










2009 Annual Event PDU Reporting Procedure



Step #	Action	Screen Shot
1	Go to www.pmi.org and log on with your username and password.	
2	Select View PDUs in the Certification Status.	
3	Enter your PMI membership ID Number, PMP Certification Number, and Password. The password will be the first 4 letters of your last name. Be sure to select the PMI PDU Self Report Form option.	
4	Select Category 3 from the drop down menu and click Continue .	



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5	Go to Option 2, type “north” and click the Find Provider button.	<p>Option 2: Locate the course you completed using the name search option below. Start entering the name of your R.E.P. provider/PMI component and click "Find Pr R.E.P.s have the ability to prevent their course information from appearing in results to maintain their client confidentiality. Participation in these "hidden", reported using the course number method in Option 1.</p> <p>north </p> <p><input type="button" value="Find Provider"/> <input type="button" value="Clear"/></p>																		
6	Click PMI North Carolina Chapter	<table border="0"> <thead> <tr> <th>Provider name</th> <th>Provider ID</th> </tr> </thead> <tbody> <tr> <td>PMI Inland Northwest Chapter</td> <td>C242</td> </tr> <tr> <td>PMI North Alabama Chapter</td> <td>C051</td> </tr> <tr> <td>PMI North Carolina Chapter</td> <td>C022</td> </tr> </tbody> </table> <p></p>	Provider name	Provider ID	PMI Inland Northwest Chapter	C242	PMI North Alabama Chapter	C051	PMI North Carolina Chapter	C022										
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7	Click 1 to 2 PDU Event	<p align="center">Category 3 Claim: course details</p> <p>Provider Name: PMI North Carolina Chapter</p> <p>1. Click on the button below to report a short event of one to two PDUs. Example: presentation during chapter meeting, 1 to 2 hours webinar, etc. Do not submit a cl which you do not have supporting documentation.</p> <p align="right"><input type="button" value="1 to 2 PDU Event"/> </p>																		
8	<p>Fill in / select the info on the PDU Activity Report. Enter “AE 2009 -” + the Session Topic Title in the Course or Event Title section.</p> <p>For example = “AE 2009 – The Step Up Story” for the Morning Keynote Speech.</p> <p>Please Note – you will need to repeat this process for all 6 sessions.</p> <p><u>PDU per Session</u></p> <p>Morning Keynote -----1.25 1st Session-----1.75 Luncheon Speech -----1.0 2nd Session-----1.0 3rd Session-----1.0 Wrap Up Speech-----1.25</p> <p>Total PDUs for Event = 7.25</p>	<table border="0"> <tr> <td>PMI Number:</td> <td></td> </tr> <tr> <td>Email:</td> <td><input type="text"/> (optional)</td> </tr> <tr> <td>Phone:</td> <td><input type="text"/> (optional)</td> </tr> <tr> <td>Category Type:</td> <td>3</td> </tr> <tr> <td>PMI Provider Number and Name:</td> <td>C022, PMI North Carolina Chapter</td> </tr> <tr> <td>Course or Event Title: (15 words or less)</td> <td><input type="text" value="Enter course title in this area"/> </td> </tr> <tr> <td>Activity Date (dd/mm/yyyy):</td> <td><input type="text"/> </td> </tr> <tr> <td>PDU per Session: (One to Two PDUs allowed)</td> <td><input type="text"/></td> </tr> <tr> <td>This course met all of its stated objectives: Note: For statistical purposes only. Will not affect posting of PDUs to your transcript</td> <td><input type="text" value="Select one"/></td> </tr> </table>	PMI Number:		Email:	<input type="text"/> (optional)	Phone:	<input type="text"/> (optional)	Category Type:	3	PMI Provider Number and Name:	C022, PMI North Carolina 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"/> 	PDU per Session: (One to Two PDUs allowed)	<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"/>
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9	<p>Be sure to check the <i>I Agree</i> box, and then click <i>Preview</i>.</p>	<p>By submitting this report, I attest that the information any misrepresentation or incorrect information provide suspension or revocation of my PMP Certification.</p> <p>I Agree <input checked="" type="checkbox"/> </p> <p><input type="button" value="Preview"/> <input type="button" value="Reset"/></p>																								
10	<p>Review information to ensure that it is correct.</p> <p><i>Print</i> a copy of this screen for your records.</p> <p>Click <i>Finalize Submission</i> to complete the PDU reporting for a given Event Session.</p> <p>Repeat steps 1 – 10 for all 6 Sessions of the 2009 Annual Event.</p>	<table border="1"> <tr><td>Date of Claim</td><td>Tue Jun 9, 2009</td></tr> <tr><td>Time of Claim</td><td>06:11 CDT</td></tr> <tr><td>PMI ID:</td><td></td></tr> <tr><td>Last Name:</td><td></td></tr> <tr><td>First Name:</td><td></td></tr> <tr><td>PMI Component Number and Name:</td><td>C022, PMI North Carolina Chapter</td></tr> <tr><td>Program Title:</td><td>test for screen shot</td></tr> <tr><td>Completion Date:</td><td>09/06/2009</td></tr> <tr><td>PDU's Earned:</td><td>1.00</td></tr> <tr><td>Category:</td><td>3</td></tr> <tr><td>Course Objectives:</td><td>01 Strongly Agree</td></tr> <tr><td>Agree:</td><td>Yes</td></tr> </table> <p></p> <p><input type="button" value="Finalize Submission"/> <input type="button" value="Go back to previous page"/></p>	Date of Claim	Tue Jun 9, 2009	Time of Claim	06:11 CDT	PMI ID:		Last Name:		First Name:		PMI Component Number and Name:	C022, PMI North Carolina Chapter	Program Title:	test for screen shot	Completion Date:	09/06/2009	PDU's Earned:	1.00	Category:	3	Course Objectives:	01 Strongly Agree	Agree:	Yes
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