



PMI-NH

Guidance on Reporting PDU's Online

Created: December 2, 2004

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Continuing Certification Requirements Online PDU Resources

Welcome to the Project Management Institute (PMI®) online resources for Professional Development Units (PDUs). PMI certified Project Management Professionals (PMP®s) are required to complete a minimum of 60 PDUs during each certification cycle. To submit or review your claim(s) please log in. Once logged in PMPs may switch between the transcript and the reporting form using the links to the left of the Web page.

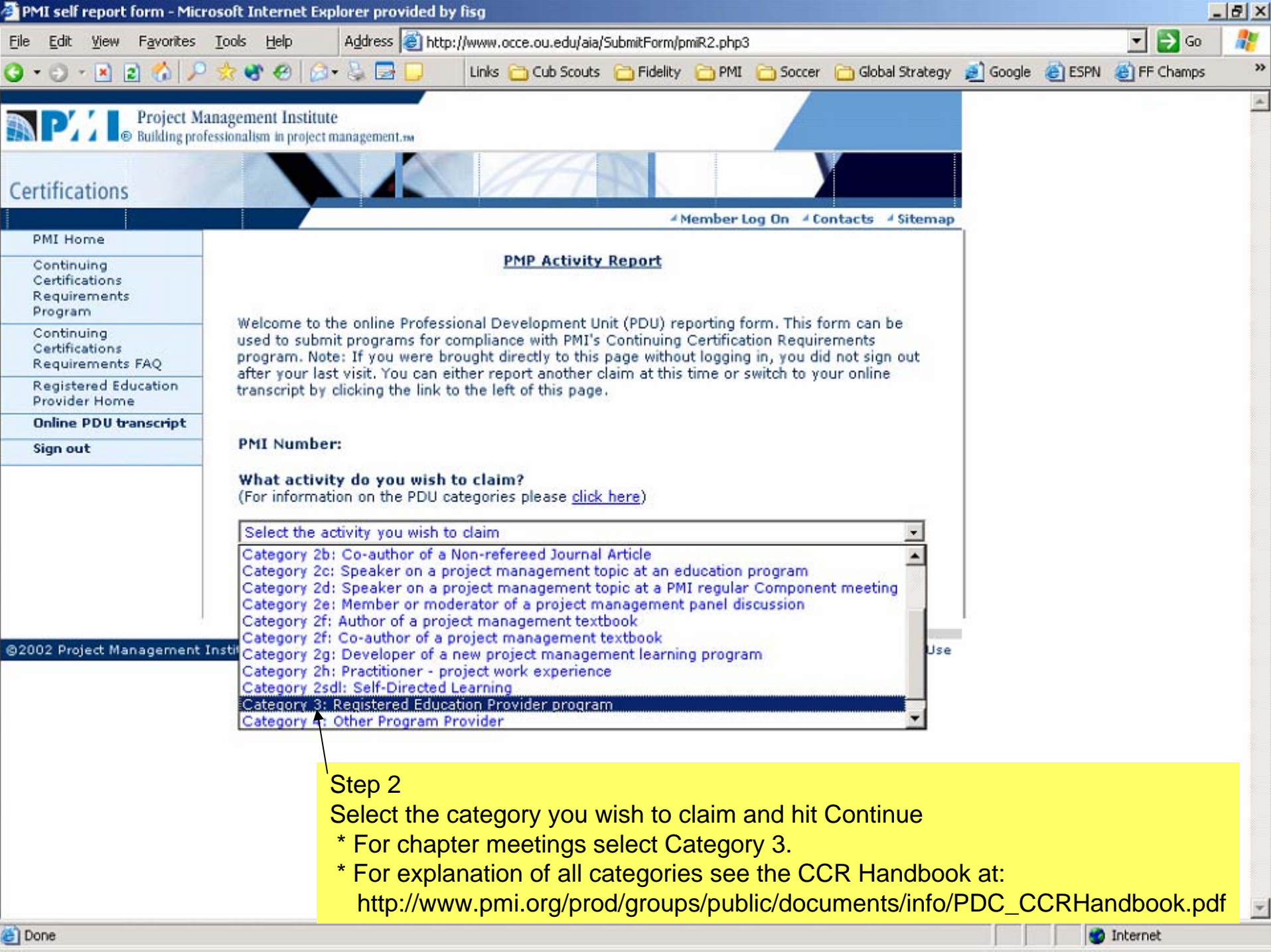
Before submitting claims it is important that PMPs understand the [Continuing Certification Requirement guidelines](#). Review these guidelines regularly to stay informed on PMP certification renewal.

[What is my PMI Number?](#)
 [What is my PMP Certification Number?](#)
 Enter the first four characters of your lastname / surname. Do not include an apostrophe (').
 PMI Transcript
 PMI PDU Self Report Form

Step 1
 Log in with your PMI ID, PMP Certificate Number, and first 4 letters of your last name.
 Select: PMI PDU Self Report & hit LOGIN

***The PMI identification number.** This individual information with PMI. The PMI identification number is required when a PMP reports PDU activity. Individuals who do not know their PMI identification number should contact PMI Customer Service (+1 610- 356-4600 or pmihq@pmi.org) and have their PMP number (see below) available. PMPs who are also a PMI members have been given their PMI identification number as their membership number.

****The PMP number.** This unique number is located on each individual's PMP certificate. It is listed as the "Certification Number" and is used to identify individual certifications.



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PMP Activity Report

Welcome to the online Professional Development Unit (PDU) reporting form. This form can be used to submit programs for compliance with PMI's Continuing Certification Requirements program. Note: If you were brought directly to this page without logging in, you did not sign out after your last visit. You can either report another claim at this time or switch to your online transcript by clicking the link to the left of this page.

PMI Number:

What activity do you wish to claim?
(For information on the PDU categories please [click here](#))

Select the activity you wish to claim

- Category 2b: Co-author of a Non-refereed Journal Article
- Category 2c: Speaker on a project management topic at an education program
- Category 2d: Speaker on a project management topic at a PMI regular Component meeting
- Category 2e: Member or moderator of a project management panel discussion
- Category 2f: Author of a project management textbook
- Category 2f: Co-author of a project management textbook
- Category 2g: Developer of a new project management learning program
- Category 2h: Practitioner - project work experience
- Category 2sd: Self-Directed Learning
- Category 3: Registered Education Provider program**
- Category 4: Other Program Provider

Step 2
Select the category you wish to claim and hit Continue
* For chapter meetings select Category 3.
* For explanation of all categories see the CCR Handbook at:
http://www.pmi.org/prod/groups/public/documents/info/PDC_CCRHandbook.pdf



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Member Log On Contacts Sitemap

Category 3 claim: R.E.P. search

If you know the full program number (provider ID and program ID) of the R.E.P. event you completed enter it below and click "Find Program".

 -

Provider ID - Program ID

-OR-

Locate the program you completed using the search option the name of your provider and click "Find Provider". *NOTE: Providers have the ability to prevent their program information from appearing in these search results to maintain their client confidentiality. Participation in these "hidden" courses must be reported using the program number method above.*

This is a keyword search. Try using the most unique word in your provider's name if you are unable to locate them initially. For example: To locate your PMI Chapter's name try searching only for "chapter". This will retrieve all names including "Chapter" from which you will be able to select the correct one. The same method can be used to easily find a PMI Specific Interest Group (SIG), search using only "sig".

Step 3
 Select the Provider
 * Hint: Its easiest to search for the provider.
 * For PMI-NH the best search is just New Hampshire then hit Find Provider Button

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Category 3 claim: program search

The results of your search are listed below. Select the Registered Education Provider who conducted the program you completed by clicking on their name or ID.

Provider name	Provider ID
• New Hampshire Technical Institute (NHTI)	1638
• PMI New Hampshire Chapter	C238

Step 4
Click on the best match link
This Example PMI New Hampshire Chapter

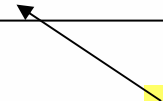
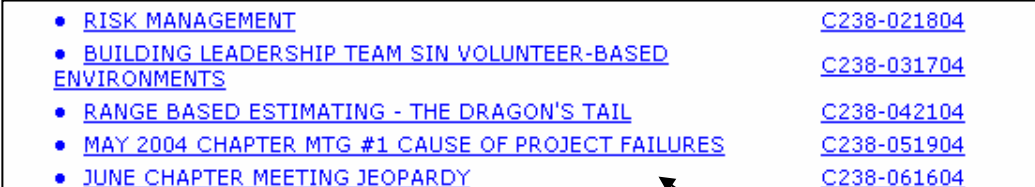
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Category 3 claim: program details

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

Provider Name: PMI New Hampshire Chapter

<u>Program Name</u>	<u>Program Number</u>
• PM-2001-A Survey of the State of the Art	C238-010301
• Building a Leadership Crew	C238-010418
• Construction of Verizon Wireless Center	C238-010919
• Manchester Airport, Managing Growth	C238-011114
• PMBOK 2000 & PM Certification: What You Need To Know	C238-011219
• Project Management: Today's Leadership Skills	C238-020116
• Interpersonal Communications, Quality Really Pays Off	C238-020213
• Five Sigma Project Management: Emerging Practices in P M	C238-020417
• Earned Value	C238-020522
• RISK MANAGEMENT	C238-021804
• BUILDING LEADERSHIP TEAM SIN VOLUNTEER-BASED ENVIRONMENTS	C238-031704
• RANGE BASED ESTIMATING - THE DRAGON'S TAIL	C238-042104
• MAY 2004 CHAPTER MTG #1 CAUSE OF PROJECT FAILURES	C238-051904
• JUNE CHAPTER MEETING JEOPARDY	C238-061604
• MERRIMACK STUDY GROUP	C238-SG-10504
• Seven Steps to Successful Scheduling	C238-X011503
• PM Today's Leadership Skills	
• Five Sigma Proj. Mgmt Emerging Practices In PM	
• PMp Study Session Covering Area of the PMBOK	
• October Portsmouth Chapter Meeting	
• New Hampshire Chapter Meeting	
• Interpersonal Communications-Quality Pays Off	



Step 5
 Select the meeting you wish to report
 * This years meetings are in the format:
 C238-MMDDYY

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- Sign out

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

PMI Number: _____

Email: (optional)

Phone: (optional)

Category Type: 3

Program Number: C238-021804

Program title or description of Activity: (15 words or less) RISK MANAGEMENT

Start Date (dd/mm/yyyy): 18/02/2004

Completion Date (dd/mm/yyyy): 18/02/2004

PDU's Earned: 1.0

This course met all of its stated objectives:

Step 6
 Enter the Start and Completion Dates
 Enter the PDUs Earned
 * Generally chapter meetings are worth 1.0 PDUs
 Although, check the newsletter or the PMI-NH website before reporting. Occasionally the chapter meetings are worth more.
 Select your level of agreement of meeting objectives
 Read the disclosure & select "I Agree"
 Hit Continue and you are Done.

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

I Agree