

Step-by-Step Instructions to Report PDU's

1. Please direct your browser to PMI's® homepage, <http://www.pmi.org>.
2. Sign in to your account using your username and password.
3. Click on the View PDU's link on the My Certification Status Category



My Certification Status

PMP Credential

PMP No.: 472887

Earned: 19 Jun 2007

Renewal Date: 18 Jun 2014

You are a PMP in good standing.

[View PDUs](#)

[Certificate Benefits](#)

[Certificate Information and Application](#)

4. Click on the Report PDU link in the Continuing Certification Requirements System.



Continuing Certification Requirements System

The summary below shows your professional development transcript to date. You will see detailed professional development unit (PDU) information for each claim you submitted. This information will help you map out what is needed to obtain the required amount of PDUs for your specific credential within your certification cycle to maintain your credential. To see full details on a specific entry, click on the plus icon.

PDU Activity as of 6/3/2011

[Report PDU](#) | [Print Transcript](#) | [Print PDU Category Limits](#)

This information is only intended for Project Management Institute (PMI) use. It is not intended for any other academic/development evaluation as the items it contains are based on PMI Credential holder submissions.

5. Once logged in, proceed by selecting “**Category A:** Registered Education Provider program”

Report Professional Development Units

Start Complete

Welcome to the online PDU Activity Reporting Form. This form can be used to submit PDU claims in compliance with PMI's Continuing Certification Requirements program.

Select PDU Category Step 1

PDU category and sub-category (if applicable). Indicate which of the categories best describes the activity reported.

* PDU category

6. Select the activity type (the first option will suffice)

* Activity type

7. Click "Next".
8. Enter the provider number of "1038" that identifies ESI International as the training provider.

Provider Activity Search Criteria Step 2

Locate the course you completed using the search options below. Start a search by entering either the name or number of your provider or the name or number of the activity and click "Search".

Provider number

9. Enter the activity code that corresponds with the course you attended in the second box.
 - a. For a public course activity code, use the six-letter course code as found in ESI's catalogs, website, or course confirmation letters (i.e. PMCCPM). Please try using

the six-digit code with and without a hyphen in the middle of the code (i.e. PMC-CPM and PMCCPM).

Activity number	<input type="text" value="PMCCPM"/>
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- b. For the activity code for onsite courses delivered for our client companies, use the last three letters of the ESI onsite course code (i.e. CPM).

10. Click "Search".

PMCCPM	Managing Projects	ESI International	1038	PMP/PgMP®: 28.00
				PMI-SP®: 28.00
				PMI-RMP®: 28.00

11. After selecting this activity, enter in the information provided

- Date Started
- Date Completed
- Brief Survey

Search Results Step 3

Select the activity course or event you completed from those listed below. Change the sorted column by clicking either column heading ("Activity Number" or "Activity Name"). Do not submit a claim for which you do not have supporting documentation.

Please indicate the dates in which you attended the selected activity.

Date started 

Date completed 

Please indicate your evaluation of this activity and provider by answering the questions below.

- * "This activity met all stated objectives"
- Strongly Agree
 - Agree
 - Somewhat Agree
 - Somewhat Disagree
 - Strongly Disagree

- * "Satisfaction with this provider"
- Excellent
 - Very Good
 - Good
 - Fair
 - Poor

12. Click "Next".

13. Enter PDUs claimed.

PDU Quantities Step 4

Please enter the number of PDUs for this activity.

* PDUs claimed: PMP/PgMP® Certification PDUs

Valid PDU quantities are between 0 and 5000 with increments of 0.25

14. Click "Next".

15. Complete PDU reporting by providing the requested information on the online form.

For PDUs earned in public courses, a list of courses and activity codes are available for selection. To access this list, enter “ESI” beside the “Find Provider” button on the R.E.P search page. Select “ESI International 1038”. Select the appropriate course title and activity code (the six-letter ESI course code) from the program list displayed, and provide the additional information requested on the online form.

For assistance with activity codes or associated PDUs, contact ESI’s Office of Student Affairs at (888) ESI-8884. For more information on PMI’s Professional Development Program and maintenance of PMP certification, visit PMI’s web site at www.pmi.org.