

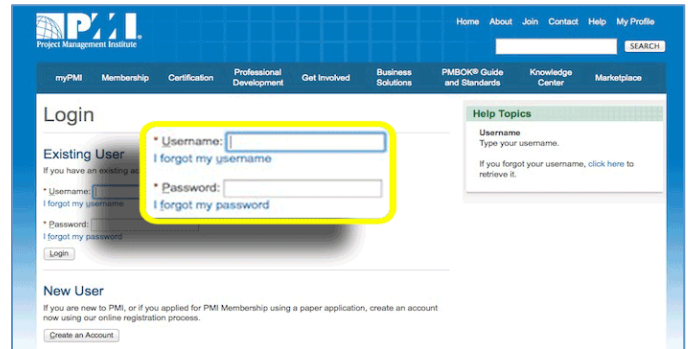
# How to Register Your PDUs with PMI

This guide will help you with the registration process so you can quickly and easily get credit for your PDUs. The web site for registering your PDUs with PMI is [ccrs.pmi.org](http://ccrs.pmi.org).

Step 1 (a): Click the “Login/Register” button in the upper right hand corner.

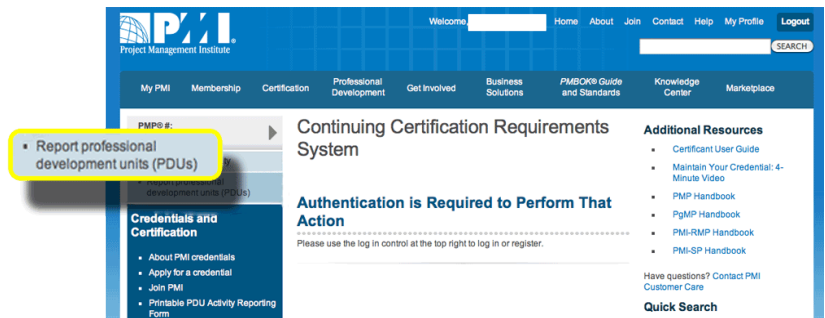


Step 1 (b): Enter your PMI Username and Password and click the “Login” button



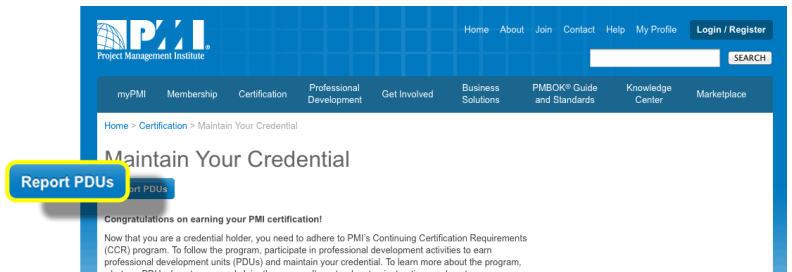
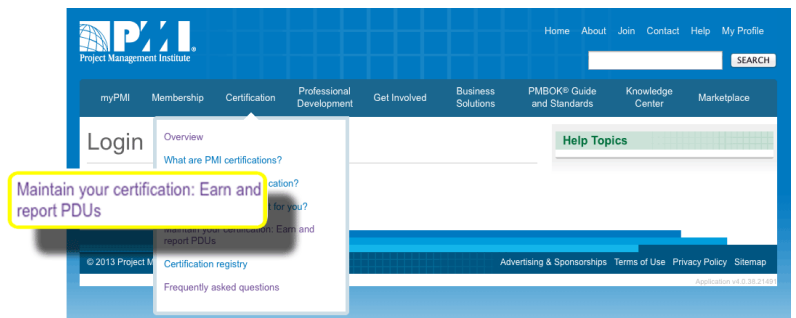
Step 2: Once you have logged in, there are a couple ways to start the process of reporting your PDUs.

Option 1:  
in the left column, look for the blue button labeled “Report professional development units (PDUs)” and click it



OR

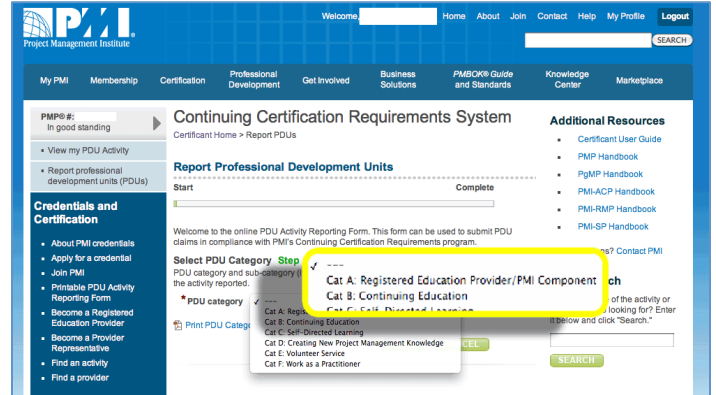
Option 2:  
Mouse over the *Certification* tab and click “Maintain Your Certification: Earn and report PDUs”. Then click on the “Report PDUs” button



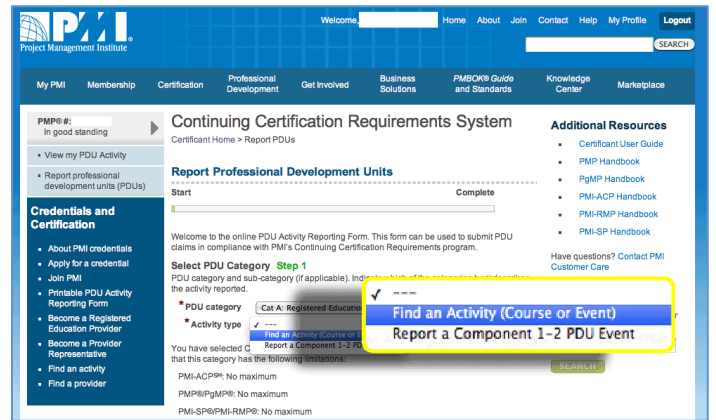
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Step 3: You are now in the Continuing Certification Requirements System. In the middle of the page you should see “Select PDU Category **Step 1**”

**Step 1 (a) – Select PDU category:** Category A or Category B depending on the courses selected

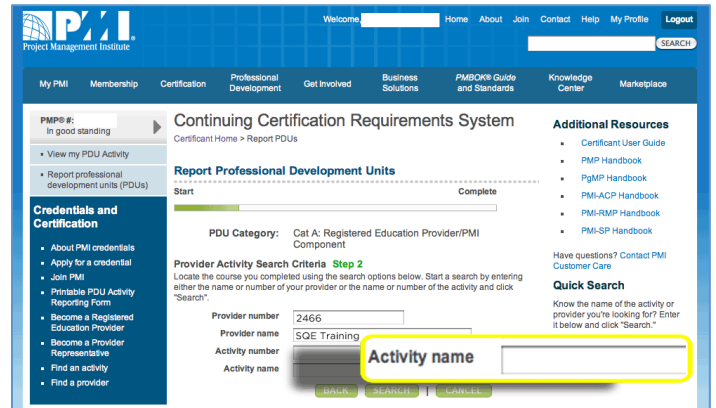


**Step 1 (b) – Select Activity type** select “Find an Activity (Course or Event)”

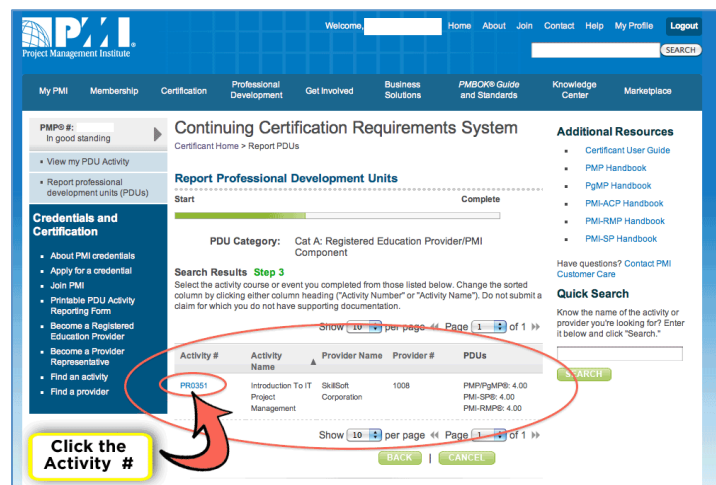


**Step 2 – Provider Activity Search Criteria:** Enter the **Activity** name to locate the course you completed.

*The Activity name is going to be the title of the session you attended. Titles can be located in the program guide you received at the beginning of the conference or on either website under the Program tab.*



**Step 3 (a) – Search Results:** This screen will show the results of your search. Click on the blue Activity number in the left column to go to the next page.



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**Step 3 (b) – Search Results:** Enter the date you started and completed the course, your evaluation of this activity your satisfaction with the provider. Then click the “Next” button.

The screenshot shows the PMI website interface for reporting PDU activity. The main heading is "Continuing Certification Requirements System" with a sub-heading "Report Professional Development Units". The form includes a progress bar from "Start" to "Complete". Key fields include "PDU Category" (Cat A: Registered Education Provider/PMI Component), "Activity Title" (Introduction To IT Project Management), and "Search Results Step 3" which asks for an evaluation of the activity and provider. The evaluation section has radio button options: "Strongly Agree", "Agree", "Somewhat Agree", "Somewhat Disagree", "Strongly Disagree", "Excellent", "Very Good", "Good", "Fair", and "Poor". Two yellow callout boxes highlight the "Strongly Agree" option and the "Satisfaction with this provider" text. The "Date started" and "Date completed" fields are also visible with "mm/dd/yyyy" input masks. A "Next" button is at the bottom right.

**Step 4 – PDU Quantities:** Confirm the number of PDUs for this course and click the “Next” button.

*The value of approved PDUs for each course can be located in the program guide you received at the beginning of the conference or on either website under the Program tab.*

The screenshot shows the PMI website interface for reporting PDU activity. The main heading is "Continuing Certification Requirements System" with a sub-heading "Report Professional Development Units". The form includes a progress bar from "Start" to "Complete". Key fields include "PDU Category" (Cat A: Registered Education Provider/PMI Component), "Activity Title" (OPTIMIZE YOUR THINKING - HOW TO UNLOCK YOUR PERFORMANCE POTENTIAL), "Date Started" (10/1/2009), and "Date Completed" (10/1/2009). A yellow callout box highlights the "PDUs claimed:" field, which is currently empty. Below this field, there is a note: "PMP/PgMP® Certification PDUs are between 0 and 500 with increments of 0.25". A "Next" button is at the bottom right.

**Step 5 – Confirmation and Submission:** Check the box next to “I agree this claim is accurate.” Then click the “Submit” button

The screenshot shows the PMI website interface for reporting PDU activity. The main heading is "Continuing Certification Requirements System" with a sub-heading "Report Professional Development Units". The form includes a progress bar from "Start" to "Complete". Key fields include "PDU Category" (Cat A: Registered Education Provider/PMI Component), "Activity Title" (OPTIMIZE YOUR THINKING - HOW TO UNLOCK YOUR PERFORMANCE POTENTIAL), "Date Started" (10/1/2009), and "Date Completed" (10/1/2009). A yellow callout box highlights the checkbox for "I agree this claim is accurate." in the "Confirmation and Submission Step 5" section. Below this, there is a note: "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." A "Submit" button is at the bottom right.

Questions? Need a little help?  
Call our Client Support Group at 904.278.0524 or 888.268.8770,  
or email us at [sqeinfo@sqe.com](mailto:sqeinfo@sqe.com). We will be happy to help.