



Metropolitan St. Louis PMI Chapter

Instructions on How to Enter/Report PDUs


How to use this instruction guide:

1. Read through the steps in the following PDF
 2. Choose “**Report a Component 1-2 PDU Event**” Activity Type after you choose **Category A**
 3. Enter the Event Date, Event Title and Number of PDUs yourself in subsequent steps. All of the even information is listed in our online calendar at <http://www.stlpmi.org/>
 4. If you get any warning messages related to “Security Information”, press “**yes**”
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Ready to claim PDUs?

Click below link to access Continuing Certification Requirements System (CCRS)

- 1 <https://ccrs.pmi.org/>

- 2  **Log In** (*above right*) with your PMI National User ID and Password

- 3 Once logged in, you will see "**Report professional development units (PDUs)**" link (*second link on left*) as shown below and circled



PMP® #: 123456
In good standing

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

Credentials and Certification

Continuing Certification Requirements System

The summary below shows your professional development transcript to date. You will see detailed professional development unit (PDU) information for each claim you submitted. This information will help you map out what is needed to obtain the required amount of PDUs for your specific credential within your certification cycle to maintain your credential.

To see full details on a specific entry, click on the plus icon.

- Click "Report professional development units (PDUs)" link. FYI, PMI has changed PDU Category Caps and Rules. You can access this new document [here](#).
- Select "Cat A: Registered Education Provider/PMI Component" under "PDU category" and select "Report a Component 1-2 PDU Event" under "Activity type"

Report Professional Development Units

Start Complete

Welcome to the online PDU Activity Reporting Form. This form can be used to submit PDU claims in compliance with PMI's Continuing Certification Requirements program.

Select PDU Category Step 1

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

* PDU category

* Activity type

- Click **NEXT**
- Enter "C071" in "Component ID" (It's zero after C) and press "SEARCH"



Report Professional Development Units

Start Complete

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

Component Search Criteria Step 2
Locate the component using the search options below. Start a search by entering either the component's ID or the name of the component and click "Search".

Component ID

Component name

|

8 Click "**C071**" *hyperlink* at bottom of the page

Report Professional Development Units

Start Complete

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

Search Results Step 3
Select the component listed below.

Show per page Page of 1

Component ID	Name
C071	PMI Metropolitan St. Louis Chapter

9 Enter "**Activity date completed**" and "**Activity title.**" All other information is *optional* on this page



Report Professional Development Units

Start Complete

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

Component Activity Information Step 4

Component ID: C071

* Activity date completed: 5/18/2011

* Activity title:

Activity meeting number:

Contact person:

Phone number:

E-mail address:

Confirm e-mail:

|

10 Press "NEXT"

11 Enter "PDUs claimed." Usually it is **1 to 2**. Enter "2" if you have attended **both** "Tutorial" and "Main Presentation" **otherwise** enter "1"

Report Professional Development Units

Start Complete

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

Activity Title: Managing Product Development Projects

Date Started: 5/18/2011

Date Completed: 5/18/2011

PDU Quantities Step 5

Please enter the number of PDUs for this activity.

* PDUs claimed: PMP/PgMP® Certification PDUs

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

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12 Press "**NEXT**"

13 Check "**I agree this claim is accurate.**" and press "**SUBMIT**" button

Report Professional Development Units

Start Complete

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

Activity Title: Managing Product Development Projects

Date Started: 5/18/2011

Date Completed: 5/18/2011

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 and/or credential."

I agree this claim is accurate.

BACK | **SUBMIT** | **CANCEL**

14 You should now see below confirmation screen



Report Professional Development Units

Start Complete

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

Activity Title: Managing Product Development Projects

Date Started: 5/18/2011

Date Completed: 5/18/2011

Submission Results

Please print this page for your records by using the print option in your browser.

Submission Result	PMI ID	Name	Type	Claim ID	Claimed Quantity
<input checked="" type="checkbox"/> Submitted	599471	Vishwakant Tripathi	PMP/PgMP®	4727580	1

Thank you for using the online Continuing Certification Requirements System. PMI will communicate with you by e-mail to confirm your activity claim and the PDU's earned for the claim.

[Return to PDU Activity](#)

15 Select “REPORT ANOTHER CLAIM” or click “Return to PDU Activity” or Logout