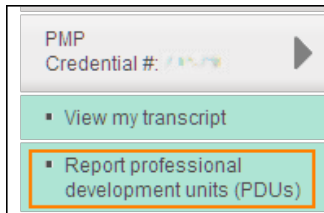


How to Claim a PDU from Category A Activities offered by PMI R.E.P.s (Courses or Events)

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.

A screenshot of a form titled 'Select PDU Category & Dates Step 1'. The instructions say: 'PDU category and sub-category (if applicable). Indicate which of the categories best describes the activity reported.' There are two dropdown menus: '* PDU category' (set to 'Cat A Registered Education Provider program/PMI Component Event') and '* Activity type' (set to 'Find an Activity (Course or Event)'). Below these, it says 'You have selected Category A. Please remember that this category has the following limitations: PMP®/PgMP®: No maximum; PMI-SP®/PMI-RMP®: No maximum'. At the bottom right, there is a green 'NEXT' button and a blue 'Cancel' link. The dropdowns and the 'NEXT' button are highlighted with an orange box.

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

A screenshot of a form titled 'Provider Activity Search Criteria Step 2'. The instructions say: '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".' There are four input fields: 'Provider number', 'Provider name', 'Activity number', and 'Activity name'. A large text box in the center says 'Type provider and/or activity search criteria to locate the activity.' At the bottom, there is a green 'SEARCH' button and blue links for 'Previous' and 'Cancel'. The search criteria input field and the 'SEARCH' button are highlighted with an orange box.

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

A screenshot of a search results page titled 'Provider Activity Search Results Step 3'. The instructions say: '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 the "Sorting options" button. Submit a claim for which you do not have supporting documentation.' There are 'Sorting options' and 'Show 10 per page Page 1 of 4' controls. Below is a table with columns: Activity #, Activity Name, Provider Name, Provider #, and PDUs. The first row is highlighted with an orange box. A callout box points to the 'Activity #' cell with the text 'Click Activity # to select activity.' The table data is as follows:


Activity #	Activity Name	Provider Name	Provider #	PDUs
05272009	Advanced Agile Requirements Management	management Corporation		PMP/PgMP®: 5.00


- 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 

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

NEXT Previous | Cancel

- 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

NEXT Previous | Cancel

- 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.

SUBMIT Previous | Cancel

- 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