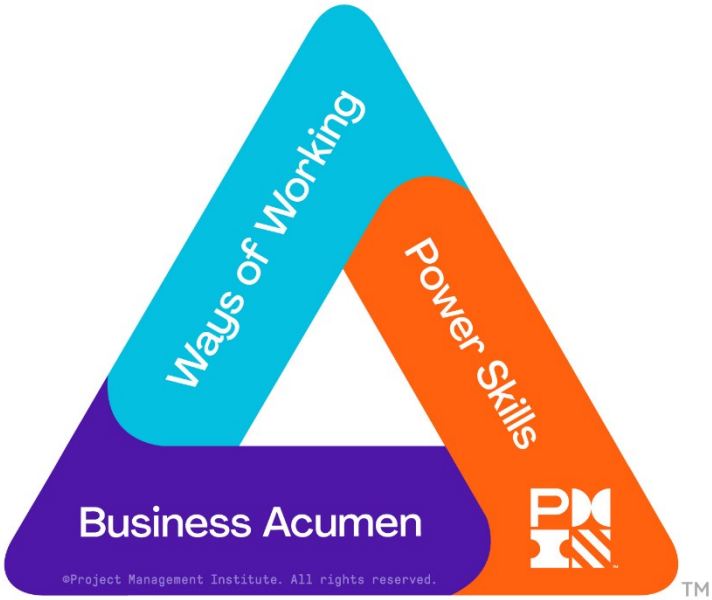
Reporting of PDUs in the new CCRS (Status: June 2023)

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):

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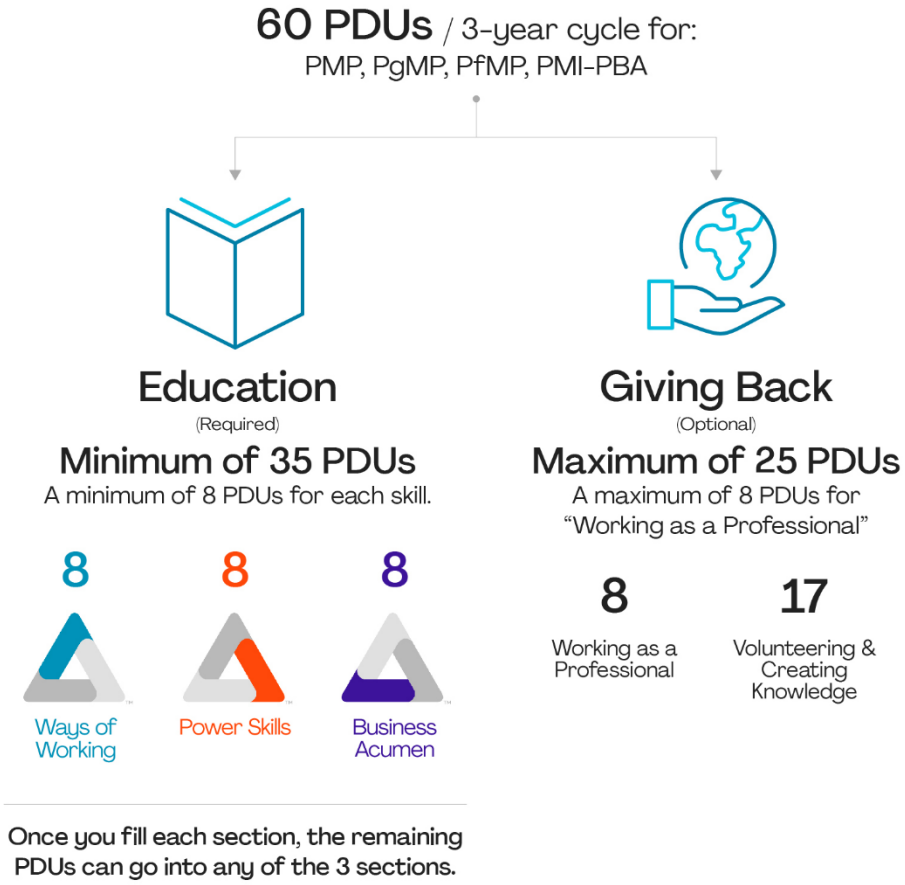

Three possible procedures

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 / myPMI Dashboard, navigate to the PDU Reporting section

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

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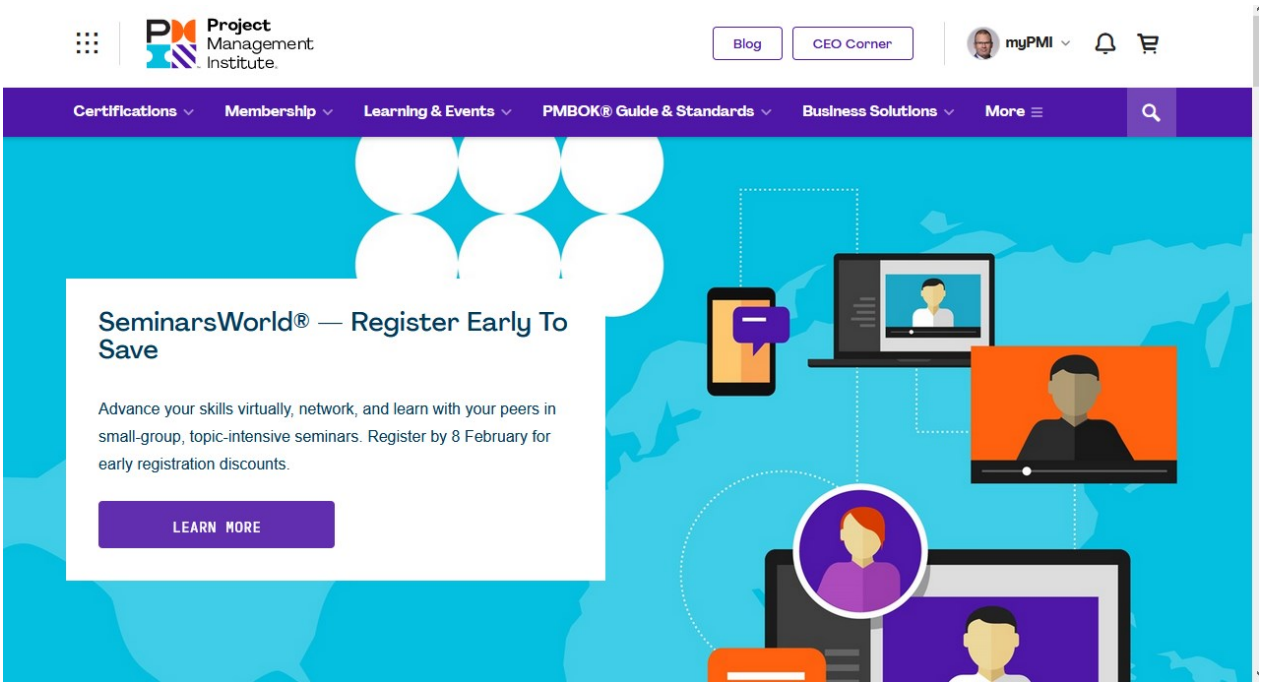

Alternative: Registration at https://ccrs.pmi.org

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

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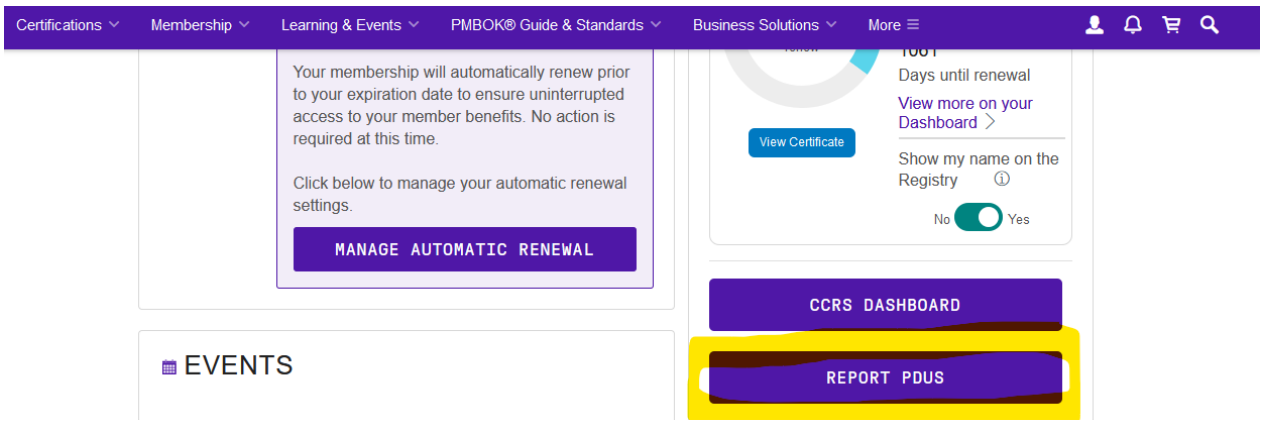
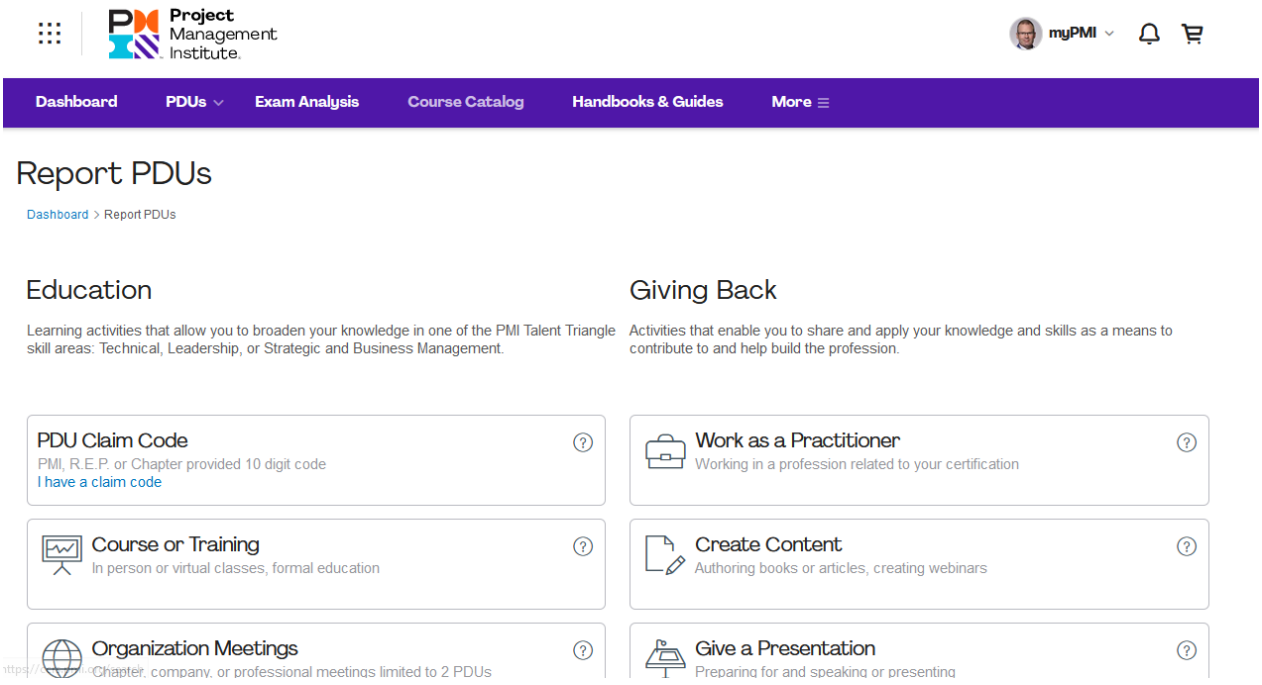
Claim PDU for activity with known PDU code

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.



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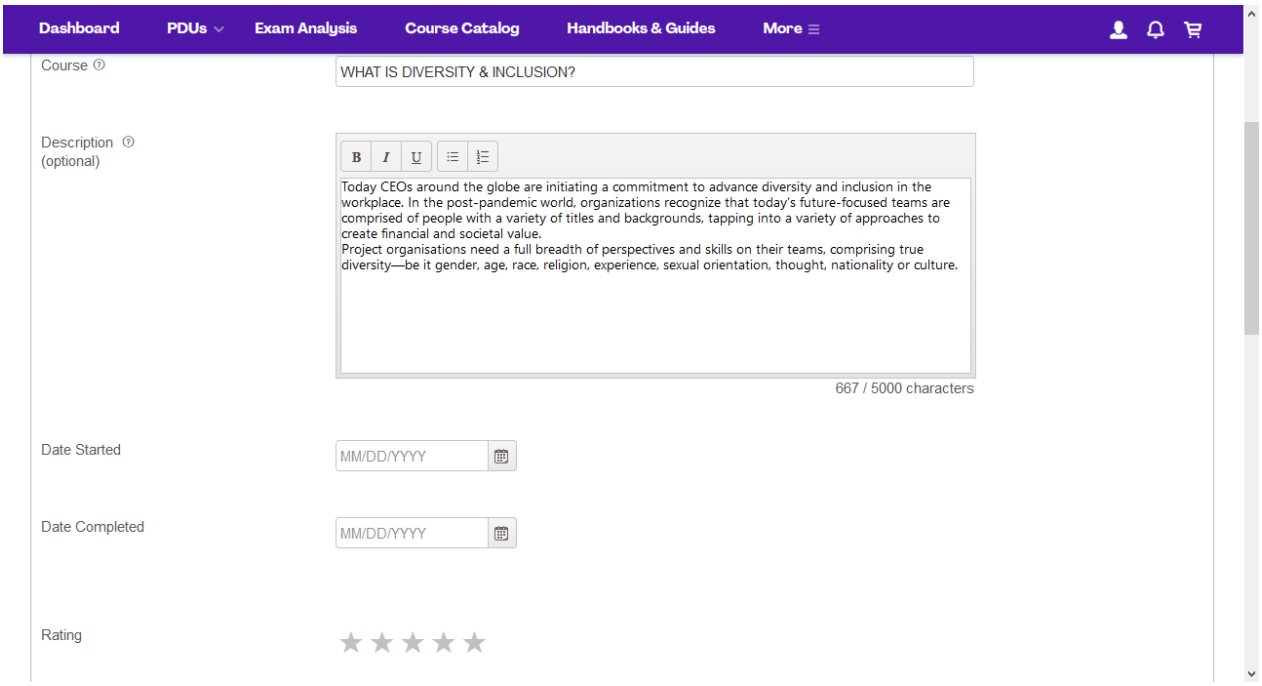
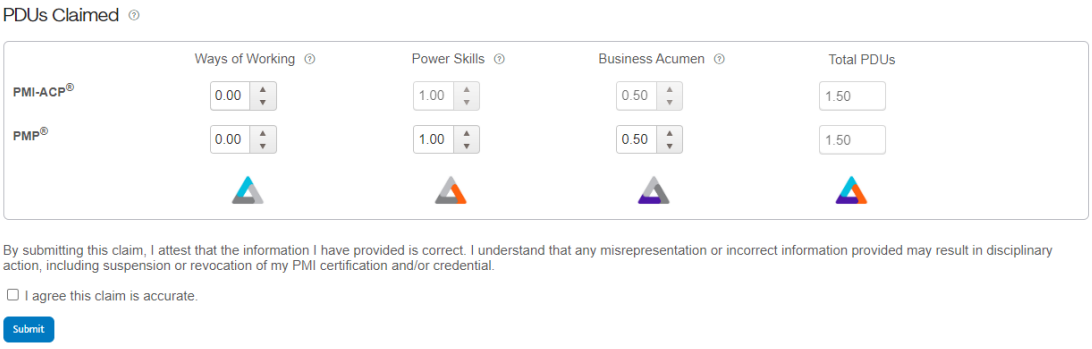
- You will see the main information of the activity:



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



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

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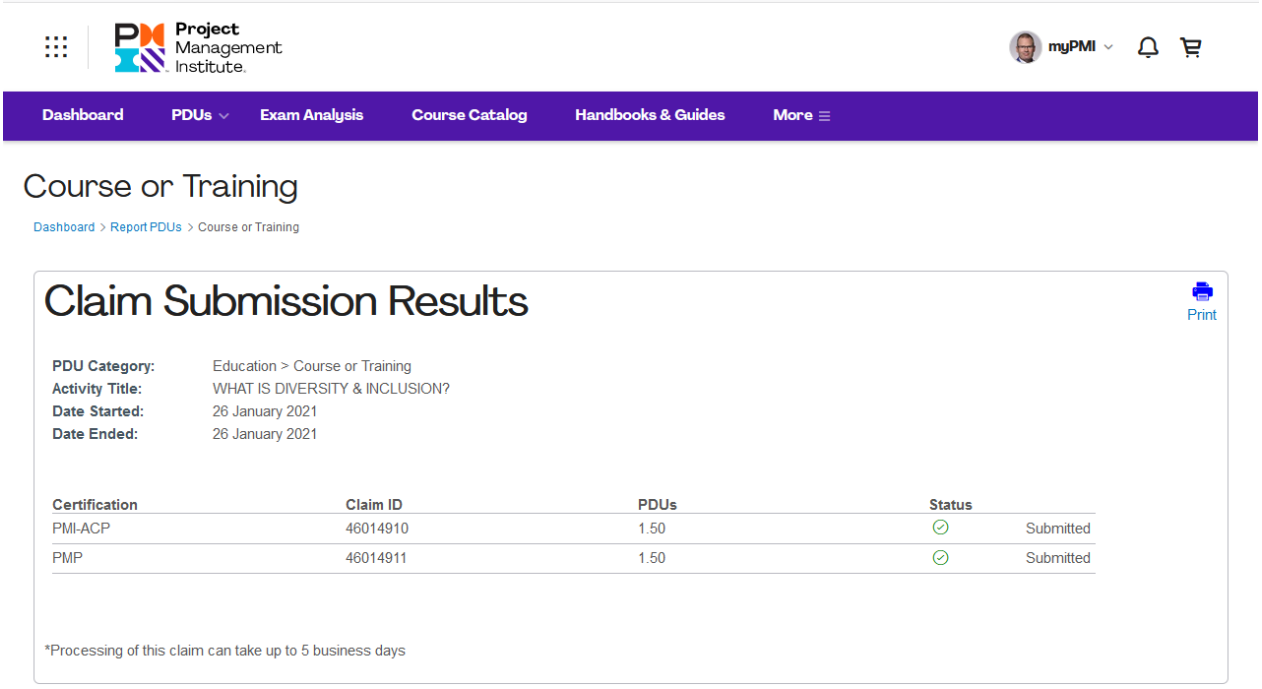
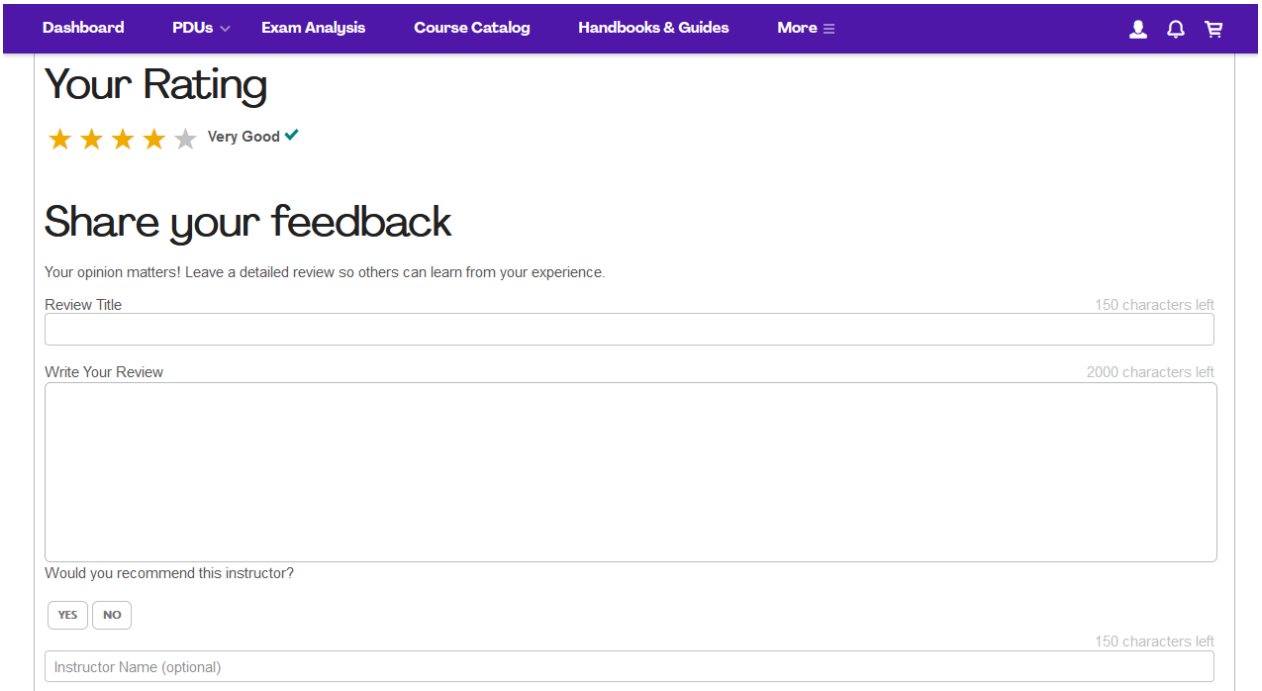
- You will receive a success message directly on the screen when you have successfully submitted the claim. You can print this out or submit another claim afterwards:



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



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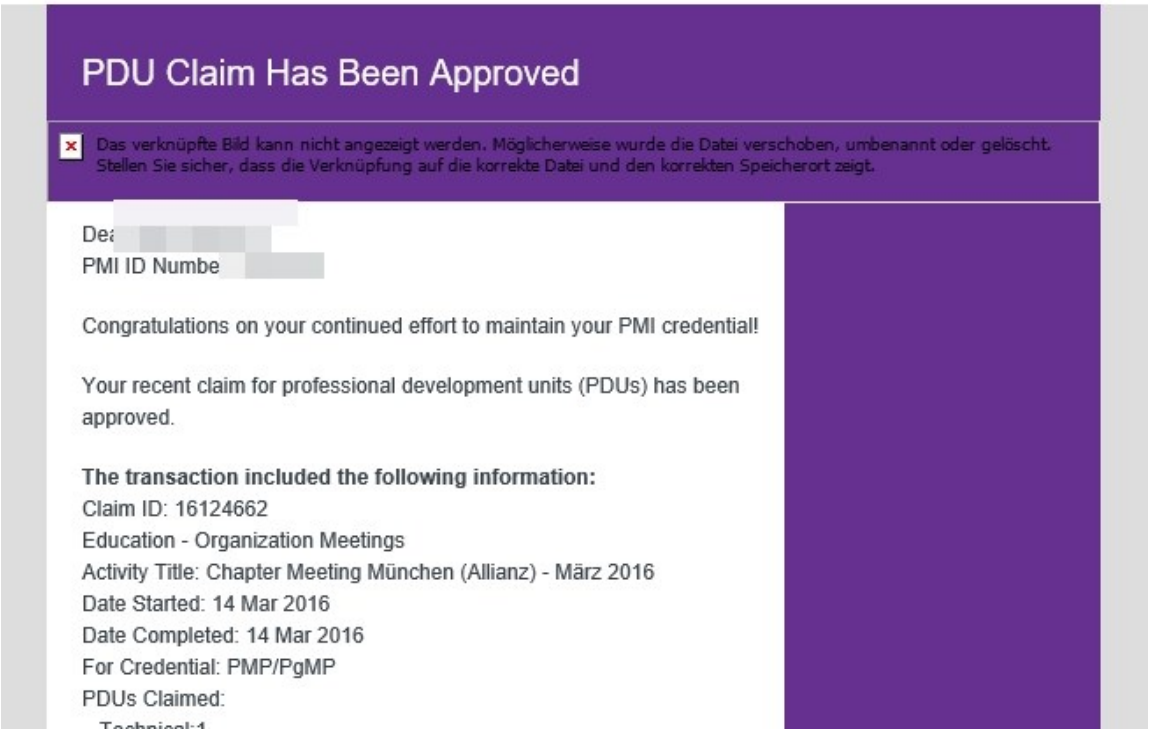
- If your claim has been accepted, you will receive an e-mail with a notification to that effect:



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
PMI ID Numbe

Congratulations on your continued effort to maintain your PMI credential!

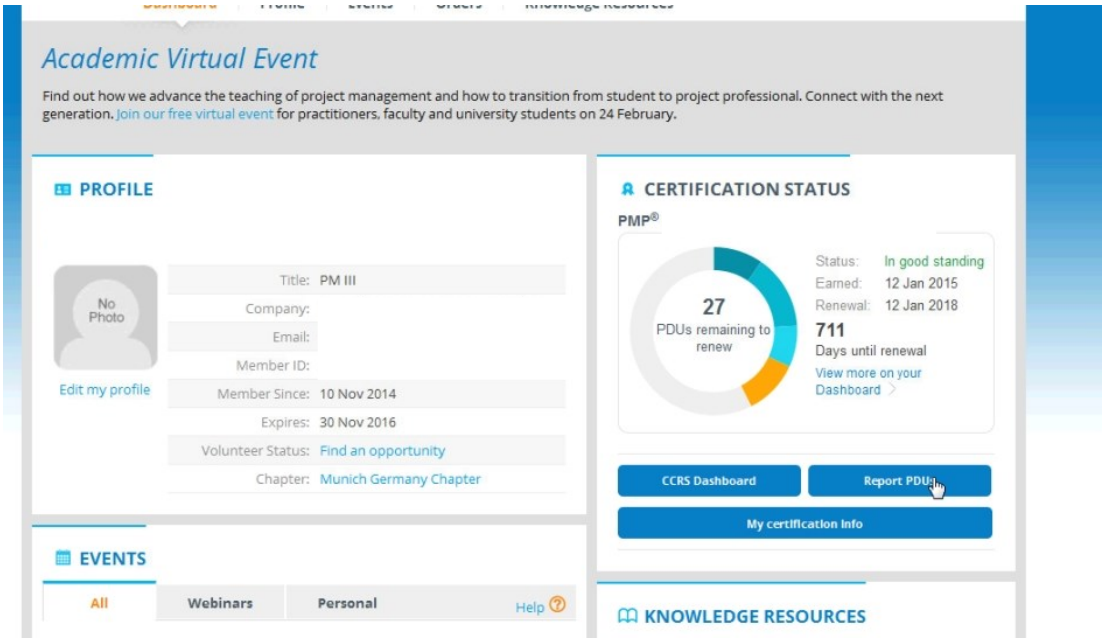
Your recent claim for professional development units (PDUs) has been approved.

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:

Claim PDU without knowing the PDU code

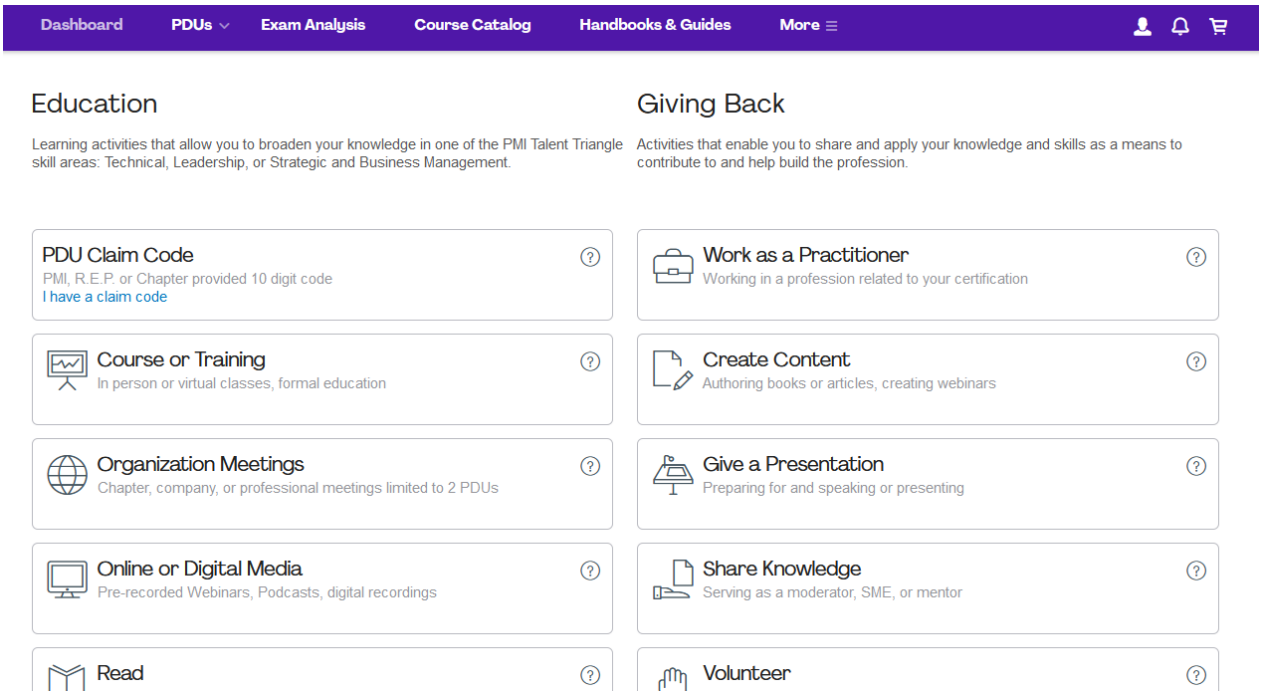
Switch to the Report PDUs area

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



Choose category

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



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

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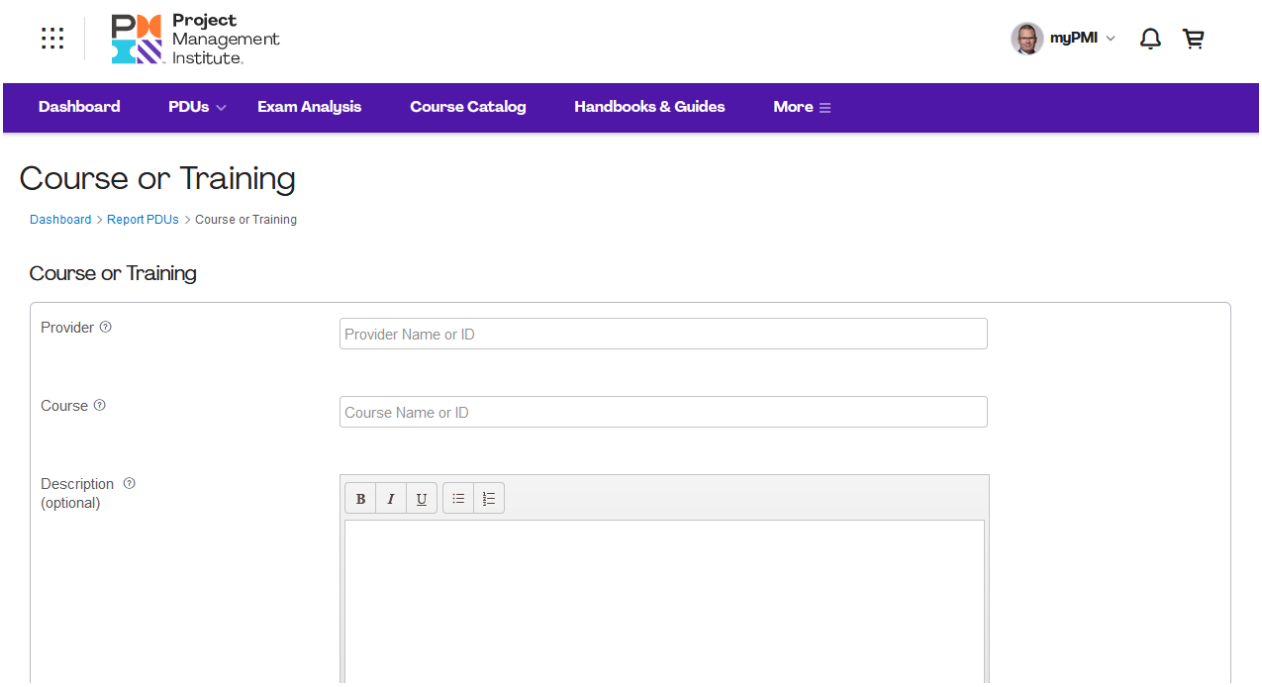
Register Provider

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



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.

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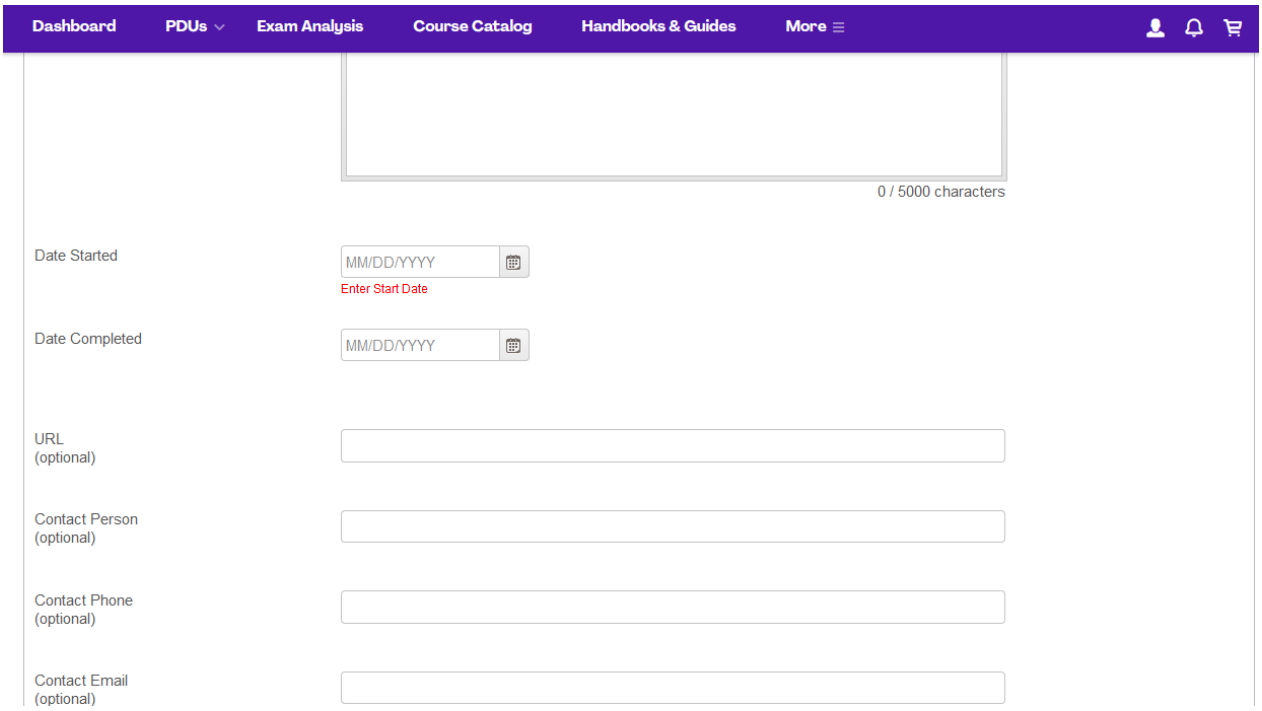
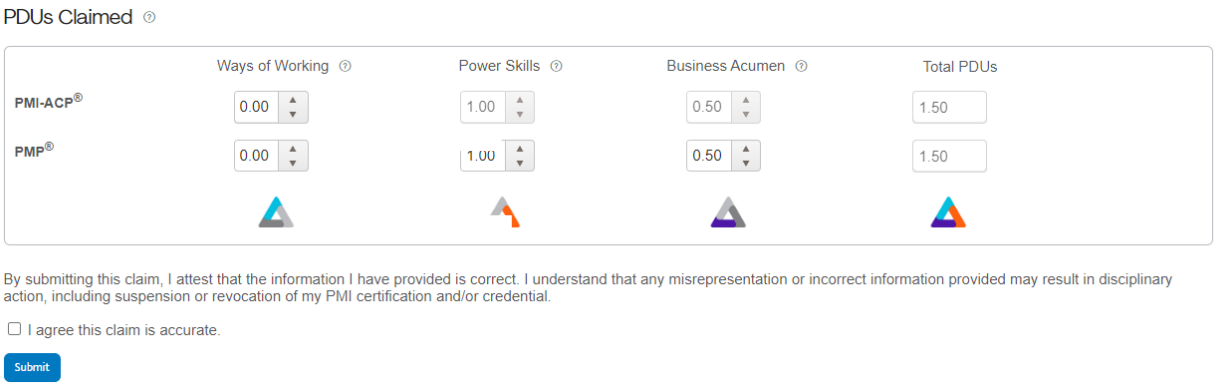
Record start and end

Select the start date and the end date::



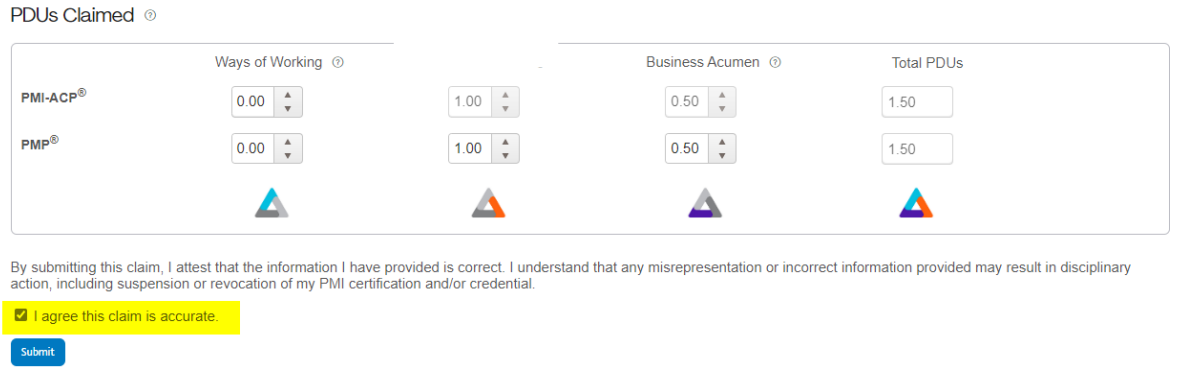
Enter / confirm details of the Talent Triangle

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:



Submit submission via Submit

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



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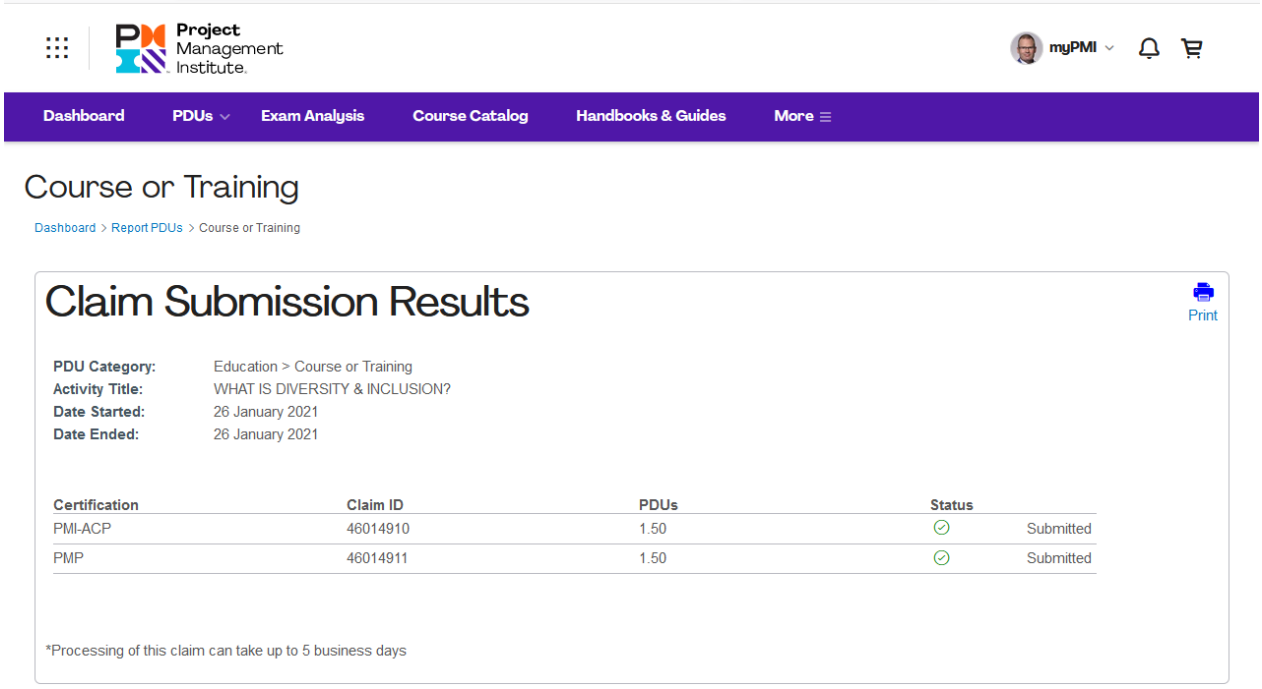
Confirmations from PMI

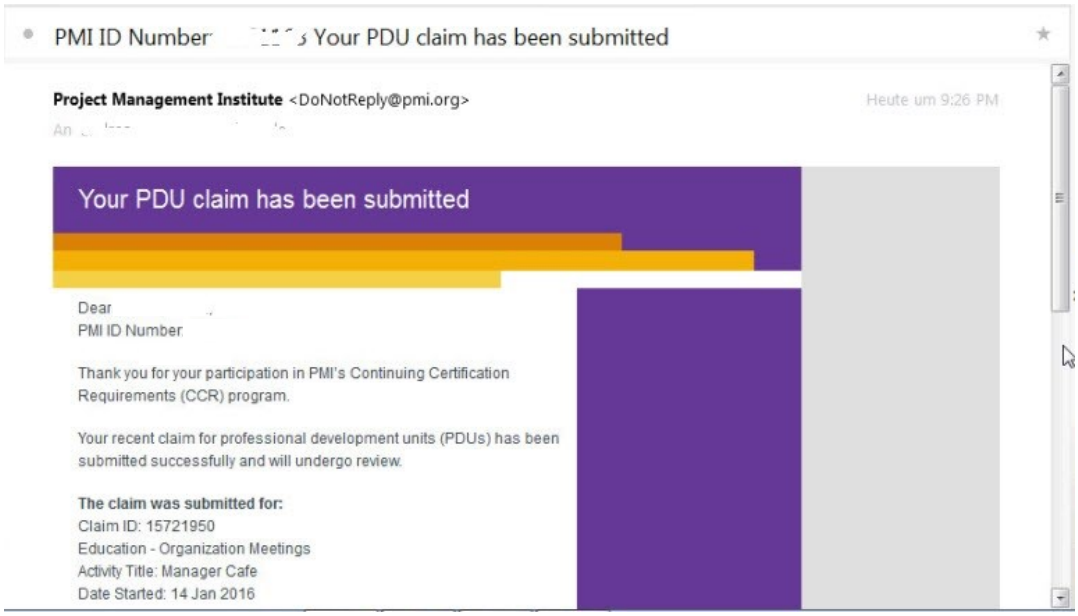
Confirmation on screen

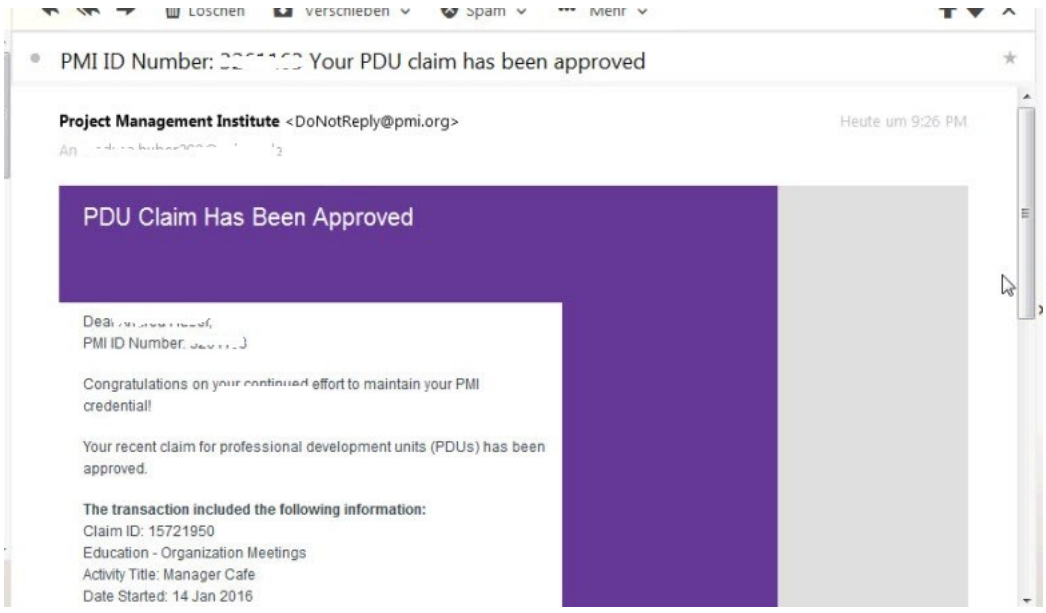
If everything has worked out, you will receive a confirmation of the submission online on the screen:



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:





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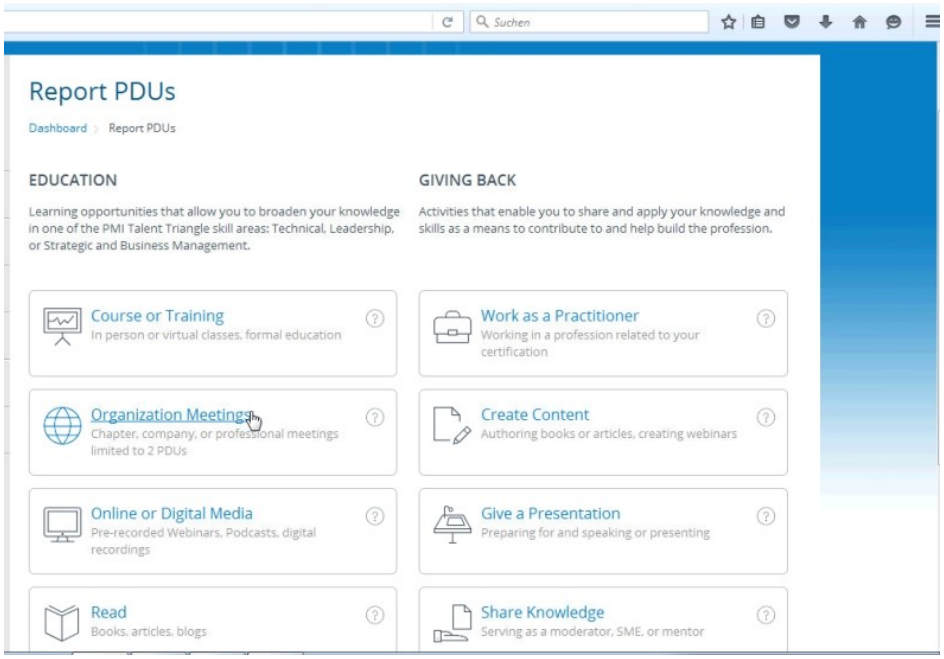
How to proceed with another category

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

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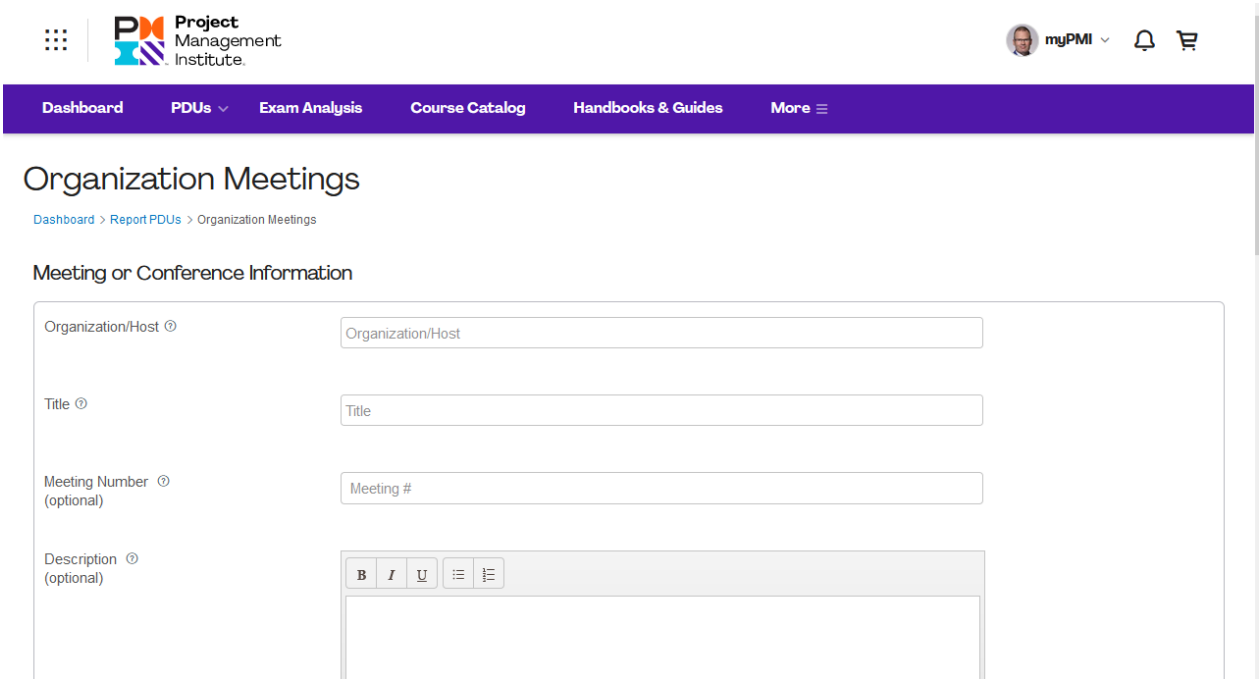
- Read
  (this really means reading books or online material, of course with PM relevance).
- Informal Learning
  (e.g. panel discussions)

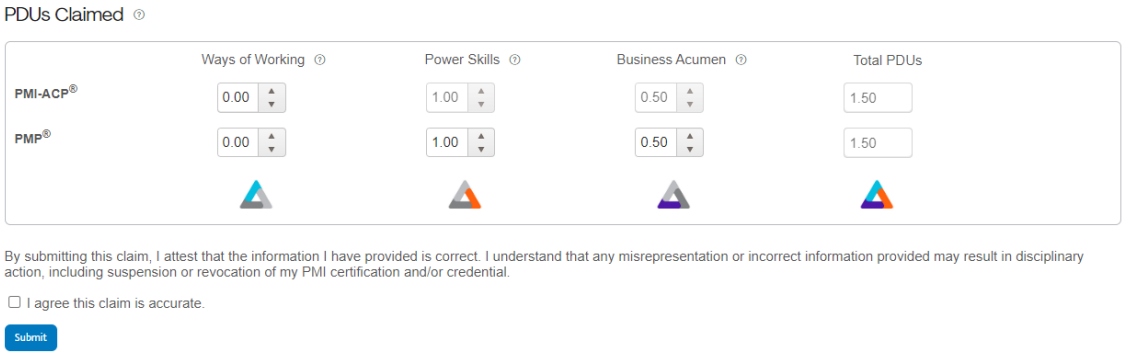
- Giving Back
  - Work as a Practitioner
    (how you work as a project manager in your job).
  - Create Content
    (e.g. if you write books that have a project management connection)
  - Give a Presentation
    (e.g. if you give a presentation, at a PMI conference or at your employer or at one of our 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:



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



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

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