

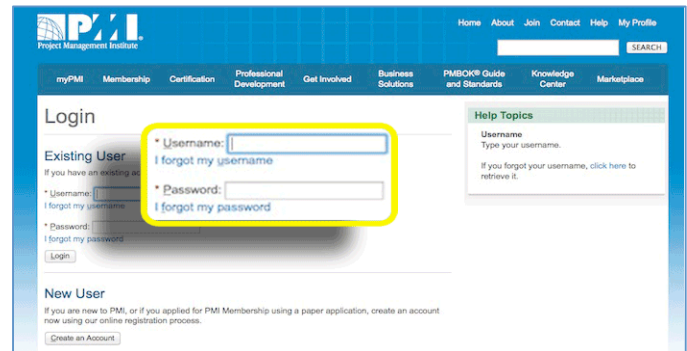
How to Register Your PDUs with PMI

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.

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

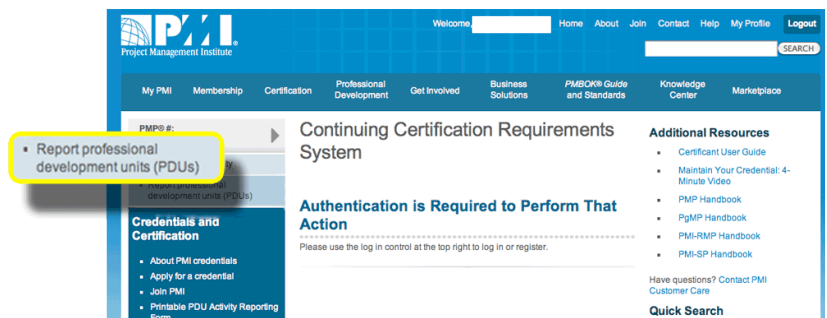


Step 1 (b): Enter your PMI Username and Password and click the “Login” button



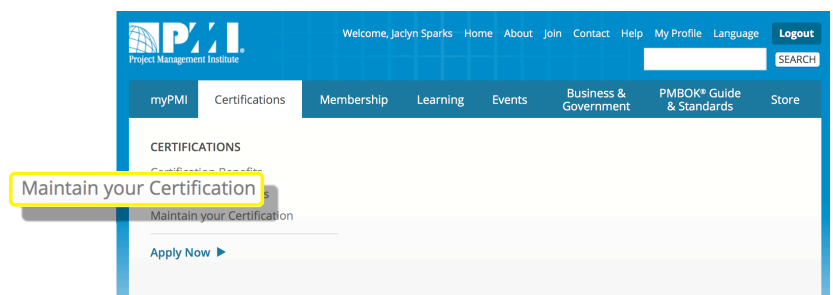
Step 2: Once you have logged in, there are a couple ways to start the process of reporting your PDUs.

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

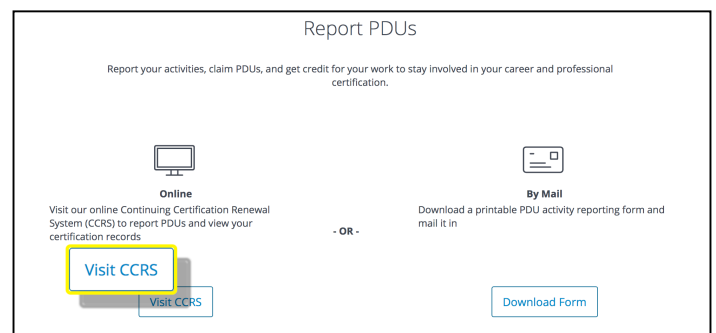


OR

Option 2:
Mouse over the *Certification* tab and click “Maintain Your Certification”



Scroll and to *Report PDUs* and click “Visit CCRS”



How to Register Your PDUs with PMI

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

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Select PDU Category **Step 1**

Cat A: Registered Education Provider/PMI Component

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

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Select PDU Category **Step 1**

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.

Continuing Certification Requirements System
Certificant Home > Report PDUs

Provider Activity Search Criteria Step 2

Activity name

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.

Continuing Certification Requirements System
Certificant Home > Report PDUs

Search Results Step 3

Activity #	Activity Name	Provider Name	Provider #	PDUs
PRO351	Introduction To IT Project Management	SkilSoft Corporation	1008	PMP/PMI: 4.00 PMI-SPB: 4.00 PMI-RMP: 4.00

How to Register Your PDUs with PMI

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.

PMI Project Management Institute

Welcome [Name] Home About Join Contact Help My Profile Logout

My PMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

PMPI #: In good standing

- View my PDU Activity
- Report professional development units (PDUs)

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Activity Title: Introduction To IT Project Management

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 it

Date started mm/dd/yyyy

Date completed mm/dd/yyyy

☒ This activity met all stated objectives

☐ Satisfaction with this provider

☐ Satisfaction with this provider

Strongly Agree
Agree
Somewhat Agree
Somewhat Disagree
Strongly Disagree

Excellent
Very Good
Good
Fair
Poor

BACK NEXT CANCEL

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.

PMI Project Management Institute

Welcome [Name] Home About Join Contact Help My Profile Logout

My PMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

PMPI #: In good standing

- View my PDU Activity
- Report professional development units (PDUs)

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

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

Date Completed: 10/1/2009

PDU Quantity: 1

PDU Quantity is between 0 and 500 with increments of 0.25

NEXT Previous Cancel

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

PMI Project Management Institute

Welcome [Name] Home About Join Contact Help My Profile Logout

My PMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

PMPI #: In good standing

- View my PDU Activity
- Report professional development units (PDUs)

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

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

Date Completed: 10/1/2009

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.

☒ I agree this claim is accurate.

SUBMIT Previous Cancel

Questions? Need a little help?
Call our Client Support Group at 904.278.0524 or 888.268.8770,
or email us at clientsupport@techwell.com. We will be happy to help.