

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.

The image shows a screenshot of the PMI.org website's navigation menu. The menu is organized into several sections: a top navigation bar with a welcome message, a main navigation bar with 'Career Development' highlighted, and a left navigation bar with a dropdown menu for 'Certification & Credentials'. The 'Certification & Credentials' dropdown menu is expanded, showing options like 'Maintain Your Credential' and 'Registered Education Providers'. The 'Registered Education Providers' section is further expanded, showing various options for finding and becoming a provider. Callouts with arrows point to specific elements: the welcome message, the 'Certification & Credentials' dropdown, the 'Maintain Your Credential' option, and the 'Registered Education Providers' dropdown.

Welcome Your Name
Go to My Profile > Log out >

Career Development

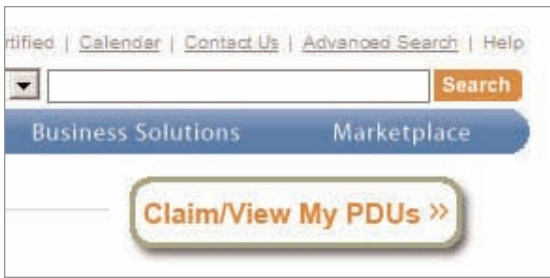
- Career Headquarters >
- Certification & Credentials** ▾
 - PMI Credential Overview
 - About PMI's Credentials
 - Value of a Credential
 - Obtain a Credential
 - Maintain Your Credential**
 - CCR Reporting Forms
 - Credential Registry
 - The Certification and Governance Council
 - Certification FAQs
- PMI Training & Events >
- Registered Education Providers ▾
 - What is a Registered Education Provider?
 - Find a Registered Education Provider
 - Find Courses & Conferences
 - Submit a Request For Proposals (RFP)
 - Become a Registered Education Provider
 - Registered Education Provider Community Links
 - Registered Education Provider FAQ
- Academic Degree Accreditation >
- Career Framework >

Your name displays in the Welcome message

How to access CCRS from PMI.org > Career Development

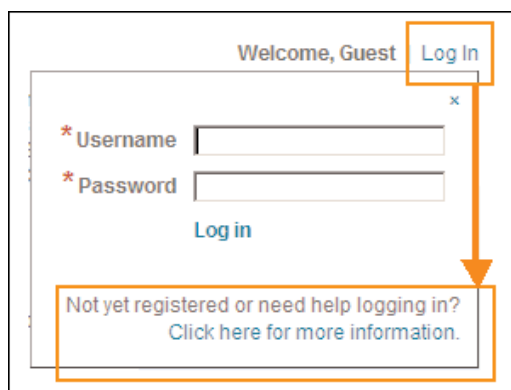
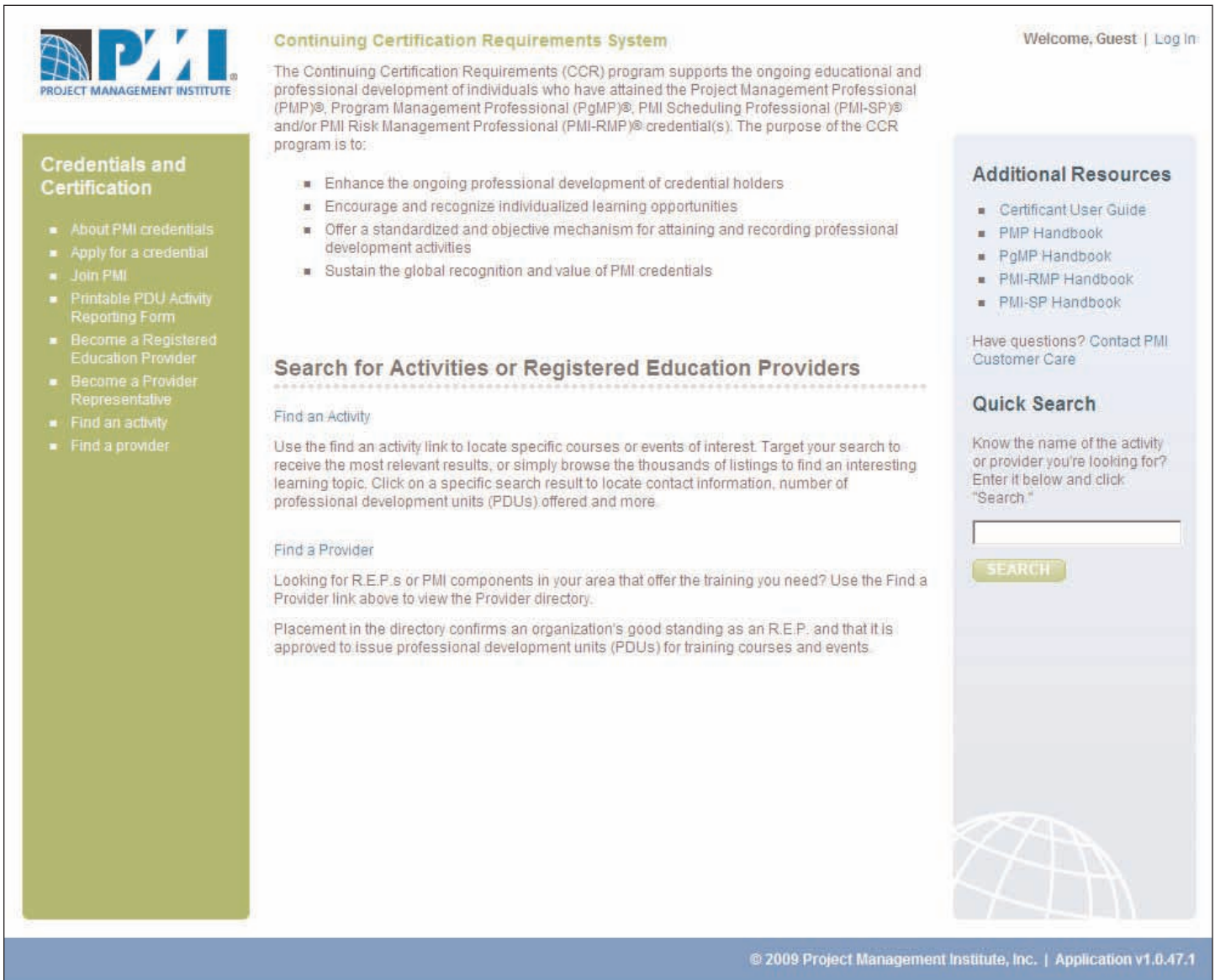
Click to report PDUs

Click any of these options to search for REP information



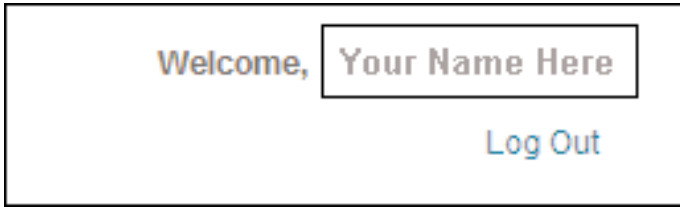
◀ Click the **Claim/View My PDUs** button near the top of the page.

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**.

Select PDU Category & Dates Step 1

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

* PDU category

* Activity type

You have selected Category 3. Please remember that this category has the following limitations:

PMP®/PgMP®: No maximum

PMI-SP®/PMI-RMP®: No maximum

- 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**.

Provider Activity Search Criteria Step 2

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".

Provider number

Provider name

Activity number

Activity name

Type provider and/or activity search criteria to locate the activity.

[Previous](#) | [Cancel](#)

- 3 In the third step, select the Activity that you have completed, then click the **Activity Number**.

Provider Activity 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") or submit a claim for which you do not have supporting documentation.

Sorting options

Show 10 per page Page 1 of 4


Activity # ▲	Activity Name	Provider Name	Provider #	PDUs
05272009	Advanced Agile Requirements Management	Click Activity # to select activity. management Corporation		PMP/PgMP®: 5.00


Using the calendar, indicate the start and completion dates. Then, provide your evaluation of the activity, and click **Next**.

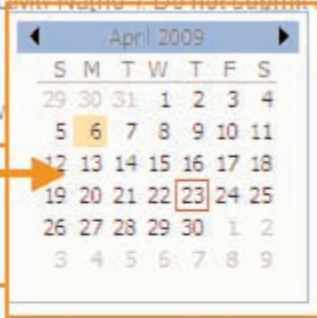
Provider Activity Search Results Step 3

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 

Date completed 



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

[Previous](#) | [Cancel](#)

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**.

PDU Quantities Step 4

Please enter in the number of PDUs earned for this activity.

* Certifications PMP/PgMP® PDUs

Valid PDU quantities are between 0 and 5000 with increments of 0.25

[Previous](#) | [Cancel](#)

- 5 Step number five is the confirmation agreement. Review the agreement and click **the checkbox** to accept the terms. Then click **Submit**.

Confirmation and Submission Step 5

"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."

I agree to this statement.

SUBMIT Previous | Cancel

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.

Submission Results

Submission Result	Claim ID	PMI ID	Name	Type	Claimed Quantity
Success	Your Claim ID, PMI ID, and Name display here.			PMP/PgMP®	15

REPORT ANOTHER CLAIM