

# How to claim PDUs for participating in Professional Development Seminars, attending Chapter Events and Volunteering Activities?

The PMI recommends that you claim PDUs by going online and using the PDU Online Reporting tool. You may also claim PDUs by completing the CCR Activity Reporting. This section explains how to claim PDUs for PMIWA Chapter Events using the PMI's online PDU Reporting tool.

The screenshot shows the PMI website's PDU reporting interface. At the top, the address bar shows 'http://tel.occe.ou.edu/pmi/PMI\_Member/PDUlogin.php3'. The PMI logo and tagline 'Building professionalism in project management.™' are visible. A navigation bar includes 'Certifications', 'Member Log On', 'Contacts', and 'Sitemap'. A sidebar on the left lists: 'PMI Home', 'Continuing Certifications Requirements Program', 'PMI Certification Requirements FAQ', and 'Registered Education Provider Home'. The main content area is titled 'Continuing Certification Requirements Online PDU Resources' and contains a welcome message, a paragraph about PDU requirements, and a link to 'Continuing Certification Requirement guidelines'. Below this is a login form with fields for 'PMI ID Number\*' (123456), 'PMP Cert Number\*\*' (12345), and 'Password' (\*\*\*\*). There are two radio buttons: 'PMI Transcript' (selected) and 'PMI PDU Self Report Form'. A 'LOGIN' button is at the bottom. Two footnotes explain the PMI ID number and PMP number.

Address [http://tel.occe.ou.edu/pmi/PMI\\_Member/PDUlogin.php3](http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3)

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### Continuing Certification Requirements Online PDU Resources

Welcome to the Project Management Institute (PMI®) online resources for Professional Development Units (PDUs). PMI certified Project Management Professionals (PMP®s) are required to complete a minimum of 60 PDUs during each certification cycle. To submit or review your claim(s) please log in. Once logged in PMPs may switch between the transcript and the reporting form using the links to the left of the Web page.

Before submitting claims it is important that PMPs understand the [Continuing Certification Requirement guidelines](#). Review these guidelines regularly to stay informed on PMP certification renewal.

**PMI ID Number\***  [What is my PMI Number?](#)

**PMP Cert Number\*\***  [What is my PMP Certification Number?](#)

**Password**  Enter the first four characters of your lastname / surname. Do not include an apostrophe (').

**PMI Transcript**

**PMI PDU Self Report Form**

\*The PMI identification number. This individual identification number is assigned to record a PMP's information with PMI. The PMI identification number is required when a PMP reports PDU activity. Individuals who do not know their PMI identification number should contact PMI Customer Service (+1 610- 356-4600 or [pmihq@pmi.org](mailto:pmihq@pmi.org)) and have their PMP number (see below) available. PMPs who are also a PMI members have been given their PMI identification number as their membership number.

\*\*The PMP number. This unique number is located on each individual's PMP certificate. It is listed as the "Certification Number" and is used to identify individual certifications.

**STEP 1** : Click [here](#) to go to the PDU Online logon screen. The above figure shows the logon screen. You will need your PMI Id Number and also your PMP Cert Number. The Password is the first four characters of your last (e.g. MURP if your lastname is MURPHY). Click on “PMI RDU Self Report Form” button to enter PDUs or on “PMI Transcript” button to view your PDUs. Click on the LOGON Button.

<a href="#">PMI Home</a>
<a href="#">Continuing Certifications Requirements Program</a>
<a href="#">Continuing Certifications Requirements FAQ</a>
<a href="#">Registered Education Provider Home</a>
<b><a href="#">Online PDU transcript</a></b>
<a href="#">Sign out</a>

### PMP Activity Report

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:** 304347

#### **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

**STEP 2:** The next screen that you should see is the screen where you choose the PDU Activity. It is shown above. To claim PDUs for attending PMI WA Chapter events choose Category 3 from the drop down list – then press the CONTINUE button.

#### **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.

**STEP 3.** The next screen is for entering the PMIWA Chapter Id Number. There are three options on this screen – scroll down to the bottom of the screen to Option 3. In Option 3 enter C274 in the text box – this is the PMIWA Chapter Id Number. Press the large grey button labelled “*Get Programs for this Provider*”.

Address [http://tel.occe.ou.edu/cgi-bin/pmi/PMI\\_Member/cat3.cgi](http://tel.occe.ou.edu/cgi-bin/pmi/PMI_Member/cat3.cgi)

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**Category 3 Claim: course details**  
**PMI Components: Chapters, Specific Interest Groups (SIG) and PMI Colleges**  
**(PMI Component event PDU reporting only)**

**Provider Name:** PMI Ireland Chapter

1. Click on the button below to report a short component presentation of one to two PDUs. Example: presentation during chapter meeting, 1 to 2 hours webinar, etc.:

2. To report other PMI Component events (seminars, workshops, conferences, etc.), 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.

<u>Course Name</u>	<u>Course Number</u>
• <a href="#">The Value of Project Management Offices-Seminar</a>	<a href="#">C144-PMO146</a>
• <a href="#">PROJECT LEADERSHIP &amp; STAKEHOLDER MANAGEMENT</a>	<a href="#">C144-X102303</a>

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**STEP 4:** All PMI Events are listed here. Click on the event that you are interested for claiming PDUs.

<a href="#">Member Log On</a> <a href="#">Contacts</a> <a href="#">Sitemap</a>																					
<a href="#">PMI Home</a> <a href="#">Continuing Certifications Requirements Program</a> <a href="#">Continuing Certifications Requirements FAQ</a> <a href="#">Registered Education Provider Home</a> <b><a href="#">Online PDU transcript</a></b> <a href="#">Sign out</a>	<h3 style="text-align: center;">PDU Activity Report</h3> <p>Below are the remaining items required for your R.E.P. course claim. Complete the requested fields and click the "preview" button to continue.</p> <table border="1"> <tr> <td>PMI Number:</td> <td>304347</td> </tr> <tr> <td>Email:</td> <td><input type="text"/> (optional)</td> </tr> <tr> <td>Phone:</td> <td><input type="text"/> (optional)</td> </tr> <tr> <td>Category Type:</td> <td>3</td> </tr> <tr> <td>Program Number:</td> <td>C144-PMO146</td> </tr> <tr> <td>Course or Event Title: (15 words or less)</td> <td>THE VALUE OF PROJECT MANAGEMENT OFFICES-SEMINAR</td> </tr> <tr> <td>Start Date (dd/mm/yyyy):</td> <td><input type="text"/> </td> </tr> <tr> <td>Completion Date (dd/mm/yyyy):</td> <td><input type="text"/> </td> </tr> <tr> <td>PDUs Earned:</td> <td><input type="text"/></td> </tr> <tr> <td>This course met all of its stated objectives:</td> <td><input type="text" value="Select one"/></td> </tr> </table> <p>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.</p> <p>I Agree <input type="checkbox"/></p> <p><input type="button" value="Preview"/>   <input type="button" value="Reset"/></p>	PMI Number:	304347	Email:	<input type="text"/> (optional)	Phone:	<input type="text"/> (optional)	Category Type:	3	Program Number:	C144-PMO146	Course or Event Title: (15 words or less)	THE VALUE OF PROJECT MANAGEMENT OFFICES-SEMINAR	Start Date (dd/mm/yyyy):	<input type="text"/>	Completion Date (dd/mm/yyyy):	<input type="text"/>	PDUs Earned:	<input type="text"/>	This course met all of its stated objectives:	<input type="text" value="Select one"/>
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PDUs Earned:	<input type="text"/>																				
This course met all of its stated objectives:	<input type="text" value="Select one"/>																				

**STEP 5** Complete the PDU Activity Report for the event. You must enter the Start Date and Completion Date. The PDUs Earned are 1 PDU per 1 Hour of Education. You must click the bottom beside "I Agree". You must then press the "Preview" button. Please remember to press the Preview button – otherwise your data will be lost.

Wish you luck in your professional development career.

Dr Eben 'Kunle Sholarin, PMP  
 Director of Education