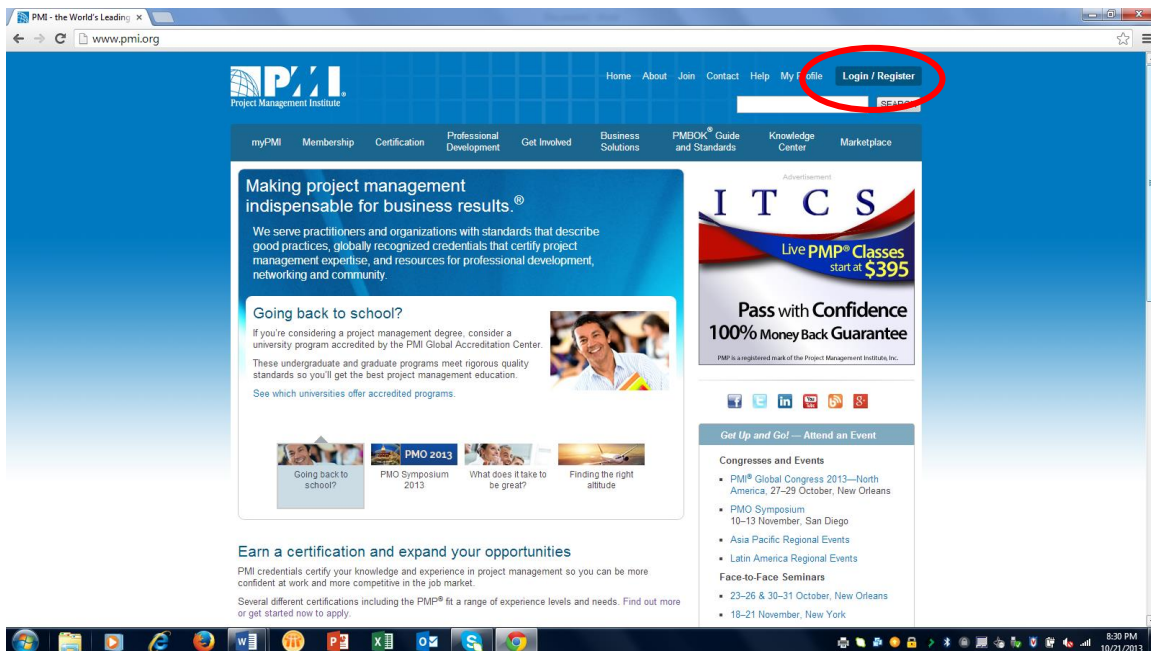


**VERY IMPORTANT: BE SURE TO PICK THE “ACTIVE” VERSION OF THE COURSE YOU COMPLETED THAT MATCHES THE COURSE NUMBER EXACTLY ON YOUR PDU CERTIFICATE WHEN CLAIMING PDU CREDIT. SEVERAL OF OUR COURSES HAVE AN OLDER “RETIRED” VERSION AS WELL, DO NOT SELECT THE RETIRED VERSION.**

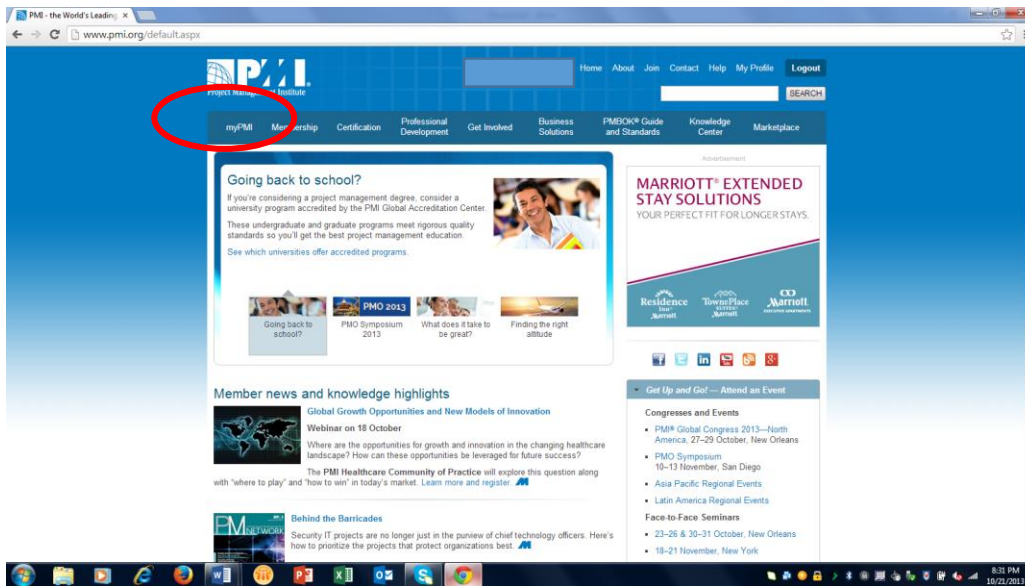
Follow this procedure to report PDUs for maintaining PMP, PgMP, PMI-SP, PMI-RMP, and PMI-ACP PDUs.

Note: Educational contact hours required for the PMP and CAPM certifications (before taking the exam and becoming certified) are to be listed on the PMI PMP or PMI CAPM application, NOT through the below PDU submission process.

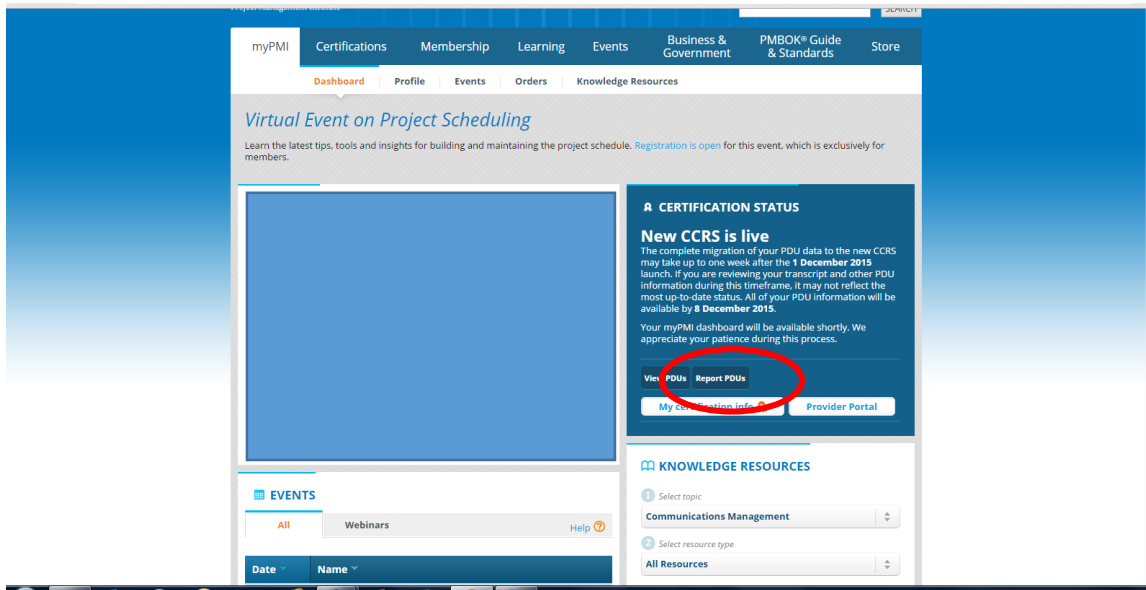
1) Login to [www.pmi.org](http://www.pmi.org)



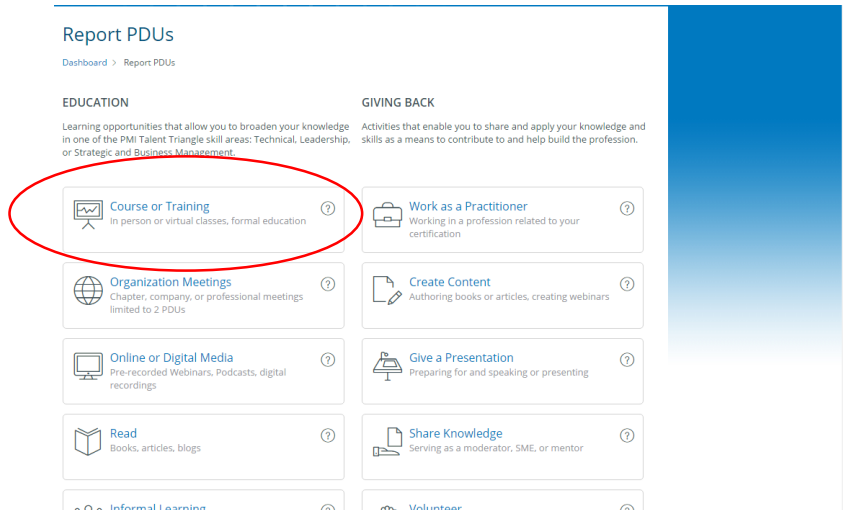
2) Click on “myPMI”



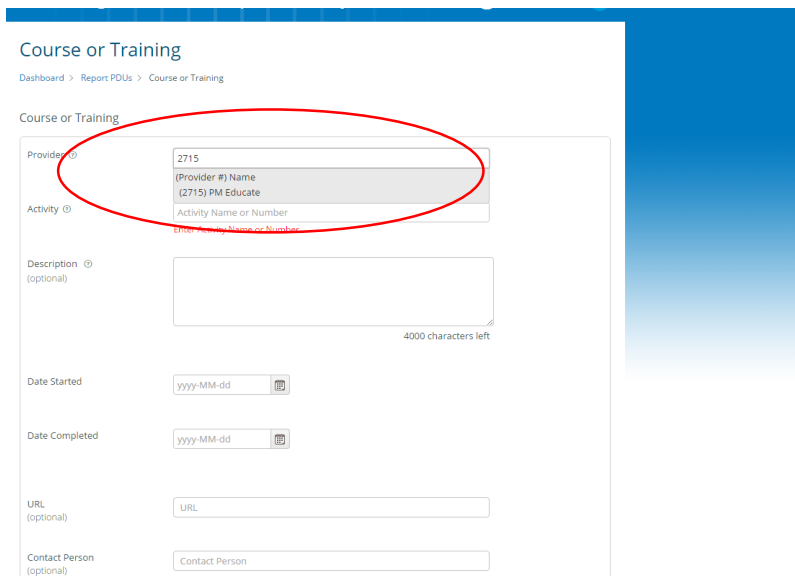
3) Click on “Report PDUs”



#### 4) Click on Course or Training



#### 5) Enter Provider ID “2715” and select “PM Educate”



#### 6) VERY IMPORTANT: ENTER THE COURSE CODE FROM YOUR CERTIFICATE EXACTLY AS SHOWN. SOME COURSE CODES END IN THE LETTER “A”, FOR EXAMPLE PME005A. SELECT THAT COURSE FROM THE DROP DOWN MENU, THAT MATCHES THE COURSE CODE EXACTLY. SOME COURSES ALSO HAVE AN OLDER “RETIRED” VERSION.

Course or Training

Dashboard > Report PDUs > Course or Training

Course or Training

Provider

Activity 

- (Activity #) Name
- (PME005A) 45 PDUs A Foundation In Professional Ethics
- (PME001) 45 HOURS/PDUS PMP EXAM PREPARATION
- (PME003) CAPM EXAM PREPARATION
- (PME004) PROJECT MANAGEMENT CORE CONCEPTS
- (PME002) PROJECT MANAGEMENT REVIEW (45 PDUs)
- (PME005) 45 PDUS A FOUNDATION IN PROFESSIONAL ETHICS
- (PME006) A STUDY IN PROJECT TIME MANAGEMENT (15 PDUs)

Description (optional)

Date Started

Date Completed

URL (optional)

Contact Person (optional)

- 7) Enter the date you began the course, and the completion date from your course completion certificate as the date completed, and check the box that you agree the information is accurate, and then click “SUBMIT”.

Date Started

Date Completed

URL (optional)

Contact Person (optional)

Contact Phone (optional)

Contact Email (optional)

PDUs Claimed

	Technical	Leadership	Strategic	Total
PMP®	8.00	7.00	0.00	15.00

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 certification and/or credential.

I agree this claim is accurate.

You will see a confirmation screen that the PMI has received your PDU claim.