

How to Submit a PDU Claim

Follow these instructions to submit Professional Development Unit (PDU) claims using CCRS.



In addition to online PDU claim submission, you may download a PDU claim form to complete and submit to PMI.

About PDU Categories

Category A Activities offered by PMI R.E.P.s

Category A 1-2 PDU Activities offered by Chapters or Communities

Category B, C, D, E or F Activities

About PDU Categories

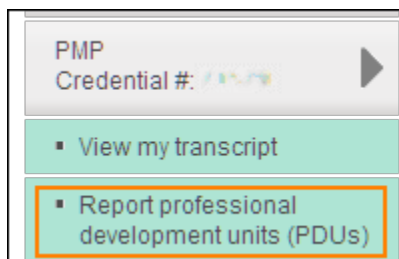
There are five main categories of PDU claims. Some of these five claim categories have sub-categories to provide details for specific claims. There is a different workflow for Category A and non-Category A claims. Two types of Category A claim are possible - Category A activities (Courses or Events) offered by a provider and Category A 1-2 PDU activities which include events offered by a PMI Component. This table lists and describes all main claim categories.

Category	Description
A	Activities offered by PMI R.E.P.s or Chapters and Communities
B	Continuing education
C	Self-directed learning
D	Creating new project management knowledge
E	Volunteer service
F	Working as a professional in project management

Category A Activities offered by PMI R.E.P.s (Courses or Events)

Perform the following steps to submit a Category A PDU Claim for an Activity (Course or Event).

1. Access CCRS and log in if you have not already logged into PMI.org.
2. A list of your credentials displays at the left side of the screen.
3. Click **Report professional development units (PDUs)** to begin the process.



4. Select the **PDU Category** and **Activity Type** from the drop-down list of choices and click **Next** to continue.

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 **A** Please remember that this category has the following limitations:

PMP®/PgMP®: No maximum

PMI-SP®/PMI-RMP®: No maximum

5. Type the provider and/or activity number or name as search criteria to locate the activity. Click **Search** to continue.

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.

|

6. Search results display. Use the sorting options to locate the activity you are claiming. Click the **Activity #** to continue.

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 "PDU Hours") to submit a claim for which you do not have supporting documentation.

Show per page Page of 4


Activity # ▲	Activity Name	Provider Name	Provider #	PDU's
<input type="text" value="05272009"/>	Advanced Agile Requirements Management	Click Activity # to select activity. management Corporation		PMP/PgMP®: 5.00


7. Use the calendar icons to select the activity **Start date** and **End date** and answer the questions to indicate your evaluation of the activity. Click **Next** to continue.

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 

April 2009						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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](#)

8. Type the number of PDUs earned for your credential requirements. If you hold more than one credential, all of your credentials will display. You may distribute PDUs across each credential. Click **Next** to continue.

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](#)

9. Review the confirmation agreement and click the checkbox to indicate your acceptance of the terms. Click **Submit** to finish your claim.

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.

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

10. Submission results display listing all credentials for which you have claimed PDUs. Your PDU claim submission is now

complete. You may use the **Report Another Claim** button to submit additional claims.

Submission Results

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

REPORT ANOTHER CLAIM

Category A Chapter and Community 1-2 PDU Activities

Follow these instructions to report a claim for a Component event offering 1-2 PDUs.

1. Access CCRS and log in if you have not already logged into PMI.org.
2. A list of your credentials displays at the left side of the screen.
3. Click **Report professional development units (PDUs)** to begin the process.
4. Select the **PDU Category** and **Activity Type** from the drop-down list choices. Click **Next** to continue.

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 Please remember that this category has the following limitations:

PMP®/PgMP®: No maximum

PMI-SP®/PMI-RMP®: No maximum

NEXT Cancel

5. Type the **Component ID** or **Component Name** and click **Next** to continue.

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".

Component ID

Component name

Type the Component ID or Component Name to search for the activity you are claiming.

NEXT Previous | Cancel

6. Component **Search Results** display. Select the **Component ID** needed for your claim and click the **Component ID** to continue to the next step.

Search Results Step 3

Select the component listed below.

Show 10 per page Page 1 of 1

Component ID	Name
C310	PMI Guadalajara Mexico Chapter

Sorting options Show 10 per page Page 1 of 1

Previous | Cancel

Select the Component and click the Component ID to continue.

7. Type the activity description information into the following fields. Once all information is complete, click **Next** to continue.
 - o Type the **Contact person** name
 - o Type the **Phone number**
 - o Type the **E-mail address** and then type a it a second time for confirmation
 - o Select the **Activity number (date)** from the calendar
 - o Type the **Activity title**
 - o Type the **Activity meeting number**, if there was more than one event held by the same Component on the same day.

Component Activity Information Step 4

Component ID: Component ID displays here.

Contact person: Type the Contact Person Name here

Phone number: 1

E-mail address: fi

* Activity Date Completed: 9/2/2009

* Activity title: Type the Title of the Activity here

Activity meeting number: Type a number

Next Previous | Cancel

Type contact information and select activity date from calendar.

8. Type the number of PDUs earned for the activity for each credential and click **Next** to continue.

PDU Quantities Step 5

Please enter the number of PDUs for this activity.

* PDUs claimed:

<input type="text" value="2"/>	PMP/PgMP® Certification PDUs
<input type="text" value=".5"/>	PMI-SP® Certification PDUs
<input type="text" value=".5"/>	PMI-RMP® Certification PDUs

Valid PDU quantities are between 1 and 2 with increments of 0.25

NEXT Previous | Cancel



The PDU amounts for Component 1-2 PDU events will not be pre-populated. PDU amounts must be entered with a minimum of .25 PDUs and in increments of .25. The maximum PDU amount for this event type is 2 PDUs.

- Check the box to indicate that the information you have provided is true and accurate and click **Submit**. You will receive a confirmation message stating the success or failure of the claim submission.

Confirmation and Submission Step 6

"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

Click to finish. Click to return to the last step. Click to exit without saving changes.

- The confirmation page displays stating whether the claim was accepted or not. You may click **Report Another Claim** to continue working with claims or perform other tasks in CCRS.

Submission Results

Submission Result	Claim ID	PMI ID	Name	Type	Claimed Quantity
Submitted	Your Claim ID, PMI ID, and Name display here.			PMP/PgMP®	2

REPORT ANOTHER CLAIM

Category B, C, D, E or F Activities

When you submit a claim for a PDU activity category other than a Category A, you must provide all the required information

about the activity to complete the claim. Perform the following steps to submit a PDU claim that is not a Category A activity.

1. Access CCRS and log in if you have not already logged into PMI.org.
2. A list of your credentials displays at the left side of the screen.
3. Click **Report professional development units (PDUs)** to begin the process..
4. Select **Submit a PDU Claim** to begin.
5. Select the **PDU Category** from the drop-down list choices and click **Next** to continue.

Select PDU Category & Dates Step 1

PDU category and sub-category (if applicable) **Select a category other than category A.** as the activity reported.

* PDU category

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

PMP®/PgMP®: No maximum

PMI-SP®/PMI-RMP®: No maximum

6. Type the **Program title/description** and select the start and end dates from the calendar.

Please provide sufficient information to describe the activity completed.

* Program title/description

* Date started

* Date completed

Select dates from the calendar.

7. Type the number of **Hours** to show the length of time you participated in the activity.

* Hours Completed

8. Select the **Process** areas that apply to your claim.

* Process Initiating Planning Executing

Select all that apply. Controlling Closing

[> Select all](#)

Select the individual Process areas that apply to the claim, or Select All if all areas apply.

9. Select the **Knowledge** areas that apply to your claim.

* Knowledge area Project Human Resource Mgmt Project Integration Mgmt
 Select all that apply. Project Time Mgmt Project Scope Mgmt
 Project Quality Mgmt
 Project Cost Mgmt
 Project Procurement Mgmt

Select the individual Knowledge areas that apply to the claim, or Select All if all areas apply.

10. Select the **Application** areas that apply to your claim.

* Application area Aerospace & Defense Automotive
 Select all that apply. Design-Procurement Construction Diversity
 Education & Training Environmental Mgmt
 Financial Services IT & Telecom
 Information Systems Manufacturing
 Marketing Product Development
 Oil, Gas & Energy Pharmaceutical
 Quality Management Retail
 Service Industry
 Workforce Management Government
 Configuration Mgmt Consulting
 E-Business Hospitality Mgmt
 International Development Metrics
 Retail Students of PM
 Troubleshooting/Projects

Select the individual Application areas that apply to the claim or Select All if all areas apply.

11. Type the provider details. After you have selected or provided all information needed to identify the activity and the provider, click **Next** to continue

* Provider name

* Address

* City

* State/Province

* Zip/Postal code

* Country

Phone number

URL

E-mail address

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

12. Type the number of PDUs earned for the activity for each credential and click **Next** to continue.
- o The PDU amounts will be pre-populated with the number of PDUs for the activity for each credential type.
 - o If no PDU amount displays in the field, you must type a PDU amount.
 - o PDU amounts must be a minimum of 1 PDU and in increments of .25 (one quarter) of a PDU.



The number of PDUs claimed must be less than or equal to the total hours reported.

PDU Quantities Step 3

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

*Certifications PMP/PgMP® PDUs

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

PDU values are determined by the activity. The PDU amount shown here is an example.



The PDU amounts for the specialty credentials must be only the portion of the activity that applies to the specialty area. PDU amounts for specialty credentials cannot be more than the PDU amount for the PMP or PgMP credentials.

13. Check the box to indicate that the information you have provided is true and accurate and click **Submit**. You will receive a confirmation message stating the success or failure of the claim submission.

Confirmation and Submission Step 4

"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**

Click to finish. Click to return to the last step. Click to exit without saving changes.

14. The confirmation page displays stating whether the claim was successful or not. You may click **Report Another Claim** to continue working with claims or perform other tasks in CCRS.

Submission Results

Submission Result	Claim ID	PMI ID	Name	Type	Claimed Quantity
Submitted	Your Claim ID, PMI ID, and Name display here.			PMP/PgMP®	14

REPORT ANOTHER CLAIM