

## Report PDUs

[www.pmi.org/CCRS/](http://www.pmi.org/CCRS/)

### Step 1: PDU Category

Select “Cat 3: Registered Education Provider program/PMI Component Event” from the drop down menu. For Activity type, select “Report a Component 1-2 PDU Event”. Click Next.

The screenshot shows the PMI CCRS interface. At the top, it says "Continuing Certification Requirements System" and "Certificant Home > Report PDUs". The user is logged in as "Welcome, J [redacted]". The main heading is "Report Professional Development Units". A progress bar shows "Start" and "Complete". The "PDU Category" is set to "Cat 3: Registered Education Provider program/PMI Component Event". The "Activity type" is set to "Report a Component 1-2 PDU Event". Below this, there are instructions and limitations for this category, including PMP®/PgMP®: 1-2 PDUs and PMI-SP®/PMI-RMP®: 1-2 PDUs. A "Print PDU Category Limits" link is provided. At the bottom, there are "NEXT" and "Cancel" buttons. On the right side, there are "Additional Resources" (Certificant User Guide, PMP Handbook, PgMP Handbook, PMI-RMP Handbook, PMI-SP Handbook) and a "Quick Search" section with a search box and a "SEARCH" button. A left sidebar contains navigation links for PMP #, PDU activity, and credentials.

### Step 2: Provider Activity Search Criteria

Enter Component ID “C048”. Click Next.

This screenshot shows the same PMI CCRS interface as Step 1, but at "Step 2: Provider Activity Search Criteria". The "PDU Category" remains "Cat 3: Registered Education Provider program/PMI Component Event". The "Provider Activity Search Criteria" section includes a "Component ID" field with "C048" entered and an empty "Component name" field. At the bottom, there are "NEXT", "Previous", and "Cancel" buttons.

### Step 3 Search Results

Click C048 (hyperlink) to select our chapter.

Continuing Certification Requirements System  
Certificant Home > Report PDUs

**Report Professional Development Units**

Start Complete

**PDU Category:** Cat 3: Registered Education Provider program/PMI Component Event

**Search Results Step 3**  
Select the component listed below.

Show 10 per page << Page 1 of 1 >>

Component ID	Name
<a href="#">C048</a>	PMI Northeast Ohio Chapter

Show 10 per page << Page 1 of 1 >>

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

### Step 4 Component Activity Information

Date of the chapter meeting and title of the speaker's topic are required.

Continuing Certification Requirements System  
Certificant Home > Report PDUs

**Report Professional Development Units**

Start Complete

**PDU Category:** Cat 3: Registered Education Provider program/PMI Component Event

**Component Activity Information Step 4**

Component ID C048

\* Activity date completed

\* Activity title

Activity meeting number

Contact person

Phone number

E-mail address

Confirm e-mail

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

## Step 5 PDU Quantities

Enter the number of PDUs earned, usually 1.5 PDUs per chapter meeting. Refer to the form provided by the chapter for exact PDUs earned. Click Next.



Continuing Certification Requirements System  
Certificant Home > Report PDUs

### Report Professional Development Units

Start Complete

**PDU Category:** Cat 3: Registered Education Provider program/PMI Component Event

**Activity Title:** Speaker's Topic

**Date Started:** 9/16/2009

**Date Completed:** 9/16/2009

**PDU Quantities Step 5**

Please enter the number of PDUs for this activity.

\* PDU's claimed:  PMP/PgMP® Certification PDUs  
Valid PDU quantities are between 1 and 2 with increments of 0.25

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

## Step 6 Confirmation and Submission

Verify all entered information, read the claim and check the checkbox, and click Submit.



Continuing Certification Requirements System  
Certificant Home > Report PDUs

### Report Professional Development Units

Start Complete

**PDU Category:** Cat 3: Registered Education Provider program/PMI Component Event

**Activity Title:** Speaker's Topic

**Date Started:** 9/16/2009

**Date Completed:** 9/16/2009

**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 credential."

I agree this claim is accurate.

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