



Claiming my PDUs Procedure
Procedure ID# EVE003-03
<b>Status:</b> complete
<b>Date:</b> July 25, 2012

## Purpose:

Professional Development Units (PDUs) © are re-certification points for credentials offered through the Project Management Institute (PMI) ©. There are several certifications that require re-certification and it is the responsibility of every credential holder to file and/or verify the accuracy of their re-certification record.

## Procedure:

1. Go to [www.pmi.org](http://www.pmi.org)
2. Log in using your user name and password
3. From the main menu bar, go to my PMI. Click on "Report PDUs"
4. **Step 1 Select PDU Category:** from the pull-down menu select "Category A Registered Education provider/PMI component" and in Activity Type: select "find an activity". Click next.
5. **Step 2 Provider Activity Search Criteria.** The chapter has created the activity for you and it can be found in PMI's database. Enter the following information:
  - Provider number: c063
  - Activity name (partial or complete as shown on your receipt)
6. Click "search".
7. **Step 3 Search results:** Review the list of activities and find the workshop by name and date.
8. Click the activity # to the left of the activity name to select it.
9. Fill in the required information (date started, date ended) and answer the questions
10. **Step 4 Confirmation and Submission:** you must read and accept the confirmation statement by checking the "I agree this claim is accurate" box.
11. Click submit.
12. The submission results should verify the claim you just made. You will receive an email from PMI customer care when approved. It is recommended that you print this page for your records.