

The Complete Idiot's Guide To PDU Reporting

Overview

This guide has been prepared to provide a step-by-step guide to registering PDU reports with PMI.

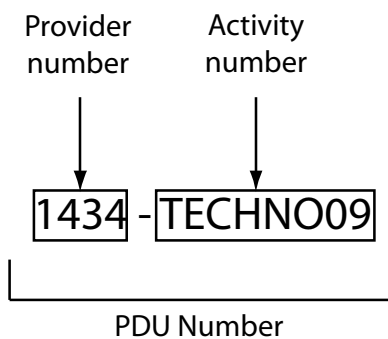
As part of providing the Technobility webinar series, de Jager & Company and Interthink Consulting Incorporated award professional development units (PDUs) to those who hold certifications with PMI.

Interthink Consulting is a Registered Education Provider (REP) with PMI, and the PDUs that are awarded through the webinar series are registered by Interthink.

Please note that the reporting of PDUs, and the web site used to do this, are the responsibility of PMI. Any problems with the web site should be reported to PMI directly.

Anatomy Of A PDU Number

PDU numbers are the basis of how PDUs are reported when a participant attends an educational event hosted by a Registered Education Provider. They look like this:



A couple of notes:

- The overall PDU number is comprised of two components, which the PDU reporting system treats as separate numbers:
 - The provider number
 - The activity number
- The provider number for Interthink Consulting is '1434'; using this number as a search criteria will find all of our courses and webinars (complete, but also a lot to page through to find the webinar that you attended).
- The activity number for the webinars always follows the following format: "TECHNOxx" (Letter-'T' + Letter-'E' + Letter-'C' + Letter-'H' + Letter-'N' + Letter-'O' + two numerals).

Essential Information To Claim PDUs

The following information is required to be able to report a PDU using the PMI web site:

- The PDU information for the event, which was provide to you during the webinar.
- Your login information to the PMI web site. If you do not have login information, please contact PMI customer service directly.

To access the PMI Continuing Certification Requirements System and report your PDUs, please enter the following web site address into your browser: <https://ccrs.pmi.org>

Claiming PDUs – A Visual Guide

1. Login

The screenshot shows the PMI website's login page for the Continuing Certification Requirements System. The page features a blue header with the PMI logo and navigation links. A central navigation bar includes 'My PMI', 'Membership', 'Certification', 'Professional Development', 'Get Involved', 'Business Solutions', and 'PMBOK® Guide and Standards'. The main content area is titled 'Continuing Certification Requirements System' and includes a login form with fields for 'Username' and 'Password', a 'Log in' button, and links for 'Forgot password?', 'Forgot username?', and 'New user? Register now'. Below the login form, there are links to 'PMI-ACP Handbook', 'PMI-RMP Handbook', and 'PMI-SP Handbook'. A 'Quick Search' section is also present. The footer contains copyright information for PMI and links for 'Advertising & Sponsorships', 'Terms of Use', 'Privacy Policy', and 'Sitemap'.

1. Login to the system using your ID and password.
2. Then click the [Login] button.

2. Select 'Report PDU'

Continuing Certification Requirements System

The summary below shows your professional development transcript to date. You will see detailed professional development unit (PDU) information for each claim you submitted. This information will help you map out what is needed to obtain the required amount of PDUs for your specific credential within your certification cycle to maintain your credential. To see full details on a specific entry, click on the plus icon.

PDU Activity as of 5/31/2011

[Report PDU](#) | [Print Transcript](#) | [Print PDU Category Limits](#)

This information is only intended for Project Management Institute (PMI) use. It is not intended for any other academic/development evaluation as the items it contains are based on PMI Credential holder submissions.

My Name: [Name] **My PMI ID:** [ID]

Progress Toward Recertification:

PMP® Current Cycle Dates: 1/27/2011 - 1/26/2014

60.00 Required
10.00 Applied

Cycle Detail by Certification:

PMP®

Cycle Dates: 1/27/2011 - 1/26/2014 (Current Cycle) [Previous Cycle](#) [Next Cycle](#)

Earned Claims: 0.00 PDUs ⓘ **Transferable:** 0.00 PDUs ⓘ

Category	Description Provider Name Activity Title	Date Completed	PDUs Earned
No claim history found.			

Unapproved Claims (In-Process & Rejected):

Category	Description Provider Name Activity Title	Date Completed	PDUs Claimed
No unapproved claims found.			

1. Click 'Report PDU' (located under the heading 'PDU Activity as of...')

3. Select PDU Category

The screenshot shows the PMI website interface for reporting PDU activity. At the top, there is a navigation bar with links like 'Home', 'About', 'Join', 'Contact', 'Help', 'My Profile', and 'Logout'. Below this is a secondary navigation bar with categories like 'My PMI', 'Membership', 'Certification', 'Professional Development', 'Get Involved', 'Business Solutions', 'PMBOK® Guide and Standards', 'Knowledge Center', and 'Marketplace'. The main content area is titled 'Continuing Certification Requirements System' and includes a progress bar for 'Report Professional Development Units'. A dropdown menu for selecting a PDU category is open, showing options such as 'Cat A: Registered Education Provider/PMI Component', 'Cat B: Continuing Education', 'Cat C: Self-Directed Learning', 'Cat D: Creating New Project Management Knowledge', 'Cat E: Volunteer Service', and 'Cat F: Work as a Practitioner'. A green 'NCEL' button is visible next to the dropdown. On the right side, there are sections for 'Additional Resources' (listing various handbooks) and 'Quick Search' (with a search input field and a 'SEARCH' button). The footer contains copyright information for PMI, Inc. and links for 'Advertising & Sponsorships', 'Terms of Use', 'Privacy Policy', and 'Sitemap'.

- Select the PDU category. Choose 'Cat A: Registered Education Provider/PMI Component' from the pull-down list.
- Click the [Next] button.

3. Choose Activity Type

Continuing Certification Requirements System
 Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

Welcome to the online PDU Activity Reporting Form. This form can be used to submit PDU claims in compliance with PMI's Continuing Certification Requirements program.

Select PDU Category Step 1
 PDU category and sub-category (if applicable). Indicate which of the categories best describes the activity reported.

* PDU category: Cat A: Registered Education Provider/PMI Component

* Activity type: Find an Activity (Course or Event)

You have selected Cat A: Registered Education Provider/PMI Component. Please remember that this category has the following limitations:

- PMI-ACP®: No maximum
- PMP®/PgMP®: No maximum
- PMI-SP®/PMI-RMP®: No maximum

Please note that these category limitations are based on current rules. These rules are subject to change at any time and PMI will alert you to those changes. Therefore, you may note differences in the category limitations between the time when you completed the activity and now.

[Print PDU Category Limits](#)

[NEXT](#) [CANCEL](#)

1. Select the activity type. You MUST choose 'Find an Activity (Course or Event)' here in order to claim a webinar PDU. You will not be able to report your webinar PDU if you make any other choice in the pull-down list.
2. Click the [Next] button.

5. Search For Activity

The screenshot displays the PMI Continuing Certification Requirements System (CCRS) interface. At the top, there is a navigation bar with links for Welcome, Home, About, Join, Contact, Help, My Profile, and Logout. Below this is a search bar and a secondary navigation menu with categories like My PMI, Membership, Certification, Professional Development, Get Involved, Business Solutions, PMBOK® Guide and Standards, Knowledge Center, and Marketplace.

The main content area is titled "Continuing Certification Requirements System" and includes a breadcrumb trail: "Certificant Home > Report PDUs". A progress bar shows the user's reporting status, with "Start" and "Complete" markers. The "PDU Category" is listed as "Cat A: Registered Education Provider/PMI Component".

The "Provider Activity Search Criteria Step 2" section provides instructions: "Locate the course you completed using the search options below. Start a search by entering either the name or number of your provider or the name or number of the activity and click 'Search'." Below this are four input fields: "Provider number", "Provider name", "Activity number" (containing "TECHNO09"), and "Activity name". At the bottom of the form are three buttons: "BACK", "SEARCH", and "CANCEL".

On the right side, there are sections for "Additional Resources" (listing guides and handbooks) and "Quick Search" (with a search input field and a "SEARCH" button).

The footer contains copyright information for Project Management Institute, Inc. (© 2011) and links for Advertising & Sponsorships, Terms of Use, Privacy Policy, and Sitemap.

1. Enter search criteria to locate the event you participated in. The easiest means of searching is by using the activity number, as illustrated.

As noted earlier, the format of our webinar PDU activity numbers is "TECHNOxx": Letter-'T' + Letter-'E' + Letter-'C' + Letter-'H' + Letter-'N' + Letter-'O' + two numerals.

2. Click the [Search] button.

6. Select Activity To Report

The screenshot displays the PMI CCRS interface. At the top, there is a navigation bar with links like Home, About, Join, Contact, Help, My Profile, and Logout. Below this is a secondary navigation bar with categories such as My PMI, Membership, Certification, Professional Development, Get Involved, Business Solutions, PMBOK® Guide and Standards, Knowledge Center, and Marketplace.

The main content area is titled "Continuing Certification Requirements System" and "Report Professional Development Units". It shows a progress bar from "Start" to "Complete". The "PDU Category" is listed as "Cat A: Registered Education Provider/PMI Component".

Under "Search Results Step 3", there is a table of activities:

Activity #	Activity Name ▲	Provider Name	Provider #	PDUs
TECHNO09	Pareto, Pattern & Perception	Interthink Consulting Incorporated	1434	PMP/PgMP®: 1.00 PMI-SP®: 1.00 PMI-RMP®: 1.00

Below the table are pagination controls: "Show 10 per page Page 1 of 1" and buttons for "BACK" and "CANCEL".

On the left side, there is a "Credentials and Certification" sidebar with links like "About PMI credentials", "Apply for a credential", "Join PMI", "Printable PDU Activity Reporting Form", "Become a Registered Education Provider", "Become a Provider Representative", "Find an activity", and "Find a provider".

On the right side, there are "Additional Resources" (Certificant User Guide, Provider User Guide, PMP Handbook, PgMP Handbook, PMI-ACP Handbook, PMI-RMP Handbook, PMI-SP Handbook) and a "Quick Search" section with a search box and a "SEARCH" button.

At the bottom of the page, there is a footer with copyright information: "© 2011 Project Management Institute, Inc." and links for "Advertising & Sponsorships", "Terms of Use", "Privacy Policy", and "Sitemap".

1. Select the appropriate activity from the list by clicking the Activity number. If you didn't find the activity here, it is most likely because:
 - a. You did not choose an activity type of 'Find an Activity' (our PDUs are NOT accessible if you choose 'Report a Component 1-2 PDU Event' – this is only for PMI chapters and components).
 - b. You entered in the activity number incorrectly.
2. If you need to go back to re-enter search criteria, or choose the right activity type, click the [Back] button.

7. Complete Date Information & Evaluation

Continuing Certification Requirements System
 Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Activity Title: Pareto, Pattern & Perception

Search Results Step 3
 Select the activity course or event you completed from those listed below. Change the sorted column by clicking either column heading ("Activity Number" or "Activity Name"). Do not submit a claim for which you do not have supporting documentation.

Please indicate the dates in which you attended the selected activity.

Date started: 2/28/2011

Date completed: 2/28/2011

Please indicate your evaluation of this activity and provider by answering the questions below.

* "This activity met all stated objectives"

- Strongly Agree
- Agree
- Somewhat Agree
- Somewhat Disagree
- Strongly Disagree

* "Satisfaction with this provider"

- Excellent
- Very Good
- Good
- Fair
- Poor

BACK **NEXT** | **CANCEL**

1. Enter in the date of the webinar in the Date Started and Date Completed fields. This information will have been available when you registered in the webinar.
2. Evaluate the webinar (we always like feedback!)
3. Click the [Next] button.

8. Confirm Number Of PDUs

The screenshot displays the PMI CCRS interface for reporting PDUs. At the top, the PMI logo and navigation menu are visible. The main content area is titled 'Continuing Certification Requirements System' and 'Report Professional Development Units'. A progress bar indicates the reporting status, with '1.00' entered in the 'PDU Quantity' field. The activity details are as follows:

- PDU Category:** Cat A: Registered Education Provider/PMI Component
- Activity Title:** Pareto, Pattern & Perception
- Date Started:** 2/28/2011
- Date Completed:** 2/28/2011

The 'PDU Quantities Step 4' section prompts the user to enter the number of PDUs for this activity. The 'PDU Quantity' field is set to 1.00. Below the field, it states: 'Valid PDU quantities are between 0 and 5000 with increments of 0.25'. Navigation buttons for 'BACK', 'NEXT', and 'CANCEL' are provided at the bottom of the form.

1. Confirm the number of PDUs you are claiming. You can claim a maximum of 1 PDU (corresponding to 1 hour of attendance) for a webinar event.
2. Click the [Next] button.

9. Confirm Accuracy Of Submission

The screenshot shows the PMI website interface for reporting PDU units. The main heading is "Continuing Certification Requirements System". Below it, there's a progress bar from "Start" to "Complete". The current activity is "Pareto, Pattern & Perception" under the category "Cat A: Registered Education Provider/PMI Component". The date started and completed is 2/28/2011. A confirmation message states: "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." There is a checked checkbox for "I agree this claim is accurate." and buttons for "BACK", "SUBMIT", and "CANCEL".

1. Confirm that the claim you are submitting is accurate by clicking the checkbox. PLEASE NOTE: Doing this is saying that YOU have reported your information correctly. This means that you need to have registered for and attended the webinar, or that you have downloaded it from the site afterwards. If your PDU claim is audited (and it can be), PMI will contact us to make sure that you did in fact attend. We will know this because:
 - a. You registered for the live webinar (the webinar tracking system will let us know this).
 - b. You bought the recorded webinar (and we will then have a record of your purchase).
2. Click the [Submit] button to finalize your submission.

10. Feel The Warm Glow Of Accomplishment

Continuing Certification Requirements System
 Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component
Activity Title: Pareto, Pattern & Perception
Date Started: 2/28/2011
Date Completed: 2/28/2011

Submission Results

Please print this page for your records by using the print option in your browser.

Submission Result	PMI ID	Name	Type	Claim ID	Claimed Quantity
Submitted			PMP/PgMP®	4699349	1.00

Thank you for using the online Continuing Certification Requirements System. PMI will communicate with you by e-mail to confirm your activity claim and the PDUs earned for the claim.

[REPORT ANOTHER CLAIM](#) [Return to PDU Activity](#)

Additional Resources

- [Certificant User Guide](#)
- [Provider User Guide](#)
- [PMP Handbook](#)
- [PgMP Handbook](#)
- [PMI-ACP Handbook](#)
- [PMI-RMP Handbook](#)
- [PMI-SP Handbook](#)

Have questions? [Contact PMI Customer Care](#)

Quick Search

Know the name of the activity or provider you're looking for? Enter it below and click "Search."

[SEARCH](#)

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1. Congratulations! You've reported your PDUs successfully. You are one step closer to achieving recertification.
2. Click the [Logout] button at the top right to finish your session.