

The Complete Idiot's Guide To PDU Reporting

Overview

This guide has been prepared to provide a step-by-step guide to registering PDU reports with PMI.

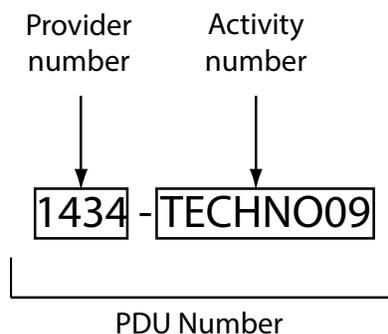
As part of providing the Technobility webinar series, de Jager & Company and Interthink Consulting Incorporated award professional development units (PDUs) to those who hold certifications with PMI.

Interthink Consulting is a Registered Education Provider (REP) with PMI, and the PDUs that are awarded through the webinar series are registered by Interthink.

Important! Please note! We've actually invested time in building this guide because we care, not because we have to. We get that we are more fun, less bureaucratic more responsive and arguably more helpful than PMI. But the reporting of PDUs, and the web site used to do this, are the responsibility of PMI. Any problems with the web site should be reported to PMI directly.

Anatomy Of A PDU Number

PDU numbers are the basis of how PDUs are reported when a participant attends an educational event hosted by a Registered Education Provider. They look like this:



A couple of notes:

- The overall PDU number is comprised of two components, which the PDU reporting system treats as separate numbers:
 - The provider number
 - The activity number
- The provider number for Interthink Consulting is '1434'; using this number as a search criteria will find all of our courses and webinars (complete, but also a lot to page through to find the webinar that you attended).

- The activity number for the webinars always follows the following format: "TECHNOxx" (Letter-'T' + Letter-'E' + Letter-'C' + Letter-'H' + Letter-'N' + Letter-'O' + two numerals).

Essential Information To Claim PDUs

The following information is required to be able to report a PDU using the PMI web site:

- The PDU information for the event, which was provide to you during the webinar.
- Your login information to the PMI web site. If you do not have login information, please contact PMI customer service directly.

To access the PMI Continuing Certification Requirements System and report your PDUs, please enter the following web site address into your browser: **<https://ccrs.pmi.org>**

Claiming PDUs – A Visual Guide

1. Login

The screenshot shows the PMI Continuing Certification Requirements System login page. The header includes the PMI logo and navigation links for PMI.org, About PMI, Help, and Contact. A left sidebar contains menu items: Log In, Search Activities, Earn PDUs, and Handbooks & Guides. The main content area features a 'PMI Login' form with fields for Username and Password, a 'LOG IN' button, and links for 'Forgot Username' and 'Forgot Password'. To the right is a 'Your New Dashboard' section with a list of features and a donut chart.

PMI Login

Username

Password

LOG IN

[Forgot Username](#) [Forgot Password](#)

Your New Dashboard

The new dashboard will put all this information right at your fingertips.

- The number of PDUs remaining to renew your certification
- The number of days until expiration
- How you are tracking against CCR requirements
- Summary of PDU claim details

1. Login to the system using your ID and password.
2. Then click the [Login] button.

2. Select 'Report PDU'

Activity as of 25 January 2016
Mullaly

PMP®

43.25
PDU's remaining to renew

< Cycle: 27 Jan 2014 - 27 Jan 2017

Information

Credential: [redacted]
 Status: **In good standing**
 Earned: 27 January 1998
 Renewal Date: 27 January 2017

368
Days until renewal

PDU's ⓘ

60	16.75	43.25
Required	Applied	Remaining

Claims ⓘ

3	0	0
Approved	Rejected	Needs More Information

Education ⓘ

- 0 Technical
- 0 Leadership
- 0 Strategic & Business
- 3.5 General Education

Giving Back ⓘ

- 0 Work as a Practitioner (45 maximum)
- 13.25 Other Giving Back (15 maximum)

Show Less ^

1. Click 'Report PDU' (located on the left-hand sidebar, just below the heading 'Dashboard.')

3. Select PDU Type to report

The screenshot shows the PMI Continuing Certification Requirements System (CCRS) interface. At the top, the PMI logo and navigation links (PMI.org, About PMI, Help, Contact) are visible. The user's name, Mark Mullaly, and PMI ID are displayed. The main heading is 'Report PDUs'. Below this, there are two columns of activity categories: 'EDUCATION' and 'GIVING BACK'. The 'EDUCATION' column includes 'Course or Training', 'Organization Meetings', 'Online or Digital Media', 'Read', and 'Informal Learning'. The 'GIVING BACK' column includes 'Work as a Practitioner', 'Create Content', 'Give a Presentation', 'Share Knowledge', and 'Volunteer'. Each category has a brief description and a help icon.

1. Select the PDU type that you are reporting. Choose 'Course or Training' from the top entry in the Education column.

4. Search For Provider

The screenshot shows the PMI Continuing Certification Requirements System (CCRS) interface. At the top, there is a blue header with the PMI logo and navigation links: PMI.org, About PMI, Help, and Contact. Below the header, the user's profile is visible, showing the name Mark Mullaly and a PMI ID. The main content area is titled 'Course or Training' and contains a form with the following fields:

- Provider:** A text input field containing '1434'. Below it, a dropdown menu is open, showing '(Provider #) Name' and '(1434) Interthink Consulting Incorporated' selected.
- Activity:** A text input field with the placeholder text 'Activity Name or Number'.
- Description (optional):** A large text area with a '4000 characters left' indicator at the bottom right.
- Date Started:** A date picker field with the placeholder 'yyyy-MM-dd'.
- Date Completed:** A date picker field with the placeholder 'yyyy-MM-dd'.
- URL (optional):** A text input field with the placeholder 'URL'.
- Contact Person (optional):** A text input field with the placeholder 'Contact Person'.
- Contact Phone (optional):** A text input field with the placeholder 'Contact Phone'.
- Contact Email (optional):** A text input field with the placeholder 'Contact Email'.

1. Enter the provider code (1434 for Interthink Consulting) in the provider field. After a short wait, our name will automatically appear below the field.
2. Select 'Interthink Consulting Incorporated.'

5. Search For Activity

The screenshot shows the PMI Continuing Certification Requirements System (CCRS) interface. The user is Mark Mullaly, with a PMI ID. The page title is 'Course or Training'. The form fields are as follows:

- Provider:** Interthink Consulting Incorporated
- Activity:** A dropdown menu is open, showing a list of activities. The selected activity is 'TECHNO66 (Activity #) Name (TECHNO66) The Many Faces of Leadership'. Other visible activities include:
 - (TECHNO17) Decision Making: The Prospect of a Theory
 - (TECHNO16) Top Ten Attitudes to Abolish when Adopting Agile
 - (TECHNO20) Watch & Listen, Understand & Remember, Utilize then... Teach
 - (TECHNO18) Getting to Go: Copy & Paste is not the Answer
 - (TECHNO19) Change in Seven Questions
- Description (optional):** (Empty)
- Date Started:** yyyy-MM-dd
- Date Completed:** yyyy-MM-dd
- URL (optional):** URL
- Contact Person (optional):** Mark Mullaly
- Contact Phone (optional):** 1 416-971-3335
- Contact Email (optional):** mark.mullaly@interthink.ca

1. Enter search criteria to locate the event you participated in. The easiest means of searching is by using the activity number, as illustrated.

As noted earlier, the format of our webinar PDU activity numbers is "TECHNOxx": Letter-'T' + Letter-'E' + Letter-'C' + Letter-'H' + Letter-'N' + Letter-'O' + two numerals.

2. Again, through the magic of the interwebz, you should automatically see the title of the webinar appear for the number you are searching for.
3. Click on the name of the webinar to confirm.

6. Complete Date Information

The screenshot shows the 'Course or Training' form in the PMI CCRS system. The user is Mark Mullaly. The form fields are as follows:

- Provider:** Interthink Consulting Incorporated
- Activity:** The Many Faces of Leadership
- Description (optional):** Leadership, by definition, is also about followers and why we follow. Followers display the characteristics of their leaders. If the leader is dedicated/hardworking/trustworthy/determined/loyal then so will be their followers. Today one of the great management complaints is the lack of dedication, trustworthiness, loyalty and determination of the current generation (choose a letter of your choice from the available alphabet to
4000 characters left
- Date Started:** 2015-11-25
- Date Completed:** 2015-11-25
- URL (optional):** URL
- Contact Person (optional):** Mark Mullaly
- Contact Phone (optional):** 1 416-971-3335
- Contact Email (optional):** mark.mullaly@interthink.ca

1. Enter the start and finish dates that bracket the wonderful time that you spent with us.
2. Normally, the start and finish date would be the same (and should be the day you watched it, not the day that it was necessarily recorded—unless you joined us live). Of course, if you are binge-watching our webinars, there is always the opportunity to span midnight and finish a day later.

7. Swear On A Stack Of Bibles

Date Started

Date Completed

URL (optional)

Contact Person (optional)

Contact Phone (optional)

Contact Email (optional)

PDU's Claimed ⌵

	Technical ⌵	Leadership ⌵	Strategic ⌵	Total
PMP®	<input type="text" value="0.00"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1.00"/>

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.

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Application v6.2.432.19266

1. Through more magic, our contact information and the number of PDUs you can claim are also populated.
2. All you need to do is click the checkbox that promises you watched the webinar, and promises that you will give away your first born if you are in any way inaccurate in your claim.
3. Click the [Submit] button.

8. Feel The Warm Glow Of Accomplishment

The screenshot shows the PMI Continuing Certification Requirements System (CCRS) interface. At the top, there's a blue header with the PMI logo, navigation links (PMI.org, About PMI, Help, Contact), and a user profile for Mark Mullaly. The main content area is titled 'Course or Training' and shows a 'Thank You!' message. Below this, activity details are listed: 'Activity Title: The Many Faces of Leadership', 'Date Started: 25 November 2015', and 'Date Completed: 25 November 2015'. A table shows the submission result as 'Submitted' with a PMI ID of 35449, Type PMP®, Claim ID 15660530, and Claimed PDUs of 1.00. At the bottom, there is a 'Satisfaction Survey' section with several questions and radio button options for 'Yes/No' and 'Excellent/Poor' scales.

Submission Result	PMI ID	Type	Claim ID	Claimed PDUs
Submitted	35449	PMP®	15660530	1.00

1. Congratulations! You've reported your PDUs successfully. You are one step closer to achieving recertification.
2. Be sure to fill out the satisfaction survey, and tell PMI how awesome you found the webinar. We really appreciate the feedback.
3. Click the [Logout] button (under the menu with your name at the top right) to finish your session.