

Continuing Certification Requirements System

1. You **MUST** log into your PMI account/MY PMI first !!
 - a. Your personal info appears with your PMP ID in left column
2. Then follow the attached steps

PMI ID NNNNNN

PMP® #: nnnnn In good standing

- Overview
- Report PDUs **SELECT THIS FROM LEFT COLUMN**
- Additional Resources

The following page sequence will appear:

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-ACPSM: 1-2 PDUs

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.

Select Next

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Component Search Criteria **Step 2**

Locate the component using the search options below. Start a search by entering either the component's ID or the name of the component and click

Component ID **PMI GLC ID = C011**

Component name not required

Select **Search**

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Claim Information **Step 3**

Please complete all required fields (marked with *****) before you continue.

Component **ID**C011

Component Name **PMI Great Lakes Chapter**

***Activity date completed**

***Activity title** **ENTER 'DINNER MEETING-Month' OR 'FORUM-Month'**

Activity meeting number **ENTER THE GLC PDU EVENT NUMBER**

Contact person not required

Phone number not required

E-mail address Enter your email as used for PMI profile

Confirm e-mail

Please enter the number of PDUs for this activity.

***PDUs claimed:** **ENTER 1 FOR FORUM – 1.5 FOR DINNER MEETING**

PMP/PgMP® Certification PDUs

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

I agree this claim is accurate.

Select **Submit**

**** An acknowledgement page will then appear**