

# Reporting of PDUs in the new CCRS (Status: June 2023)

Advance note: Talent Triangle change in Education.

In the area Education PDUs, the Talent Triangle had recently changed (the following graphic is from PMI, [What are PDUs | PMI](#)):



The following figures then apply to the PMP (cf. <https://www.pmi.org/certifications/certification-resources/maintain/requirements>):

**60 PDUs / 3-year cycle for:**  
PMP, PgMP, PfMP, PMI-PBA



## Education

(Required)

**Minimum of 35 PDUs**

A minimum of 8 PDUs for each skill.



## Giving Back

(Optional)

**Maximum of 25 PDUs**

A maximum of 8 PDUs for  
“Working as a Professional”



Once you fill each section, the remaining PDUs can go into any of the 3 sections.

## Three possible procedures

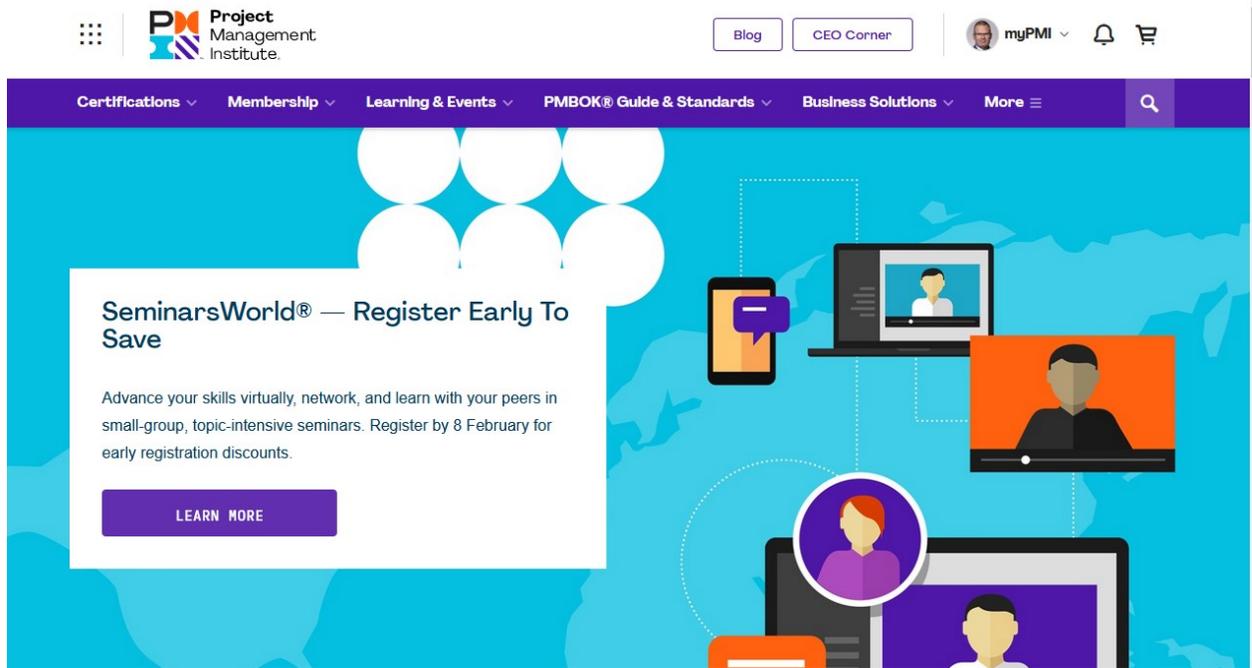
There are basically three different procedures for reporting PDUs to the PMI, which are described in this document:

- Claim PDUs with known PDU code  
(via Search Activities, s. Claim PDU for activity with known PDU code)
- Claim PDUs without knowing the PDU code  
(also via Search Activities possible, but also via Report PDUs, s. Claim PDU without knowing the PDU code)
- Claim PDUs without a PDU code in place (s. Procedure using the example of Organization Meetings without PDU code)

## Entry

Login to [pmi.org](https://www.pmi.org) / myPMI Dashboard, navigate to the PDU Reporting section

- Log in to [www.pmi.org](https://www.pmi.org) with your PMI account (user login and password)
- Go to myPMI Dashboard
- And call up the CCRS there (figure below).



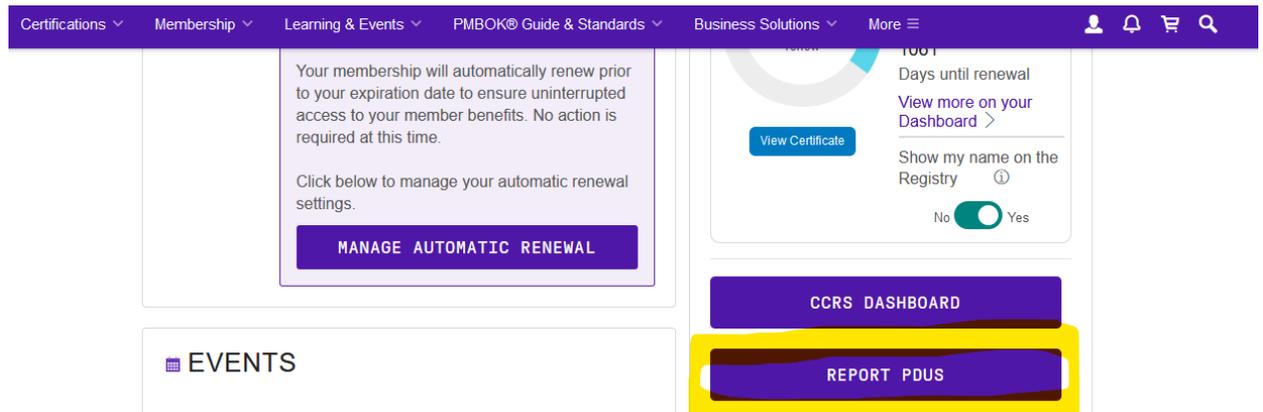
Alternative: Registration at <https://ccrs.pmi.org>

Alternatively, they can log on to <https://ccrs.pmi.org> with their PMI credentials.

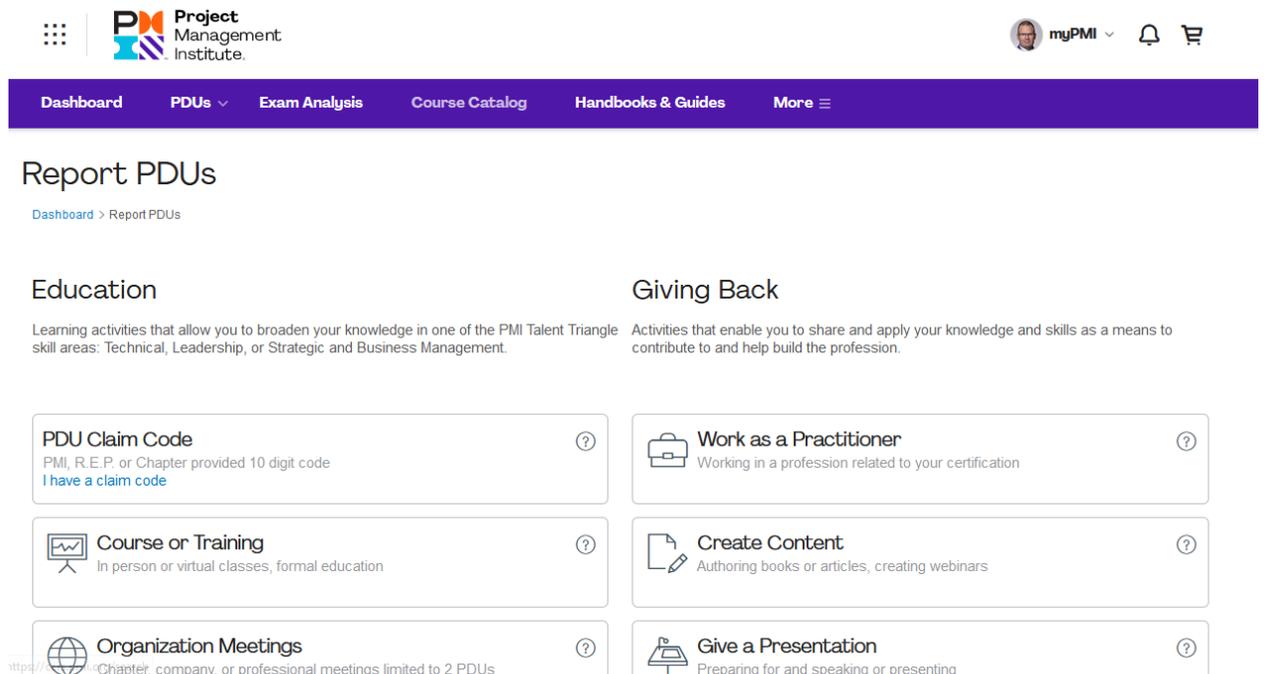
## Claim PDU for activity with known PDU code

If you know the PDU code of the event, you should search for the activity via "Search Activities" in the menu. Then proceed as follows to claim your PDUs:

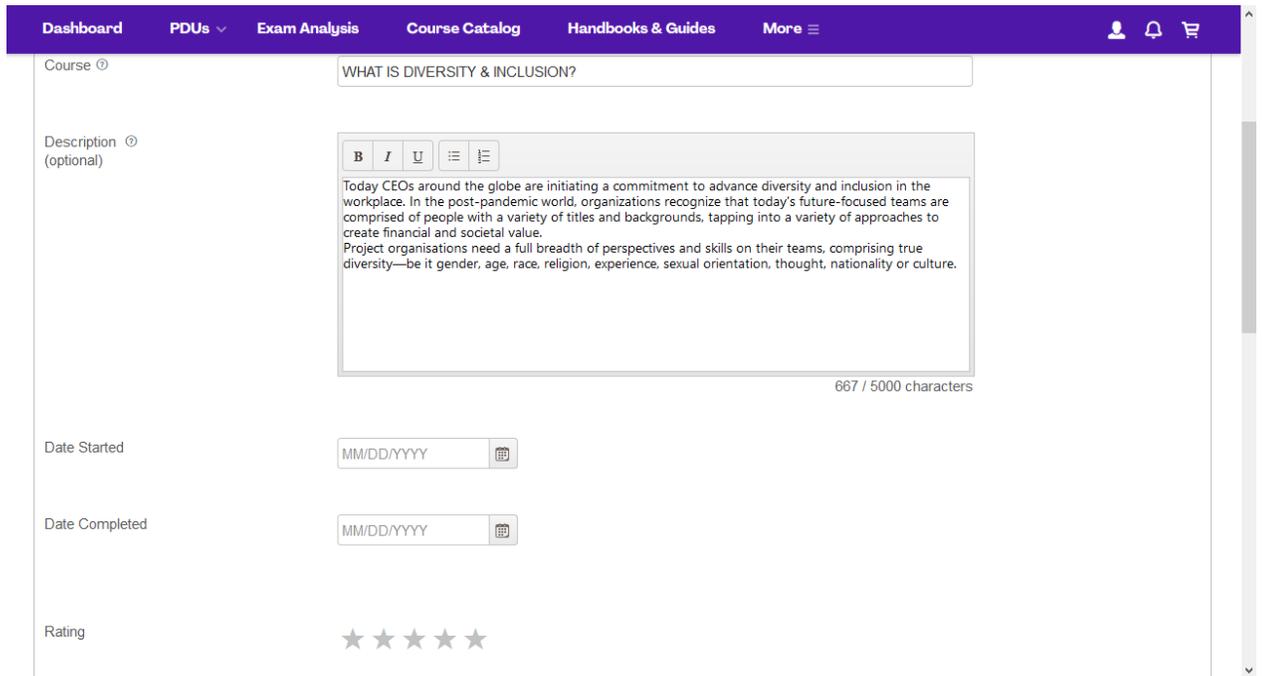
- From myPMI, access the CCRS dashboard.



- Select "I have a claim code" under PDU Claim Code. At Activities, enter the PDU code you know and click on Search.



- You will see the main information of the activity:



Dashboard PDU's Exam Analysis Course Catalog Handbooks & Guides More

Course <sup>Ⓞ</sup> WHAT IS DIVERSITY & INCLUSION?

Description <sup>Ⓞ</sup> (optional)

**B** *I* U ☰ ☷

Today CEOs around the globe are initiating a commitment to advance diversity and inclusion in the workplace. In the post-pandemic world, organizations recognize that today's future-focused teams are comprised of people with a variety of titles and backgrounds, tapping into a variety of approaches to create financial and societal value.  
Project organisations need a full breadth of perspectives and skills on their teams, comprising true diversity—be it gender, age, race, religion, experience, sexual orientation, thought, nationality or culture.

667 / 5000 characters

Date Started MM/DD/YYYY 

Date Completed MM/DD/YYYY 

Rating ★ ★ ★ ★ ★

- Fill in the missing information, e.g. start and end of the activity

PDU's Claimed <sup>Ⓞ</sup>

	Ways of Working <sup>Ⓞ</sup>	Power Skills <sup>Ⓞ</sup>	Business Acumen <sup>Ⓞ</sup>	Total PDU's
PMI-ACP <sup>®</sup>	0.00 	1.00 	0.50 	1.50
PMP <sup>®</sup>	0.00 	1.00 	0.50 	1.50

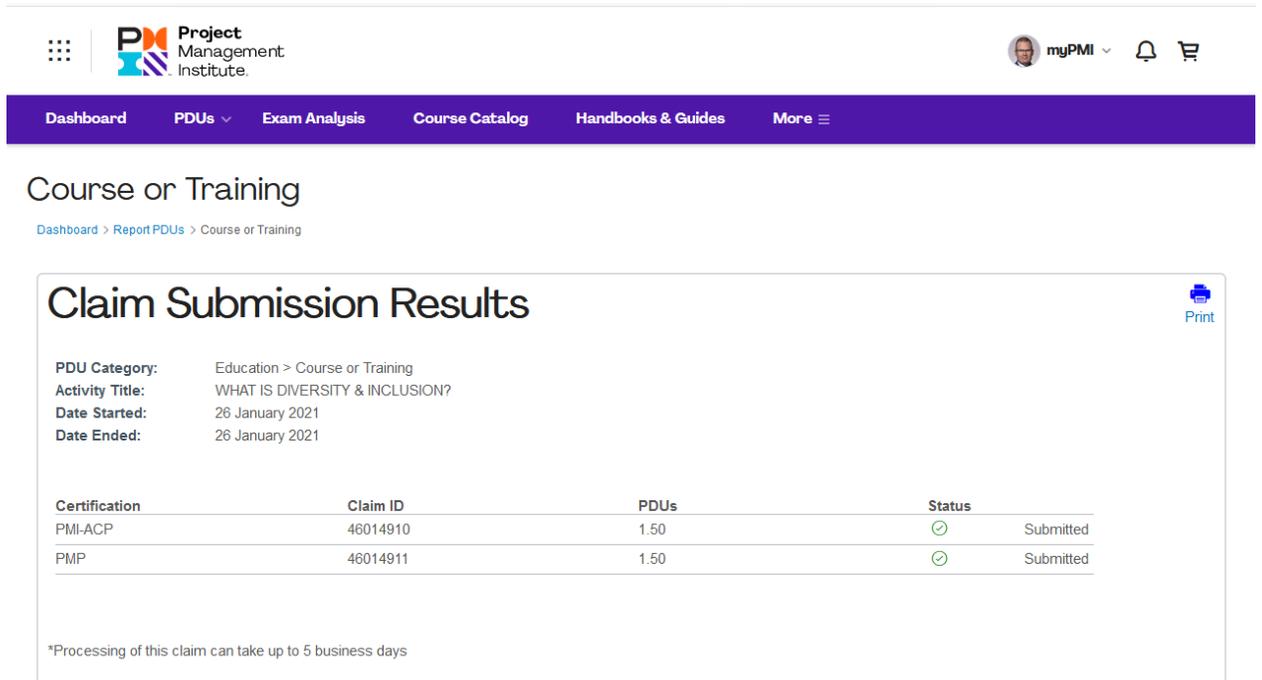
   

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate.

- You can leave or decrease the PDU's Claimed if you did not attend the entire event.
- Confirm that your information is correct and then click Submit.

- You will receive a success message directly on the screen when you have successfully submitted the claim. You can print this out or submit another claim afterwards:



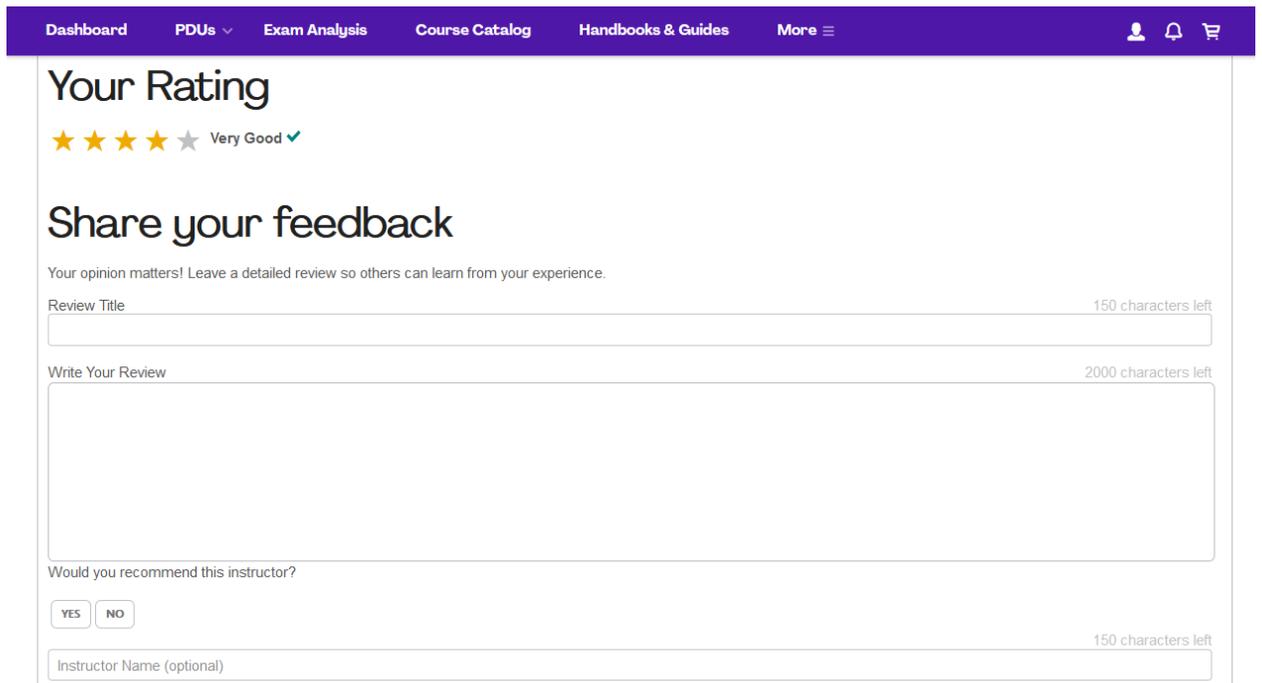
The screenshot shows the 'Claim Submission Results' page. At the top, there is a navigation bar with 'Dashboard', 'PDU's', 'Exam Analysis', 'Course Catalog', 'Handbooks & Guides', and 'More'. The user is logged in as 'myPMI'. The main heading is 'Course or Training'. Below it, the breadcrumb trail is 'Dashboard > Report PDU's > Course or Training'. The main content area is titled 'Claim Submission Results' and includes a 'Print' button. The details are as follows:

**PDU Category:** Education > Course or Training  
**Activity Title:** WHAT IS DIVERSITY & INCLUSION?  
**Date Started:** 26 January 2021  
**Date Ended:** 26 January 2021

Certification	Claim ID	PDU's	Status
PMI-ACP	46014910	1.50	Submitted
PMP	46014911	1.50	Submitted

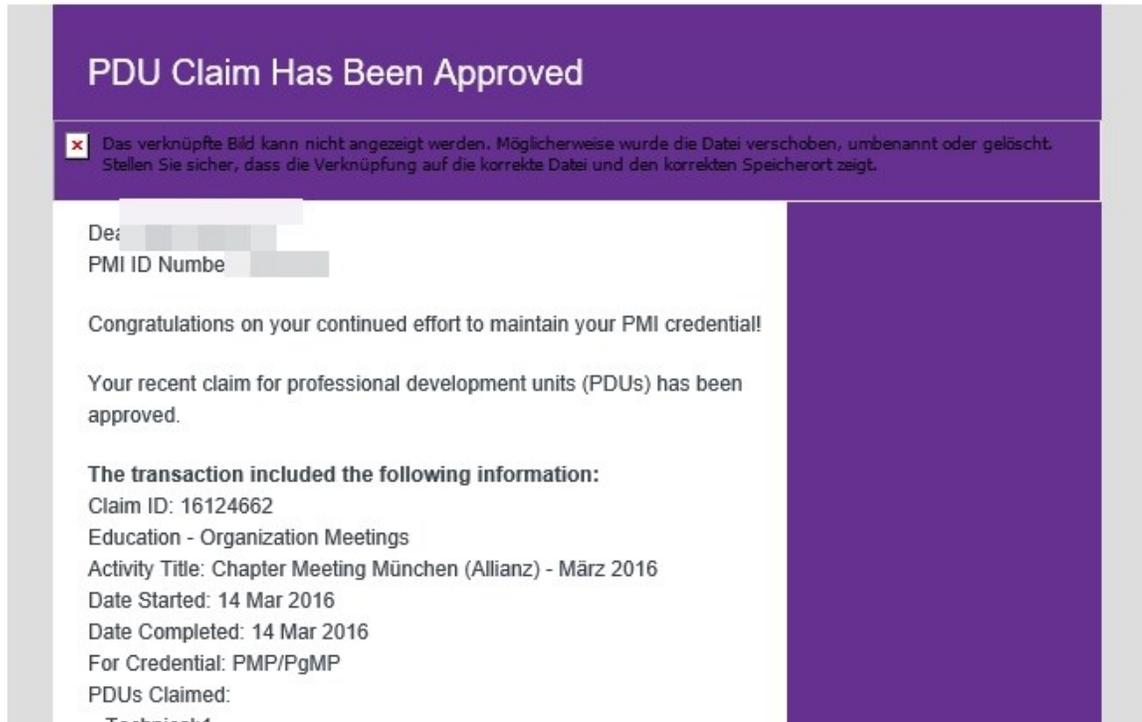
\*Processing of this claim can take up to 5 business days

- Please take the chance and rate our event by scrolling down the screen and filling out the small satisfaction scale:



The screenshot shows the 'Your Rating' and 'Share your feedback' form. The navigation bar is the same as in the previous screenshot. The main heading is 'Your Rating', followed by a star rating of 4.5 (4 yellow stars and 1 grey star) and the text 'Very Good' with a checkmark. Below this is the heading 'Share your feedback' and the text 'Your opinion matters! Leave a detailed review so others can learn from your experience.' The form includes a 'Review Title' field (150 characters left), a 'Write Your Review' text area (2000 characters left), a 'Would you recommend this instructor?' section with 'YES' and 'NO' buttons, and an 'Instructor Name (optional)' field (150 characters left).

- If your claim has been accepted, you will receive an e-mail with a notification to that effect:



**PDU Claim Has Been Approved**

 Das verknüpfte Bild kann nicht angezeigt werden. Möglicherweise wurde die Datei verschoben, umbenannt oder gelöscht. Stellen Sie sicher, dass die Verknüpfung auf die korrekte Datei und den korrekten Speicherort zeigt.

De: [Redacted]  
PMI ID Numbe [Redacted]

Congratulations on your continued effort to maintain your PMI credential!

Your recent claim for professional development units (PDUs) has been approved.

**The transaction included the following information:**  
Claim ID: 16124662  
Education - Organization Meetings  
Activity Title: Chapter Meeting München (Allianz) - März 2016  
Date Started: 14 Mar 2016  
Date Completed: 14 Mar 2016  
For Credential: PMP/PgMP  
PDUs Claimed:  
Technical4

## Claim PDU without knowing the PDU code

### Switch to the Report PDUs area

Click the "Report PDUs" button on the right side under Certification Status:

The screenshot shows a member's dashboard with the following sections:

- Academic Virtual Event:** A banner for an event on 24 February.
- PROFILE:** A section with a profile card containing:
  - Title: PM III
  - Company:
  - Email:
  - Member ID:
  - Member Since: 10 Nov 2014
  - Expires: 30 Nov 2016
  - Volunteer Status: [Find an opportunity](#)
  - Chapter: Munich Germany Chapter
- CERTIFICATION STATUS:** A section for PMP® certification with a donut chart showing 27 PDU hours remaining to renew. It includes:
  - Status: In good standing
  - Earned: 12 Jan 2015
  - Renewal: 12 Jan 2018
  - 711 Days until renewal
  - [View more on your Dashboard](#)
- Buttons:** Below the certification status are three buttons: "CCRS Dashboard", "Report PDUs" (highlighted with a mouse cursor), and "My certification Info".
- EVENTS:** A section with tabs for "All", "Webinars", and "Personal", and a "Help" icon.
- KNOWLEDGE RESOURCES:** A section at the bottom right.

## Choose category

From the categories offered, select the category that corresponds to the event in which you participated:

Dashboard
PDUs ▾
Exam Analysis
Course Catalog
Handbooks & Guides
More ≡
👤
🔔
🛒

### Education

Learning activities that allow you to broaden your knowledge in one of the PMI Talent Triangle skill areas: Technical, Leadership, or Strategic and Business Management.

**PDU Claim Code** ?

PMI, R.E.P. or Chapter provided 10 digit code  
[I have a claim code](#)

 **Course or Training** ?

In person or virtual classes, formal education

 **Organization Meetings** ?

Chapter, company, or professional meetings limited to 2 PDUs

 **Online or Digital Media** ?

Pre-recorded Webinars, Podcasts, digital recordings

 **Read** ?

### Giving Back

Activities that enable you to share and apply your knowledge and skills as a means to contribute to and help build the profession.

 **Work as a Practitioner** ?

Working in a profession related to your certification

 **Create Content** ?

Authoring books or articles, creating webinars

 **Give a Presentation** ?

Preparing for and speaking or presenting

 **Share Knowledge** ?

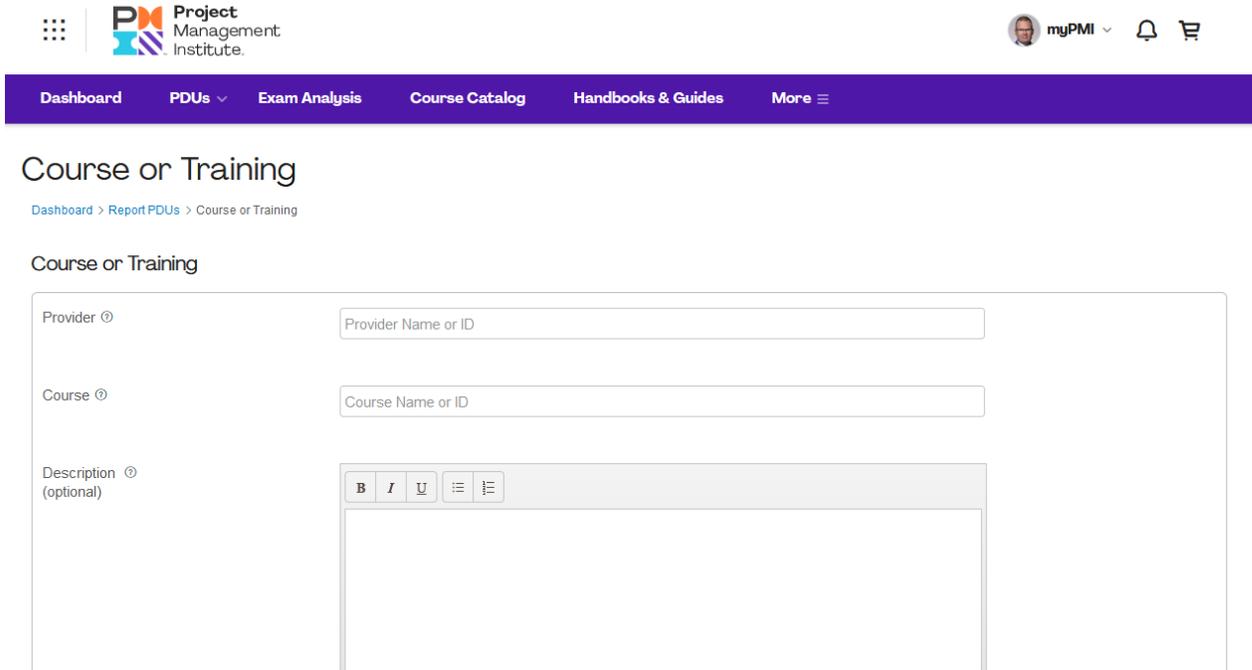
Serving as a moderator, SME, or mentor

 **Volunteer** ?

For example, if you have attended a training from a training provider, select Course or Training.

## Register Provider

In the Provider field, enter the name or ID of the provider:



The screenshot shows the 'Course or Training' registration page. At the top, there is a navigation bar with the following items: Dashboard, PDUs (with a dropdown arrow), Exam Analysis, Course Catalog, Handbooks & Guides, and More (with a menu icon). The page title is 'Course or Training'. Below the title, there is a breadcrumb trail: Dashboard > Report PDUs > Course or Training. The main heading is 'Course or Training'. The form contains three fields: 'Provider' with a text input field labeled 'Provider Name or ID', 'Course' with a text input field labeled 'Course Name or ID', and 'Description (optional)' with a rich text editor. The rich text editor has a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List.

## Register Course

Under "Course" you can enter the name or - if you know it - the course ID.

The name will be displayed if the beginning is entered correctly.

## Record start and end

Select the start date and the end date::

Dashboard		PDU's	Exam Analysis	Course Catalog	Handbooks & Guides	More	Profile	Notifications	Shopping Cart
		<div style="border: 1px solid #ccc; height: 40px;"></div> <p style="text-align: right; font-size: small;">0 / 5000 characters</p>							
Date Started		<input type="text" value="MM/DD/YYYY"/>							
		<span style="color: red; font-size: small;">Enter Start Date</span>							
Date Completed		<input type="text" value="MM/DD/YYYY"/>							
URL (optional)		<input type="text"/>							
Contact Person (optional)		<input type="text"/>							
Contact Phone (optional)		<input type="text"/>							
Contact Email (optional)		<input type="text"/>							

### Enter / confirm details of the Talent Triangle

If the possible number of PDUs per Talent Triangle dimension is already stored, leave it as it is or reduce it if you were not able to participate in the event for its full duration:

#### PDUs Claimed

	Ways of Working 	Power Skills 	Business Acumen 	Total PDUs
PMI-ACP®	0.00  	1.00  	0.50  	1.50
PMP®	0.00  	1.00  	0.50  	1.50

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.

[Submit](#)

### Submit submission via Submit

Check the box "I agree this claim is accurate" and then click on "Submit":

#### PDUs Claimed

	Ways of Working 	Power Skills 	Business Acumen 	Total PDUs
PMI-ACP®	0.00  	1.00  	0.50  	1.50
PMP®	0.00  	1.00  	0.50  	1.50

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.

[Submit](#)

## Confirmations from PMI

### Confirmation on screen

If everything has worked out, you will receive a confirmation of the submission online on the screen:

myPMI  

[Dashboard](#) [PDU's](#) [Exam Analysis](#) [Course Catalog](#) [Handbooks & Guides](#) [More](#)

### Course or Training

[Dashboard](#) > [Report PDU's](#) > [Course or Training](#)

## Claim Submission Results



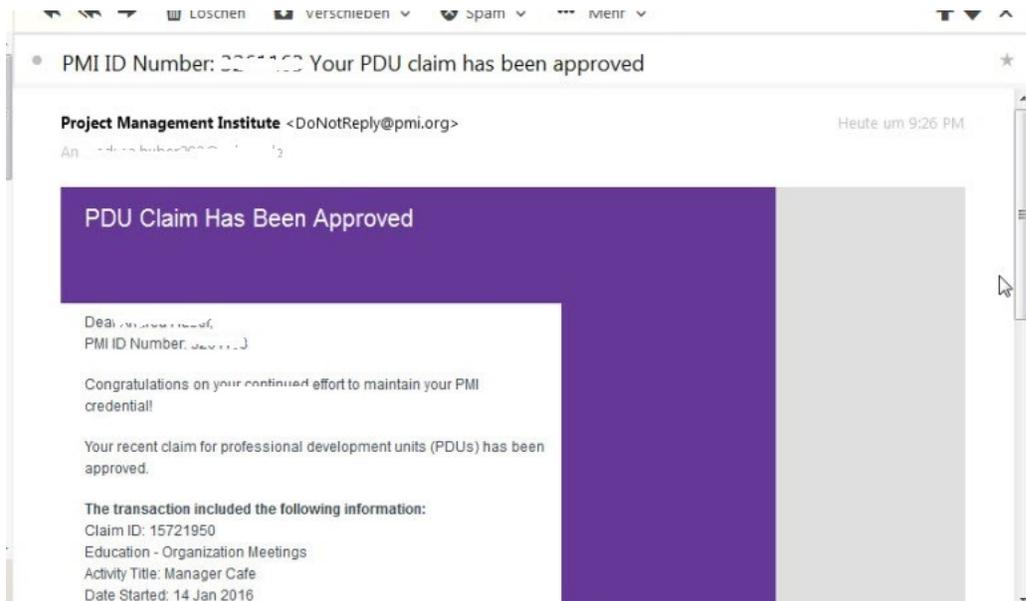
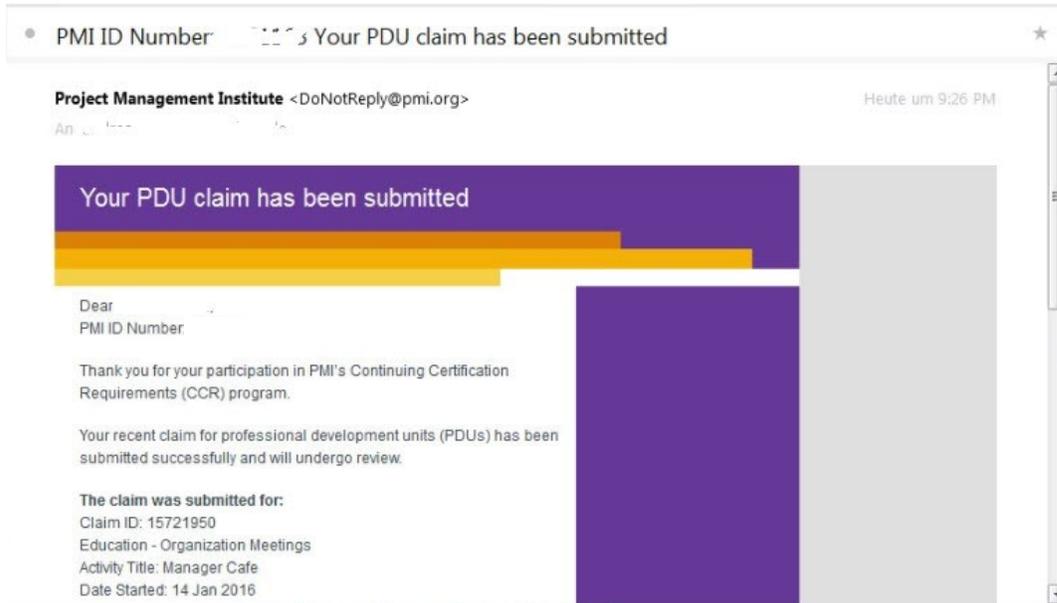
**PDU Category:** Education > Course or Training  
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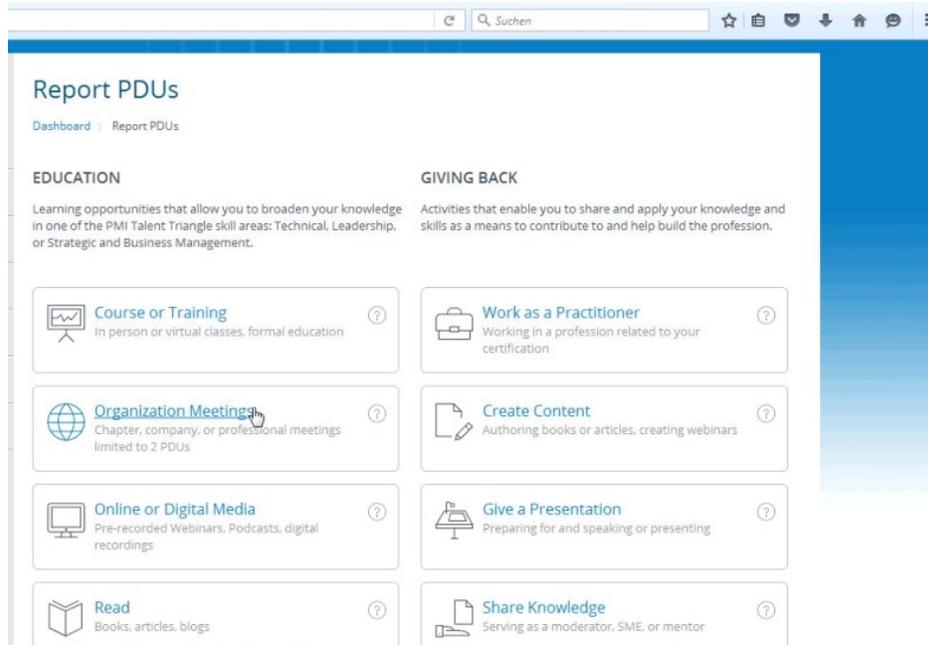
### Confirmations by e-mail

You will also receive two mails as a result - an e-mail confirming that the PDU claim has been transferred and - in the normal case - an e-mail confirming that the PDU claim has been accepted:



## How to proceed with another category

Please keep in mind that other categories may behave differently, for example, if it is a learning-type meeting that you conducted at your employer's site or for activities for which there are no PDU codes.



## PDU categories

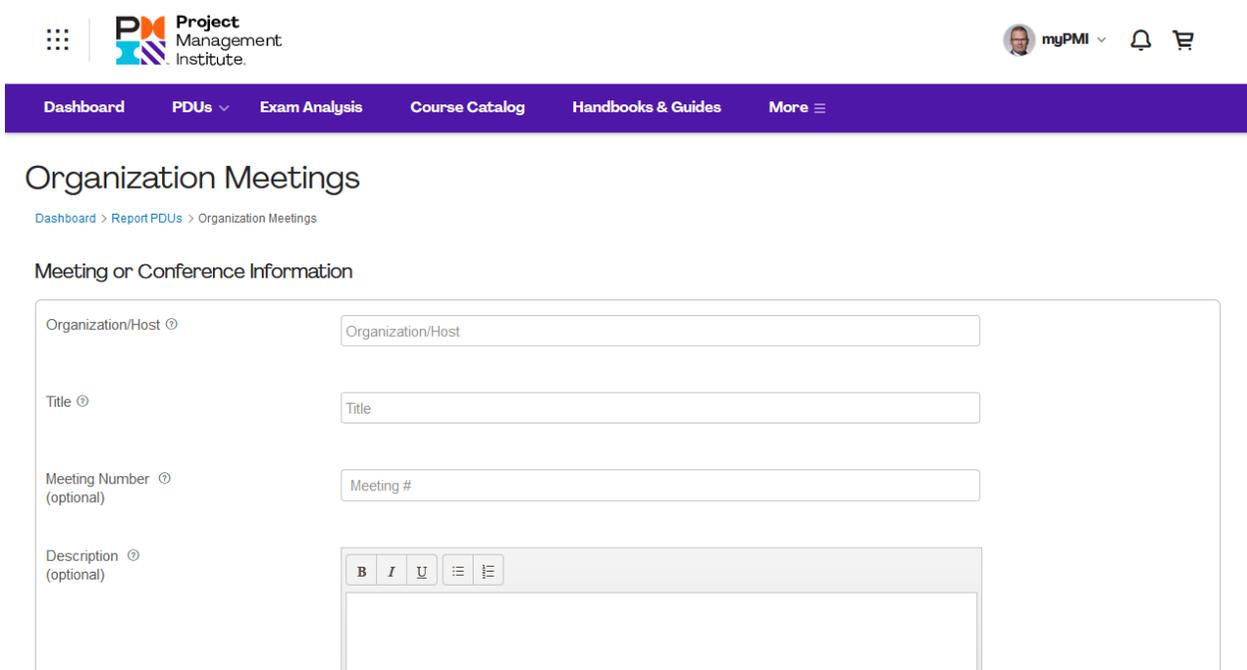
In total, there are the following PDU categories, here is a brief explanation::

- Education
  - Course or Training
    - e.g.
      - Teaching/learning events conducted by PMI chapters,
      - E-learning events
      - Courses offered by the following providers:
        - PMI SeminarsWorld®,
        - PMI Authorized Training Providers (ATP),
        - Programs accredited by the PMI Accreditation Center (GAC),
        - Generally training providers
  - Organization Meetings
    - (this includes our chapter meetings as well as regulars' tables, but also other meetings like project meetings at your employer)
    - e.g.
      - Workshops or courses at conferences
      - PMI Chapter events
      - Meetings with focus on PMI Talent Triangle
  - Online or Digital Media

- Read  
(this really means reading books or online material, of course with PM relevance).
- Informal Learning  
(e.g. panel discussions)
- Giving Back
  - Work as a Practitioner  
(how you work as a project manager in your job).
  - Create Content  
(e.g. if you write books that have a project management connection)
  - Give a Presentation  
(e.g. if you give a presentation, at a PMI conference or at your employer or at one of our chapter meetings, if this presentation is related to your certification -that is as far as possible to project management. This also includes the preparation of the presentation materials).
  - Share Knowledge  
(if you share your PM knowledge with others, as a trainer, teacher, consultant, etc.)
  - Volunteer  
(e.g. if you are involved in the preparation of a PM-Summit as a project participant or if you host regulars' tables for our chapter)

### Procedure using the example of Organization Meetings without PDU code

If there is no PDU code such as for a project meeting at your employer, after selecting the category "Organization Meetings" you then have to fill in at least the mandatory fields yourself:



The screenshot shows the PMI Germany website interface. At the top, there is a navigation bar with links for Dashboard, PDU's, Exam Analysis, Course Catalog, Handbooks & Guides, and More. The main content area is titled "Organization Meetings" and includes a breadcrumb trail: Dashboard > Report PDU's > Organization Meetings. Below this, there is a section for "Meeting or Conference Information" with a form containing the following fields:

- Organization/Host** (required): A text input field with the placeholder "Organization/Host".
- Title** (required): A text input field with the placeholder "Title".
- Meeting Number** (optional): A text input field with the placeholder "Meeting #".
- Description** (optional): A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List.

Here you also need to decide in which Triangle categories this event falls best:

PDU's Claimed 

	Ways of Working 	Power Skills 	Business Acumen 	Total PDUs
PMI-ACP®	<input type="text" value="0.00"/>	<input type="text" value="1.00"/>	<input type="text" value="0.50"/>	<input type="text" value="1.50"/>
PMP®	<input type="text" value="0.00"/>	<input type="text" value="1.00"/>	<input type="text" value="0.50"/>	<input type="text" value="1.50"/>

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.

The rest of the procedure is identical to the one explained before.