Reporting PDUs for Classes or Seminars

Document Purpose

This document will assist you in reporting your PDUs for PMI Dallas Chapter Events.

If you have any questions, please contact the VP of Operations at ops@pmidallas.org.

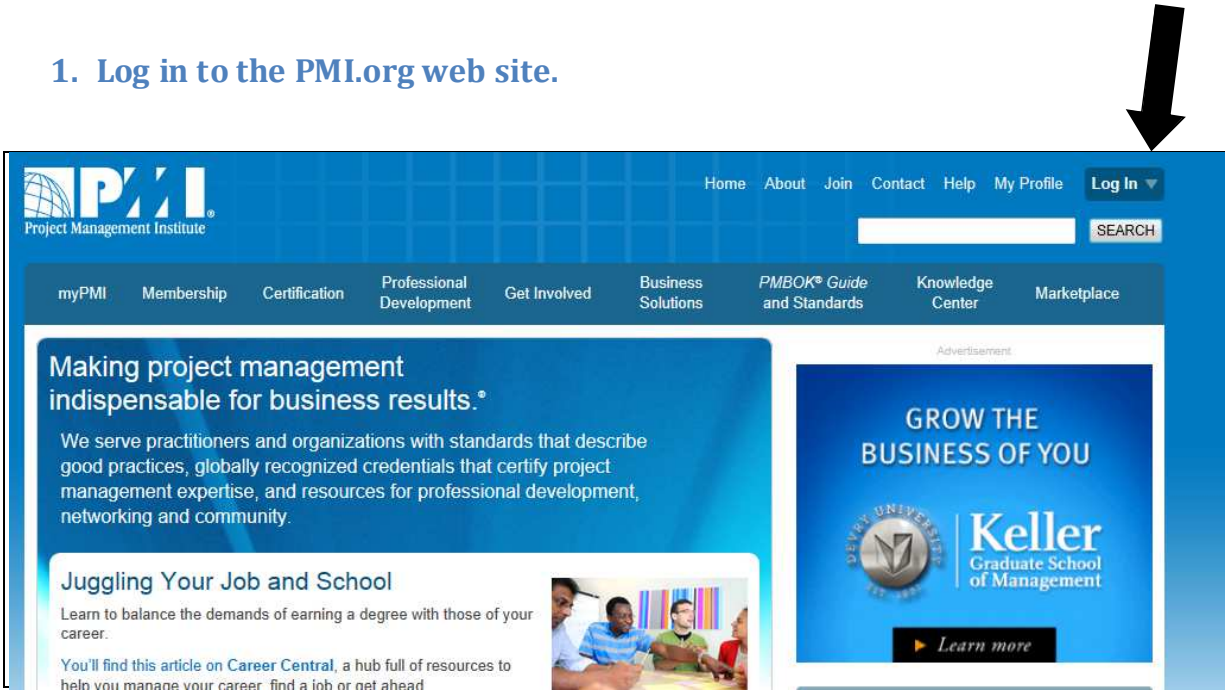
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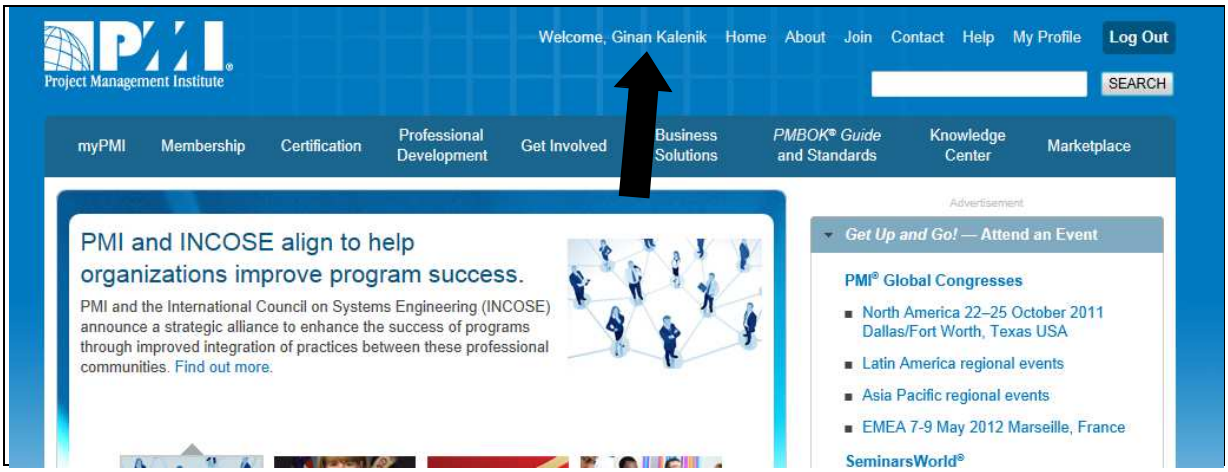
1. Log in to the PMI.org web site. 2
2. If you have successfully logged in, you will see your name. 2
3. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs" 3
4. Click on "Report PDUs" 3
5. Click on "Report PDU" 4
6. Complete "PDU category" and "Activity type" and click "NEXT" 5
7. Type in "Provider number" and "Activity number", then click on "SEARCH" 6
8. Results of searching with just "Provider number" 7
9. Input both "Provider number" and "Activity number". Click SEARCH. 8
10. Confirm your selection by clicking on your event "Activity #". 9
11. Input "Date started" and "Date completed". Click on the answers to all of the questions, and then click on "NEXT". 10
12. Enter the number of PDUs and click on "NEXT" 11
13. Check the box “I agree this claim is accurate” 12
14. You will receive confirmation of your submission. 13

Reporting a Class, Seminar or other event with an Activity Code.

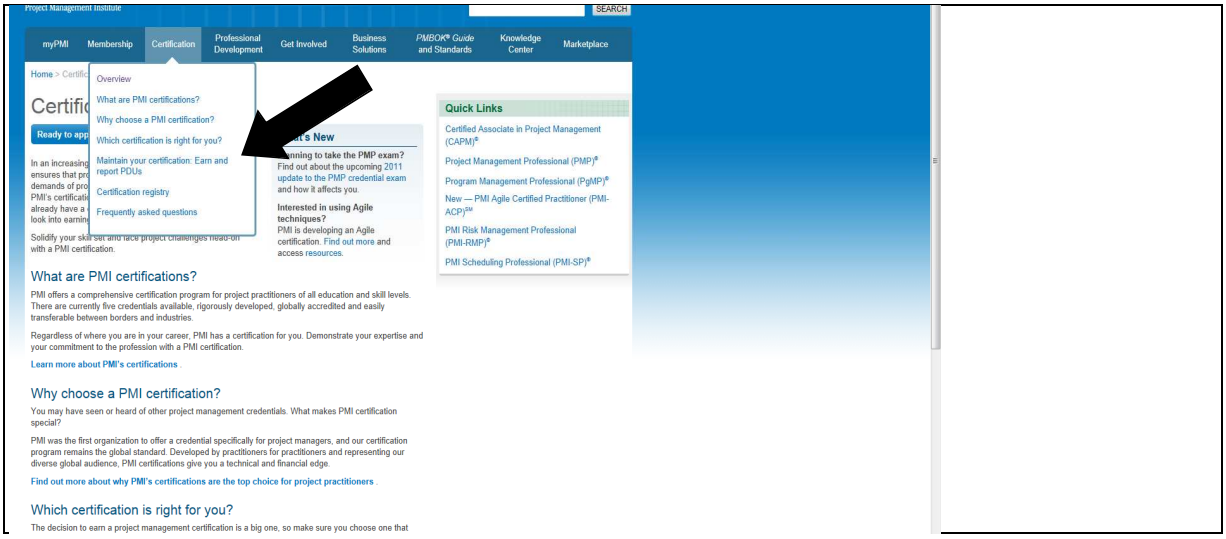
1. **Log in to the PMI.org web site.**



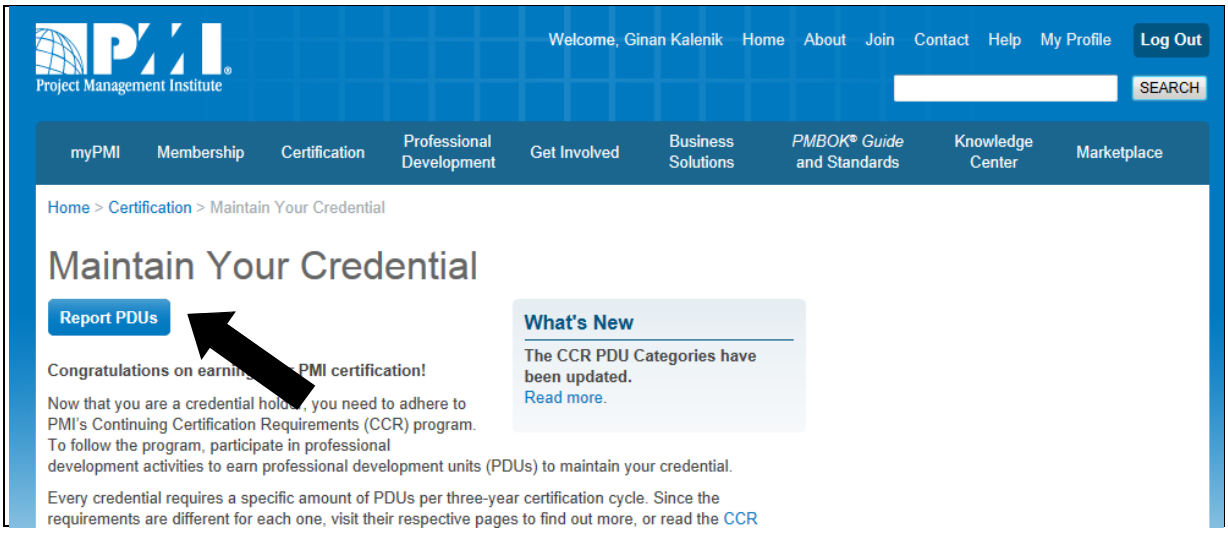
2. **If you have successfully logged in, you will see your name.**



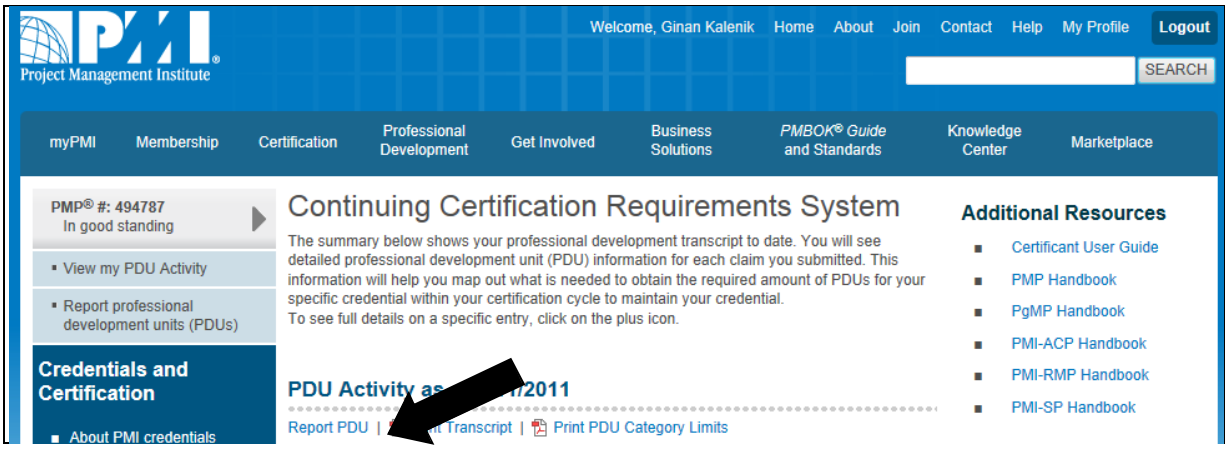
3. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs".



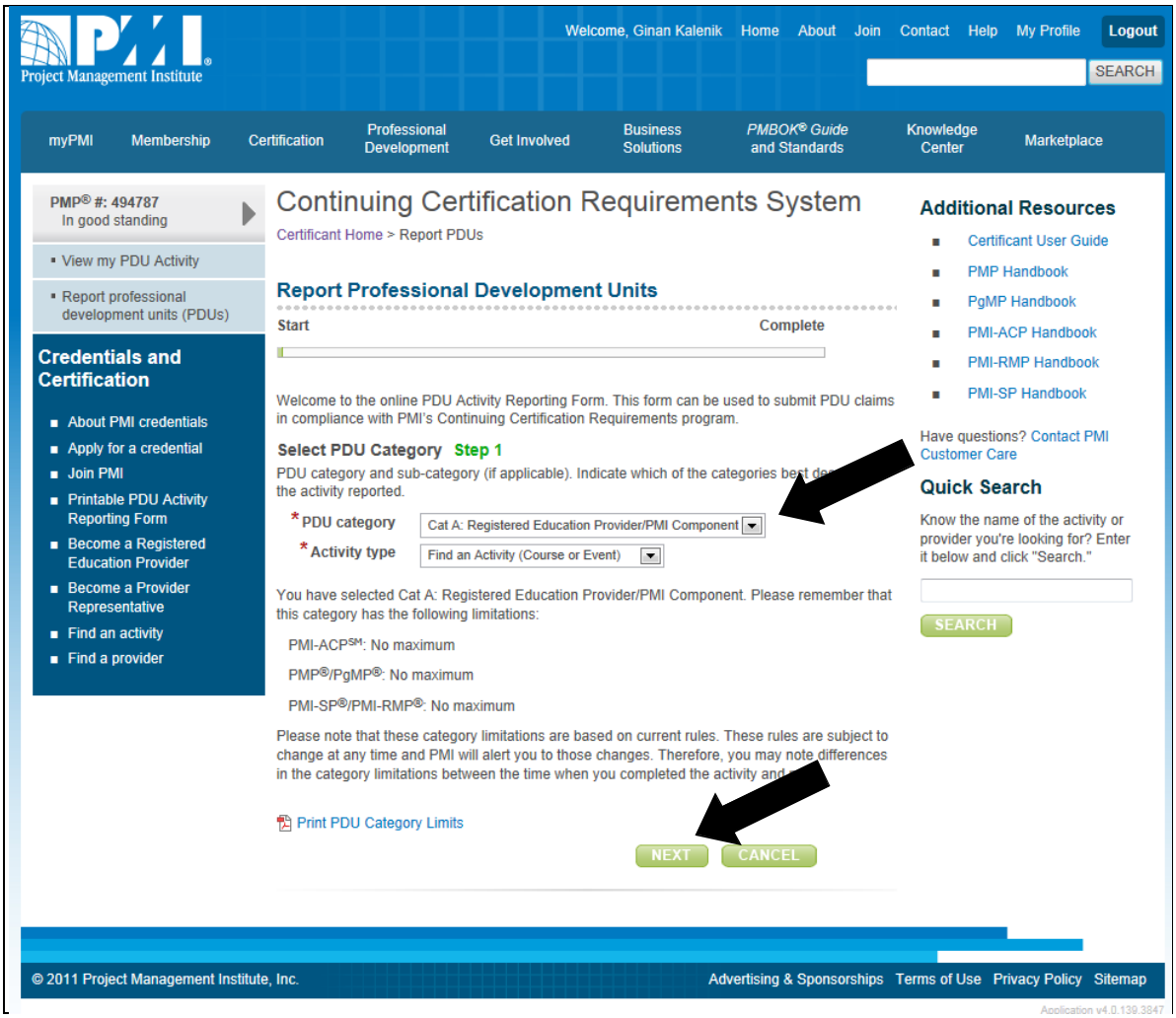
4. Click on "Report PDUs"



5. Click on "Report PDU"



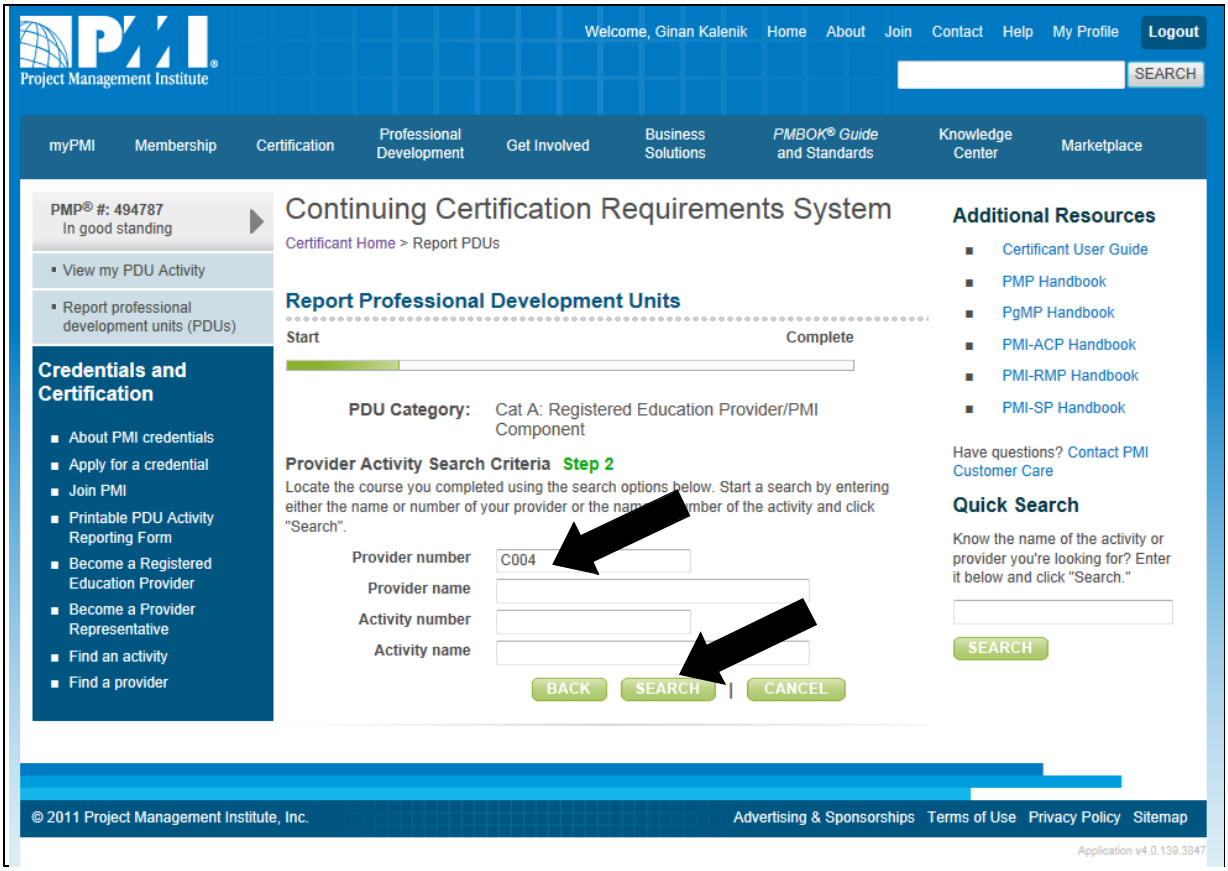
6. Complete "PDU category" and "Activity type" and click "NEXT"



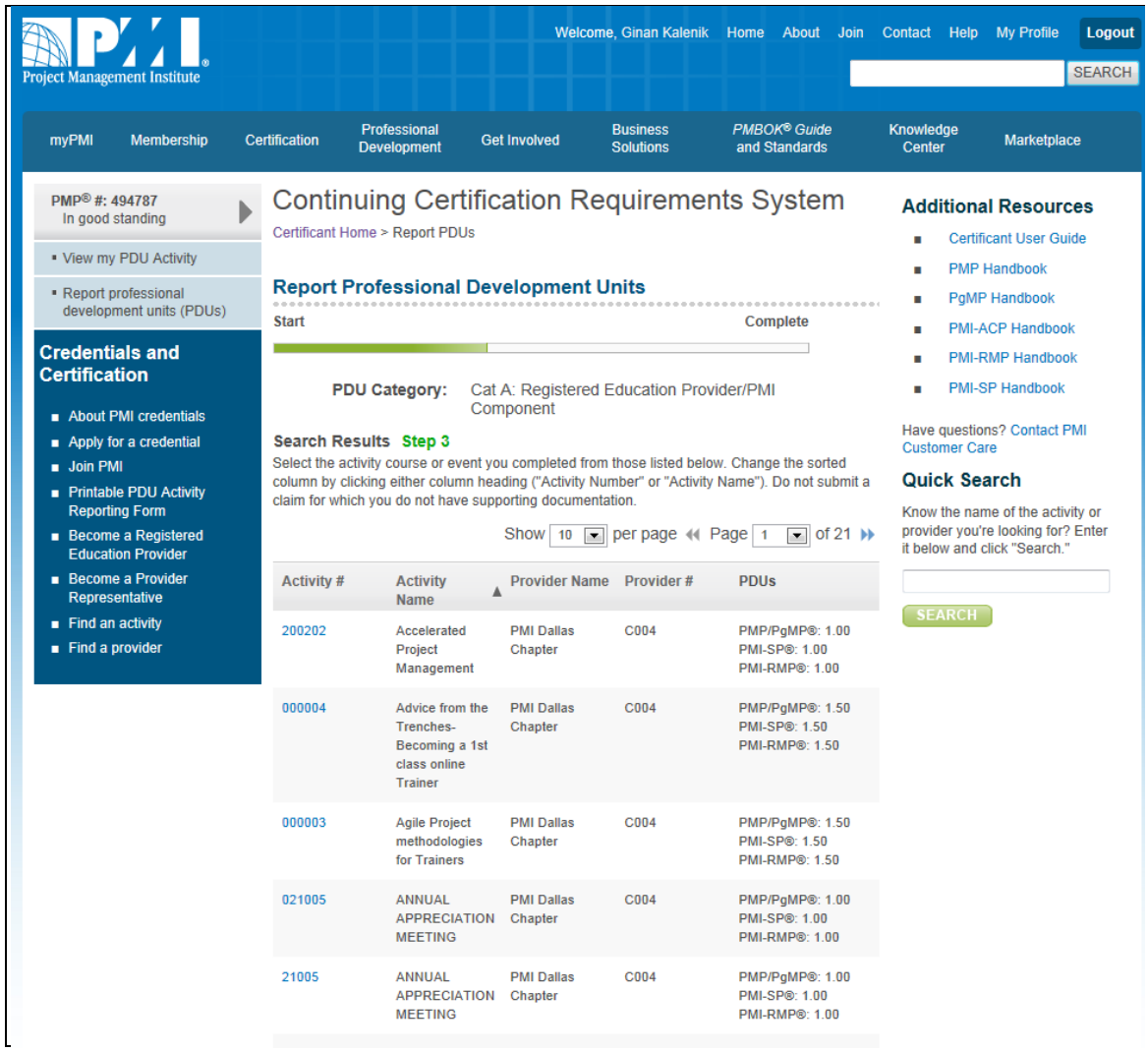
7. Type in "Provider number" and "Activity number", then click on "SEARCH"

For the PMI Dallas Chapter, the "Provider number" is C004 (C-zero-zero-four). If you just search with C004 as the component, you will get a list of over 200 options, sorted by Activity Name.

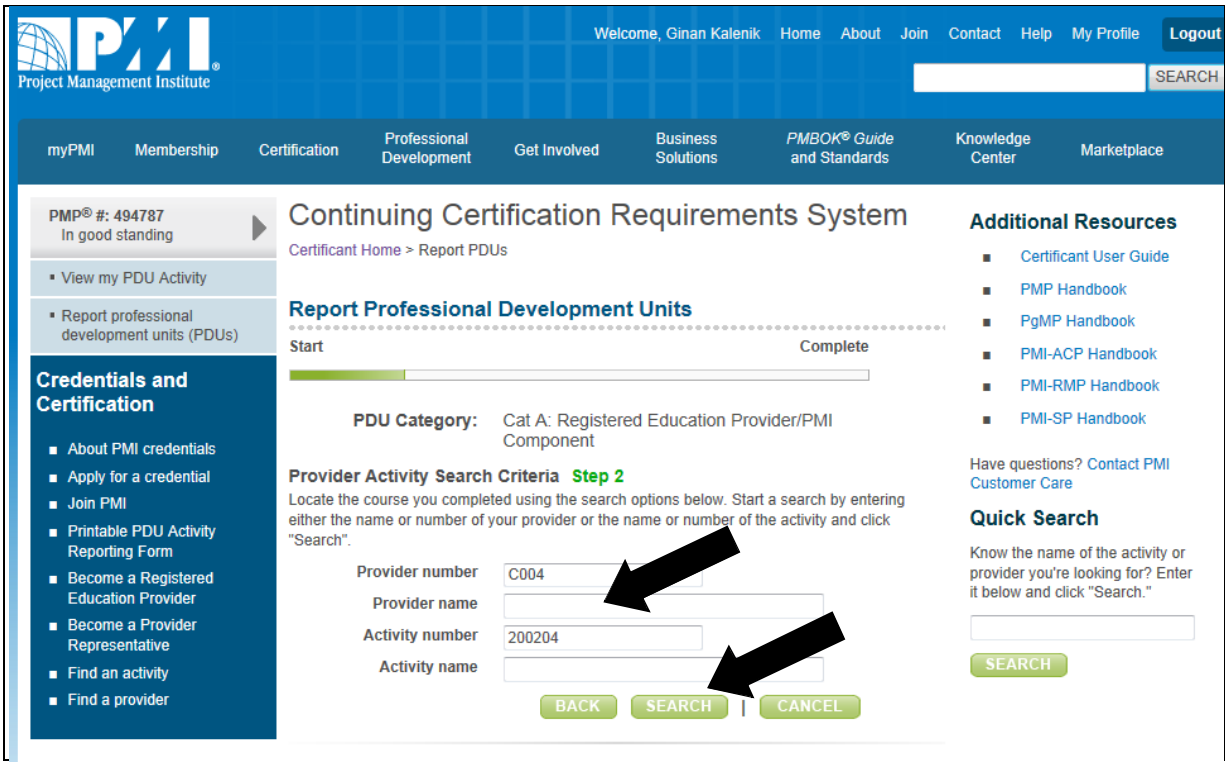
Your search will be most effective if you search by "Provider number" and "Activity number".



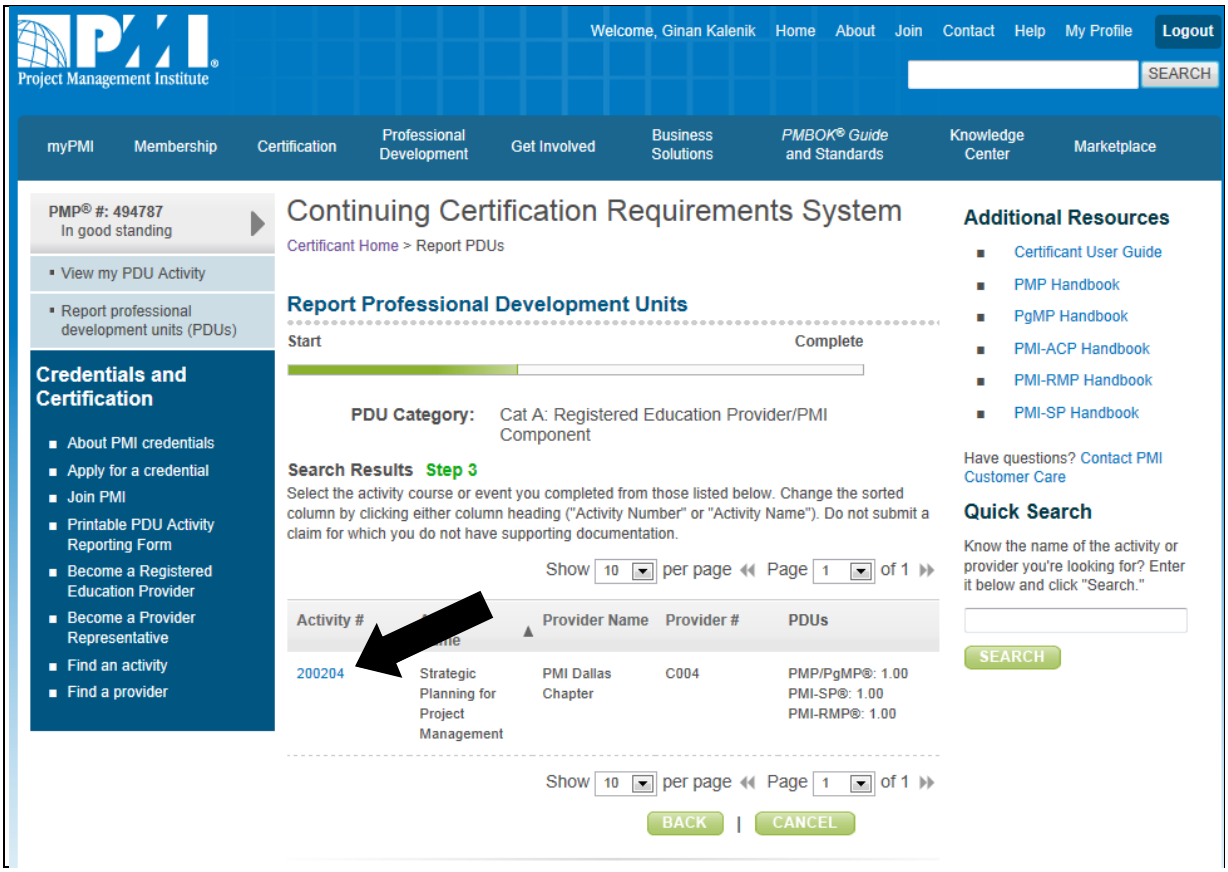
8. Results of searching with just "Provider number".



9. Input both "Provider number" and "Activity number". Click SEARCH.

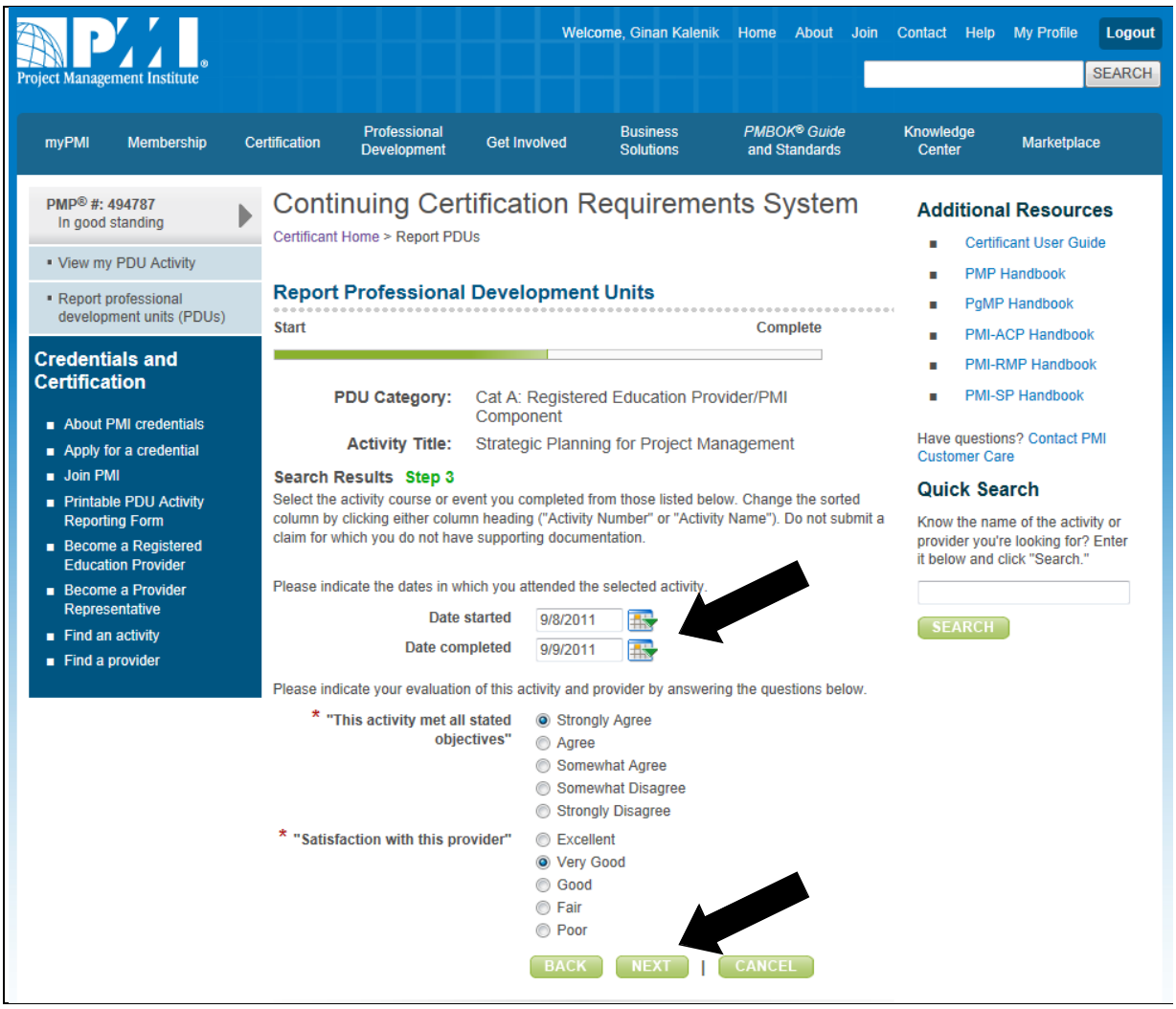


10. Confirm your selection by clicking on your event "Activity #".

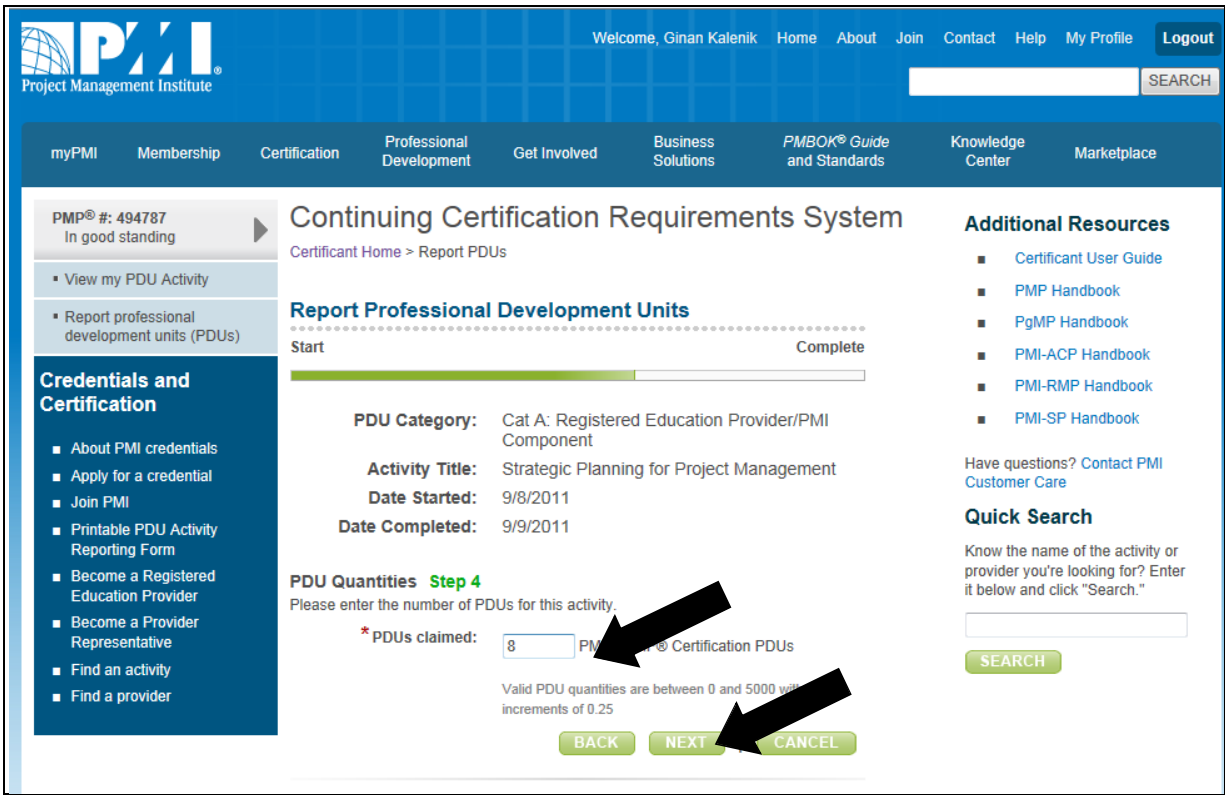


11. Input "Date started" and "Date completed". Click on the answers to all of the questions, and then click on "NEXT".

The number and type of questions will vary with event.

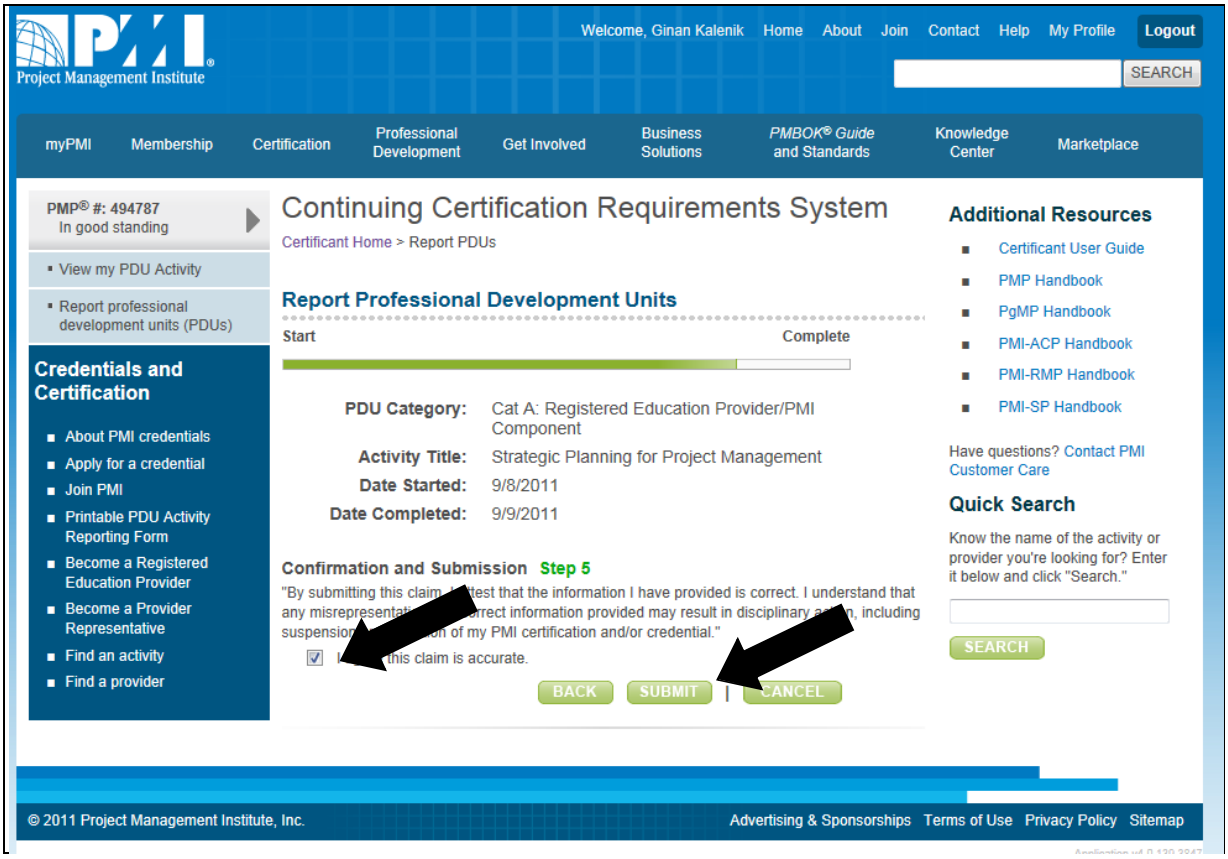


12. Enter the number of PDUs and click on "NEXT"



13. Check the box "I agree this claim is accurate".

Click "Submit"



14. You will receive confirmation of your submission.

You can either report another claim or return to PDU Activity.

