

Claiming Professional Development Units

by Ed Thomson, VP of Internet

Are you a PMP who needs to recertify soon? Or maybe you haven't ever claimed a PDU and want to know how? You can claim one PDU for each PMI dinner meeting or lunch and learn that you have attended, so make sure you give yourself credit. Here's how to claim them.

PMI has now streamlined the process for claiming PDUs. There are basically two types of events:

- Non-reoccurring 1 to 2 PDU events - Examples are monthly chapter dinner meetings or lunch and learn sessions. Keep in mind that 1, 1.25, 1.50, 1.75 and 2 PDU sessions may be offered, which will all fall under this category.
- Reoccurring or large events - An example of a 2 PDU event in this category would be a 2 PDU Risk Seminar offered several times per year. Another example of this type of event would be a one day Professional Development Event of 7 PDUs.

Now you're asking, if dinner meetings are monthly, how are they non-reoccurring? I asked this same question. The chapter invests a significant amount of energy and time to bring high impact speakers to the membership. These speakers are definitive voices in the project management arena. Every month we have different speakers, presenting on various topics. Since the content is different, PMI defines monthly chapter meetings as non-reoccurring.

If you are a PMP, you can claim your PDUs online. You should initially review the PMI Continuing Certification Requirement (CCR) guidelines for clarification on eligible sources of PDUs.

PDU Request Instructions for 1 to 2 PDU Chapter Events

- 1) Starting at the PMI website (www.pmi.org), click on the *Professional Development & Career* pull-down menu, and select *Certification Program*. On the left side navigation bar, click on *Continuing Certification Requirements*, and select *Claim/View PDU's*.
- 2) Enter your credentials, select the *PMI PDU Self Report Form*, and click *Login*. (If you forgot to select the PMI PDU Self Reporting Form, click on the menu option for *PDU Reporting Form*).
- 3) In the dropdown box, select *Category 3: Registered Education Provider program/PMI Component Event*. Click *Continue*.
- 4) Scroll to the bottom of the page, and enter the provider number for the Northeast Chapter, *C079*. Click the button that reads *Get Programs for this Provider*.
- 5) On the top of the *Category 3 Claim: course details* page, click the button that reads *1 to 2 PDU Event*. Fill out the form (see below). Remember a dinner meeting is worth 1 PDU.

PDU Activity Report

Below are the remaining items required for your activity claim. Complete the requested fields and click the "preview" button to continue.

PMI Number:	
Email:	<input type="text"/> (optional)
Phone:	<input type="text"/> (optional)
Category Type:	3
PMI Provider Number and Name:	C079, PMI Northeast Florida Chapter
Course or Event Title: (15 words or less)	<input type="text" value="Enter course title in this area"/>
Activity Date (dd/mm/yyyy):	<input type="text"/> <input type="text"/>
PDUs Earned: (One to Two PDUs allowed)	<input type="text" value="1"/> <input type="text"/>
This course met all of its stated objectives: Note: For statistical purposes only. Will not affect posting of PDUs to your transcript	<input type="text" value="Select one"/>

By submitting this report, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided can result in disciplinary action, including suspension or revocation of my PMP Certification.

I Agree

- 6) Click the *Preview* button, and then the button that reads *Finalize Submission*.
- 7) You will be prompted one last time. Click the *OK* button, and you are done.

Additional PDU Facts

- You don't need to be a member, but with all the benefits, why wouldn't you be?
- Your PMI number was provided to you when you filed your application to sit for the certification exam.
- Claim forms submitted are reviewed, and are not immediately reflected on your transcript.
- PMP's are required to maintain proof of attendance to events being claimed.
- There are restrictions to the number and frequency of events you can claim. Please refer to the PMI CCR requirements for clarification.