

How to report PDU's for PMINEO Chapter Events



If you are reporting PDU's from one of our fellow Registered Education Providers (REP) like Baldwin Wallace, Roeder Consulting, or Lee Lambert, then please use the PDU form that was provided by that REP and report those PDU's at www.pmi.org searching for that REP's name and not the chapter's.

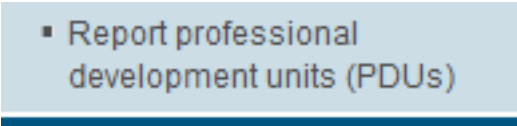
The instructions below are only for the PDU's that you receive from attending a chapter meeting, seminar, or Professional Development Day. Our chapter events and activities are not preloaded into the PMI database.

You will need to enter the events manually. Following these steps to report chapter PDU's...

1. View/print the PDU form that you received via email. If you do not have the PDU form, you can go back to www.pmineo.org, and find the event in the Event Calendar. The PDU form is linked to the event listing.
2. Goto the PMI website <http://www.pmi.org/> and Log In
3. From the menu navigation, select '*Certification*' → '*Maintain your certification: Earn and Report PDUs*'.

4. On that page, click the  button.

▪ Report professional development units (PDUs)

5. Then click on the following link  on the left.
6. In Step 1, select '*Cat A: Registered Education Provider/PMI Component*' for PDU category and '*Report a Component 1-2 PDU Event*' for Activity type. The local chapter is considered a 'PMI Component'

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

Then click  button.

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7. Then search for our chapter which is component C048 (sea zero four eight). Type the number and click 'Search'.

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	<input type="text" value="C048"/>
Component name	<input type="text"/>
<input type="button" value="BACK"/> <input type="button" value="SEARCH"/> <input type="button" value="CANCEL"/>	

8. Click the blue C048 link.

Component ID	Name
C048	PMI Northeast Ohio Chapter

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9. Refer to your PDU form. Choose the Activity date completed, then type in the Activity Title meeting, and the Program Number as listed on the PDU form. Then click 'Next'.

Report Professional Development Units


Start

Complete


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

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

BACK

NEXT

CANCEL

10. Then for Step 5, enter the number of PDU's earned. Most of our evening chapter meetings and dinner meetings are 1.5 PDU's. Please refer to the PDU form for the actual number of PDU's.
11. Then for Step 6, confirm your claim, and click Submit.