find a PMI Specific Interest Group (SIG), search using only "sig".

-OR-

Option 3:
Search by the R.E.P. Number/PMI Component ID Number to directly go to the page containing the list of programs offered by that provider.

*NOTE: R.E.P.s have the ability to prevent their course information from appearing in these search results to maintain their client confidentiality. Participation in these "hidden" courses must be reported using the course number method in **Option 1**.*

Enter the exact 4 digit Provider ID to do your search.

Searched by "2010" to get results as seen in [Figure 4](#).

Could have search by 2010 & 200701 using Search Option 1 and arrive at the screen seen in Figure 5.

If you did not know the Provider ID you could search by name, e.g. "PMI Component" to find it using Search Option 2, then you proceed with Option 1 or 3.

Figure 4 - Search Results Based on Searching Using Option 3 (Search by 2010)

Category 3 Claim: course details

Select the course or event you completed from those listed below. Change the sorted column by clicking either column heading ("Course Name" or "Course Number"). Do not submit a claim for which you do not have supporting documentation.

Provider Name: PMI Component & Community Relations

<u>Course Name</u>	<u>Course Number</u>
• REGION 1 2005 CONFERENCE OF WORKSHOPS & SEMINARS TO TRAIN CHAPTER LEADERS	2010-200501
• REGION 3 ANNUAL MEETING	2010-200503
• PMI REGION 2 SPRING 2005 MEETING	2010-200504
• REGION 6 LEADERSHIP MEETING - SYNERGY - GETTING GOOD, GETTING BETTER	2010-200506
• ANNUAL PMI REGION 7 SUMMIT	2010-200507
• REGION 13 LEADERSHIP SEMINAR AT PMI HQ HEADQUARTERS	2010-200513
• 2005 REGION 14 LEADERSHIP MEETING ATLANTA, GA	2010-200514
• REGION 1 LEADERS CONFERENCE	2010-200601
• PMI REGION 2 SPRING 2006 MEETING	2010-200602
• PMI REGION 2 FALL 2006 MEETINGS	2010-200602B
• REGION 3 SUMMIT	2010-200603
• REGION 4 - REGIONAL MEETING	2010-200604
• REGION 14 LEADERSHIP CONFERENCE 2006	2010-200604L1
• REGION 6 LEADERSHIP MEETING - CONNECTED THROUGH VOLUNTEERS	2010-200606
• PMI REGION 7 LEADERSHIP MEETING	2010-200607
• SOUTHERN LATIN-AMERICA COMPONENT LEADERS REGIONAL MEETING CONFERENCE	2010-200613
• REGION 14 LEADERSHIP CONFERENCE 2006	2010-200614
• REGION 1 LEADERS CONFERENCE	2010-200701
• PMI REGION 2 SPRING 2007 MEETING	2010-200702

Selected "Region 1 Leaders Conference" (2010 – 200701). After which you are then prompted with the Activity Screen as seen in [Figure 5](#).

Figure 5 - Sample Activity Report

PDU Activity Report

Below are the remaining items required for your activity claim. Complete the requested fields and click the "preview" button to continue.

PMI Number:	193043
Email:	<input type="text" value="dlaarz@telus.net"/> (optional)
Phone:	<input type="text" value="604-576-6544"/> (optional)
Category Type:	3
Program Number:	2010-200701
Course or Event Title: (15 words or less)	REGION 1 LEADERS CONFERENCE
Start Date (dd/mm/yyyy):	<input type="text" value="04/05/2007"/>
Completion Date (dd/mm/yyyy):	<input type="text" value="05/05/2007"/>
PDU's Earned:	<input type="text" value="8"/>
This course met all of its stated objectives:	<input type="text" value="01 Strongly Agree"/>

Fill out fields for your personal information as well as that of the course/activity. Once done select the PREVIEW button

By submitting this report, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided can result in disciplinary action, including suspension or revocation of my PMP Certification.

I Agree

Figure 6 - Preview Sample Screen

PMP Continuing Certification Requirements Online Activity Reporting Form Submission Page

Everything appears correct. Please check the following to make sure you entered the information correctly, then choose the "Finalize Submission" button. If corrections are needed use the "Go back" button to return to the previous page to edit your information. Information submitted can take 1 week to appear on your record.

Please print this page for your records before finalizing your submission.

Date of Claim	Thu Aug 9, 2007
Time of Claim	11:32 CDT
PMI ID:	193043
Last Name:	Laarz
First Name:	Dale
Email:	dlaarz@telus.net
Phone:	604-576-6544
Program Number:	2010-200701
Program Title:	REGION 1 LEADERS CONFERENCE
Start Date:	04/05/2007
Completion Date:	05/05/2007
PDU's Earned:	8
Category:	3
Course Objectives:	01 Strongly Agree
Agree:	Yes

After previewing & printing this screen for your records, select the FINALIZE SUBMISSION button. You will then be prompted to sign-out or submit another claim.

Please print this page for your records before finalizing your submission.

Option 2: Report PDUs by Mail or Fax

Fill out the CCR Activity Reporting Form found in the CCR Program Handbook, or, download from the [CCR reporting forms web page](#). Address or Fax numbers are found on the form.

PMI/CCR Records Office
1700 Asp Avenue
Norman, Oklahoma, USE
73072-6400
Fax: +1-405-325-6925

Keeping Your Certification Current

For details refer to the [PMI CCR](#) pages as well as the [CCR Program Handbook](#).