

The instructions below describe the steps to report PDUs for a PMI-CVC Chapter event.

1. Log into the PMI Continuing Certification Requirements System website at <https://ccrs.pmi.org/> and, as shown in Figure 1 below, click on 'Log In' (pointed to by the red arrow).

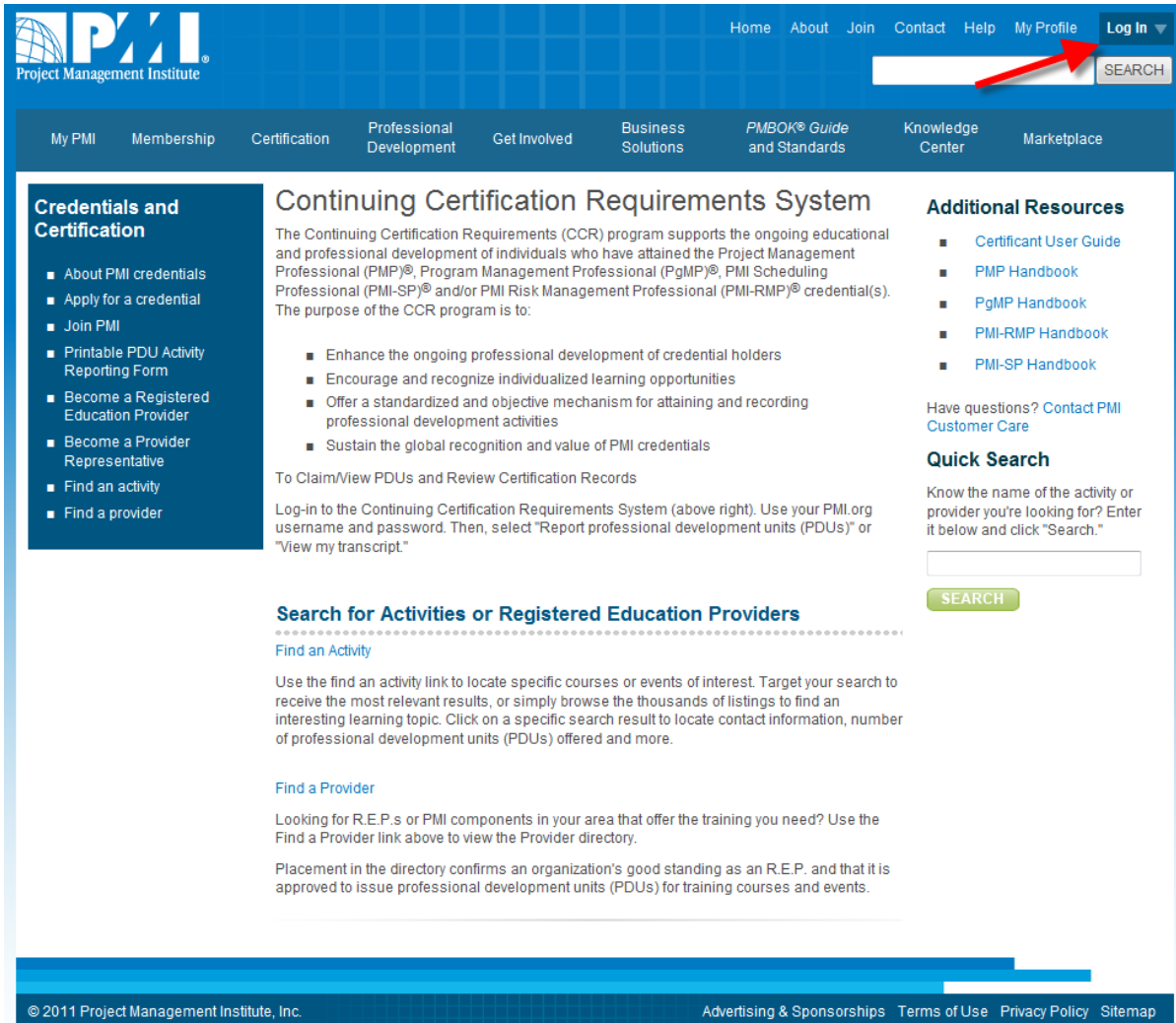


Figure 1 – PMI Continuing Certification Requirement System Home Page

2. As shown in Figure 2 below, click on Report PDU (pointed to by the red arrow).

The screenshot shows the PMI Continuing Certification Requirements System (CCRS) home page for a user named Bernard Farkas. The page is divided into several sections:

- Header:** PMI Project Management Institute logo, navigation links (Welcome, Bernard Farkas, Home, About, Join, Contact, Help, My Profile, Logout), and a search bar.
- Navigation Bar:** My PMI, Membership, Certification, Professional Development, Get Involved, Business Solutions, PMBOK® Guide and Standards, Knowledge Center, Marketplace.
- Left Sidebar:** PMP® #: 187358, In good standing. Links for View my PDU Activity and Report professional development units (PDUs). A dark blue box titled "Credentials and Certification" contains a list of links, with a red arrow pointing to "Report PDU".
- Main Content:** "Continuing Certification Requirements System" section with a summary of PDU information. Below it, "PDU Activity as of 4/17/2011" section includes links for "Report PDU", "Print Transcript", and "Print PDU Category Limits". A progress bar shows 60.00 Required and 12.00 Applied PDUs for the current cycle (4/26/2011 - 4/25/2014).
- Right Sidebar:** "Additional Resources" with links to various handbooks (Certificant User Guide, PMP Handbook, PgMP Handbook, PMI-RMP Handbook, PMI-SP Handbook). A "Quick Search" section with a search input and button.

Figure 2 – PMI Continuing Certification Requirement System Home Page

- The Report Professional Development Units page is displayed (see Figure 3 below). Select 'Cat A: Registered Education Provider/PMI Component' from the PDU Category drop-down list (pointed to by the red arrow in Figure 3 below).

The screenshot shows the PMI website's interface for reporting PDU activity. The main heading is "Continuing Certification Requirements System". Below this, there's a progress bar indicating the user's progress from "Start" to "Complete". A dropdown menu for "PDU category" is open, showing several options: "Cat A: Registered Education Provider/PMI Component", "Cat B: Continuing Education", "Cat C: Self-Directed Learning", "Cat D: Creating New Project Management Knowledge", "Cat E: Volunteer Service", and "Cat F: Work as a Practitioner". A red arrow points to the "Cat A" option. The page also features a "Print PDU Category" button and a "SEARCH" button. The footer contains copyright information for 2011 Project Management Institute, Inc. and links for Advertising & Sponsorships, Terms of Use, Privacy Policy, and Sitemap.

Figure 3 – Report Professional Development Units, Step 1 Page

4. Select 'Report a Component 1-2 PDU Event' from the Activity type drop-down list (pointed to by the red arrow in Figure 4 below).

The screenshot displays the PMI website interface for reporting PDU activity. At the top, there is a navigation bar with links like 'Home', 'About', 'Join', 'Contact', 'Help', 'My Profile', and 'Logout'. Below this is a secondary navigation bar with categories such as 'My PMI', 'Membership', 'Certification', 'Professional Development', 'Get Involved', 'Business Solutions', 'PMBOK® Guide and Standards', 'Knowledge Center', and 'Marketplace'. The main content area is titled 'Continuing Certification Requirements System' and includes a progress bar from 'Start' to 'Complete'. A section titled 'Report Professional Development Units' contains a 'Select PDU Category Step 1' dropdown menu. The selected category is 'Cat A: Registered Education Provider/PMI Component'. Below this, an 'Activity type' dropdown menu is open, showing options like 'Find an Activity (Course or Event)' and 'Report a Component 1-2 PDU Event', with the latter highlighted and pointed to by a red arrow. The page also features a 'Print PDU Category Limits' link and 'NEXT' and 'CANCEL' buttons. On the right side, there are 'Additional Resources' and a 'Quick Search' section. The footer contains copyright information for 2011 Project Management Institute, Inc. and links for 'Advertising & Sponsorships', 'Terms of Use', 'Privacy Policy', and 'Sitemap'.

Figure 4 – Report Professional Development Units, Step 1 Page

- The Component Search page is displayed. Enter either the Component ID (C094) or the Component Name (PMI Central Virginia Chapter) (pointed to by the red arrows in Figure 5). Then click the 'Search' button (pointed to by the green arrow in Figure 5).

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Figure 5 – Component Search page

- The Component Search Results page is displayed; click on C094 to select the Central Virginia Chapter (pointed to by the red arrows in Figure 6).

The screenshot shows the PMI website interface. At the top, there is a navigation bar with links like 'Home', 'About', 'Join', 'Contact', 'Help', 'My Profile', and 'Logout'. Below this is a search bar. The main content area is titled 'Continuing Certification Requirements System' and 'Report Professional Development Units'. It features a progress bar from 'Start' to 'Complete'. Under 'Search Results Step 3', there is a table with one row: 'C094 PMI Central Virginia Chapter'. A red arrow points to the 'C094' link. The page also includes a sidebar with 'Credentials and Certification' links and a right-hand section with 'Additional Resources' and 'Quick Search'.

Figure 6 – Component Search Results page

- The PDU Quantity page is displayed. Enter the number of PDUs for the activity (pointed to by the red arrows in Figure 7). Then click the 'Next' button (pointed to by the green arrow in Figure 7).

PMI Project Management Institute

Welcome, Bernard Farkas Home About Join Contact Help My Profile Logout

SEARCH

My PMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

PMP® #: 187358 In good standing

Continuing Certification Requirements System

Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

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

Activity Title: March 2011 Dinner Meeting

Date Started: 3/17/2011

Date Completed: 3/17/2011

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

BACK NEXT CANCEL

Additional Resources

- Certificant User Guide
- PMP Handbook
- PgMP Handbook
- PMI-RMP Handbook
- PMI-SP Handbook

Have questions? Contact PMI Customer Care

Quick Search

Know the name of the activity or provider you're looking for? Enter it below and click "Search."

SEARCH

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Figure 7 – PDU Quantity page

- The Confirmation and Submission page is displayed. Click the 'I agree this claim is accurate' box (pointed to by the red arrows in Figure 8). Then click the 'Submit' button (pointed to by the green arrow in Figure 8).

Central Virginia PMI Project Management Institute

Welcome, Bernard Farkas Home About Join Contact Help My Profile Logout

SEARCH

My PMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

PMP® #: 187358 In good standing

View my PDU Activity

Report professional development units (PDUs)

Continuing Certification Requirements System

Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

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

Activity Title: March 2011 Dinner Meeting

Date Started: 3/17/2011

Date Completed: 3/17/2011

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 credential."

I agree this claim is accurate.

BACK SUBMIT CANCEL

Additional Resources

- Certificant User Guide
- PMP Handbook
- PgMP Handbook
- PMI-RMP Handbook
- PMI-SP Handbook

Have questions? Contact PMI Customer Care

Quick Search

Know the name of the activity or provider you're looking for? Enter it below and click "Search."

SEARCH

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Figure 8 – Confirmation and Submission page