

1) Login to PMI.org

The screenshot shows the PMI.org website interface. At the top, there is a navigation bar with the PMI logo and the text "Project Management Institute". To the right of the logo, there is a search bar and a "SEARCH" button. Below the search bar, there is a horizontal menu with the following items: myPMI, Membership, Certification, Professional Development, Get Involved, Business Solutions, PMBOK® Guide and Standards, Knowledge Center, and Marketplace. The main content area is divided into several sections. On the left, there is a section titled "Why have your academic program accredited by GAC..." with a sub-header "Educators are invited to learn the benefits of accrediting their academic program in project management. Network with representatives of accredited programs, and those who are in the accreditation process. Meet the GAC Board." Below this, there are four small boxes: "OUTSTANDING ACHIEVEMENT" (Honor the best of the best), "GAC Accreditation Forum", "(PMI-ACP)® exam is now available", and "Career Central" (8 Career Tips for "Newbies"). To the right of this section, there is a "My Status" section with three sub-sections: "My Membership Status" (PMI ID No.: 882934, Member Since: 16 Jan 2007, Expires: 31 Jan 2012, Membership Type: Individual, Member Benefits), "My PMI Library" (View and sort documents you have downloaded from PMI.org in your Digital Lock Box), and "My Certification Status" (PMP Credential, PMP No.: 464472, Earned: 14 Apr 2007, Renewal Date: 13 Apr 2014, You are a PMP in good standing, View PDUs, Certificate Benefits, Certificate Information and Application). Below "My Certification Status" is a "My Communities" section (As a member you can access our online communities, Community Leadership, Region 2 Community Leadership Site). On the right side of the page, there is an "Advertisement" section titled "Get Up and Go! — Attend an Event." with a sub-section "PMI® Global Congresses" listing events in North America, Latin America, Asia Pacific, EMEA, and SeminarsWorld®. Below this, there are three more sections: "Know More and Be More Competitive", "Celebrate Achievement", and "Teach Project Management". At the bottom of the page, there is a "Share, Network and Connect" section with social media icons for Facebook, Twitter, LinkedIn, YouTube, and Google+, and the text "Check out our social media page". The footer of the page contains the text "Member news and knowledge highlights" and "Who's Who Volunteer".

2) Click on the View PDUs link

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 9/16/2011

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.

My Name: Corey McDougall **My PMI ID:** 862934

Progress Toward Recertification:

PMP# 60.00 Required
47.00 Applied

Cycle Detail by Certification:

Current Cycle Dates: 4/14/2011 - 4/13/2014

Cycle Dates: 4/14/2011 - 4/13/2014 (Current Cycle) Previous Cycle Next Cycle

Earned Claims: 27.00 PDUs (1) Transferable: 0.00 PDUs (1)

Category	Description Provider Name Activity Title	Date Completed	PDUs Earned
E	Volunteer Service PMI Regina South Saskatchewan Chapter VP of Programs	09/06/2011	15.00 (1)
A	Courses offered by PMI's R.E.P.s or Chapters and Committees PMI Regina S. Saskatchewan Chapter Library Integration Project - Shaun Heron	06/16/2011	1.00 (1)
A	Courses offered by PMI's R.E.P.s or Chapters and Committees	05/19/2011	1.00 (1)

3) Click on 'Report Professional Development Units'

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:

* Activity type:

You have selected Cat. A: Registered Education Provider/PMI Component. Please remember that this category has the following limitations:

- PMI-ACP®: No maximum
- PMP®/PgMP®: 1-2 PDUs
- PMI-SP®/PMI-RMP®: 1-2 PDUs

Please note that these category limitations are based on current rules. These rules are subject to change at any time and PMI will alert you to those changes. Therefore, you may note differences in the category limitations between the time when you completed the activity and now.

[Print PDU Category Limits](#)

- 4) Select 'Category A: Registered Education Provider/PMI Component' from the PDU Category drop-down.
- 5) Select 'Report a Category 1-2 PDU Event' from the 'Activity Type' drop-down.
- 6) Click on the 'Next' button.
- 7) Enter 'C093' in the 'Component ID' field.
- 8) Click on the 'Search' button.
- 9) Select the activity date from the 'Activity date completed' date selector control.
- 10) Enter a meaningful event title in the 'Activity Title' field, for example 'Chapter Luncheon - May 2011' (which matches the name on the certificate provided by the chapter in the 'My Information' section of the chapter website). Alternatively you could enter the speakers name or topic, using the May 2011 meeting as an example, 'David Zinger' or 'Using the Influencer – The Power To Change Anything'

No other fields are required.

The screenshot shows the 'Report Professional Development Units' form in the CCRS system. The form is titled 'Report Professional Development Units' and is part of the 'Continuing Certification Requirements System'. The user is logged in as Corey McDougall. The form includes the following fields and options:

- PDU Category:** Cat A: Registered Education Provider/PMI Component
- Component Activity Information Step 3:**
 - Component ID:** C093
 - Component Name:** PMI Regina/S. Saskatchewan Chapter
 - Activity date completed:** 9/15/2011
 - Activity title:** Chapter Luncheon - September 2011
 - Activity meeting number:** (empty field)
 - Contact person:** (empty field)
 - Phone number:** (empty field)
 - E-mail address:** (empty field)
 - Confirm e-mail:** (empty field)

At the bottom of the form, there are three buttons: 'BACK', 'NEXT', and 'CANCEL'. The 'NEXT' button is highlighted in green, indicating it is the next step in the process.

- 11) Click on the 'Next' button

12) Enter '1' in the 'PDUs Claimed' field.

The screenshot shows the PMI website's 'Continuing Certification Requirements System' interface. The user is logged in as Corey McDougall. The page title is 'Report Professional Development Units'. The form displays the following details:

- PMP#:** 464472 (In good standing)
- PMI:** Regina/S Saskatchewan Chapter, Provider #: C093
- PDU Category:** Cat A: Registered Education Provider/PMI Component
- Component ID:** C093
- Component Name:** PMI Regina/S Saskatchewan Chapter
- Activity Title:** Chapter Luncheon - September 2011
- Date Started:** 9/15/2011
- Date Completed:** 9/15/2011

The 'PDU Quantities Step 4' section shows a progress bar from 'Start' to 'Complete'. Below it, the 'PDUs claimed' field contains the number '1'. A note states: 'Valid PDU quantities are between 1 and 2 with increments of 0.25'. The 'Next' button is highlighted in green.

13) Click on the 'Next' button.

The screenshot shows the next step in the 'Report Professional Development Units' process, titled 'Confirmation and Submission Step 5'. The form displays the same activity details as the previous step. A confirmation message reads: '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.' A checkbox is checked with the text 'I agree this claim is accurate.' The 'Next' button is highlighted in green.

14) Check the box corresponding to 'I agree this claim is accurate' statement.

15) Click on the 'Submit' button.

You will then be provided with a summary of the claim . That is it, you are done!

The screenshot shows the PMII website interface. The main content area is titled "Continuing Certification Requirements System" and includes a "Report Professional Development Units" section. The claim details are as follows:

- PDU Category:** Cat A: Registered Education Provider/PMI Component
- Component ID:** C093
- Component Name:** PMI Regina/S Saskatchewan Chapter
- Activity Title:** Chapter Luncheon - September 2011
- Date Started:** 9/15/2011
- Date Completed:** 9/15/2011

The "Submission Results" section contains a table with the following data:

Submission Result	PMI ID	Name	Type	Claim ID	Claimed Quantity
Submitted	882934	Corey McDougall	PMIPgIIP®	5054566	1

At the bottom of the page, there are buttons for "REPORT ANOTHER CLAIM" and "Return to PDU Activity".