Tips for Reporting your PDUs

Follow these simple steps to report your Professional Development Units (known as PDUs) to maintain PMP, PgMP, PMI-RMP, and PMI-SP credentials. You must report all PDUs before the end of your three-year cycle to maintain an active status for your credentials.

Go to PMI.org.

Click on Career Development in the upper navigation bar. Click on Certification & Credentials in the left navigation bar to show the drop-down menu. Then click Maintain Your Credential from the drop down menu.

- Your name displays in the Welcome message
- How to access CCRS from PMI.org > Career Development
- Click to report PDUs
- Click any of these options to search for REP information
Click the **Claim/View My PDUs** button near the top of the page.

You will be directed to the new Continuing Certification Requirements System (known as CCRS), the official online resource for Professional Development Units.

If you have already logged into PMI.org, your login information will be automatically transferred into the new CCRS system. If you did not login to PMI.org, you must login to CCRS before submitting claims for PDUs. Please use your PMI.org username and password to login.
Following login, CCRS displays a welcome message and lists your credentials at the left of the screen.

Now that you are ready to report your PDUs online, click **Report Professional Development Units (PDUs)** to begin the process.

1. The first step is to select the PDU Category and the Activity Type from the drop-down list of choices. The following example outlines the process for reporting a Category 3 activity that offers at least three PDUs. You can use the new CCR System to report activities for any of the five PDU categories. Now that you have selected your PDU Category and Activity Type, click **Next**.
2 The second step is to use the search function to identify the educational activity that provided the PDUs. To locate the activity, enter either the name or number of your education provider, or the name or number of the activity, and click **Search**.

3 In the third step, select the Activity that you have completed, then click the **Activity Number**.
Using the calendar, indicate the start and completion dates. Then, provide your evaluation of the activity, and click Next.

4 In the fourth step, you will be asked to confirm the number of PDUs that have been automatically entered for your credential requirements. If you hold more than one credential, all of your credentials will display so you can allocate PDUs as appropriate. When you are finished, click Next.
5 Step number five is the confirmation agreement. Review the agreement and click the checkbox to accept the terms. Then click Submit.

Following your submission, a confirmation message will display that lists results for all your credentials. Your PDU claim submission is now complete. Click the Report Another Claim button to submit additional PDUs.