How to Self Claim PDUs

- A. Use PDU Code Provided to you by conference/instructor...
- B. Self Report the learning activity

Step 1: Log into PMI.org

- Go to your Dashboard
- Scroll to the PMP PDU section
- Click on the Report PDUs Button

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Step 2: Select Reporting Category

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PDU Claim Code PMI, A.T.P. / China R.E.P. or Chapter provided 10 digit code I have a claim code	0	Work as a Practitioner (Ð
Course or Training In person or virtual classes, formal education	0	Create Content Authoring books or articles, creating webinars	Ð
Organization Meetings Chapter, company, or professional meetings limited to 2 PDUs	0	Give a Presentation Preparing for and speaking or presenting	Ð
Online or Digital Media Pre-recorded Webinars, Podcasts, digital recordings	0	Share Knowledge Serving as a moderator, SME, or mentor	0
Books, articles, blogs	0	Volunteer Volunteering without compensation	Ð
$\Omega_{W}^{\text{committee}}$ informal Learning: $\Omega_{W}^{\text{committee}}$ Structured discussions with other professionals or mentors	0		

Select which type of activity you want to report:

- o PDU Claim Code if you have the code
- Course or Training if you did not get a code
- Reading
- o Informal Learning
- Etc...

Option A: Reporting when you have a PDU code

- 1. Click I have a claim code
- 2. Enter the code
- 3. Verify the time
- 4. Click submit

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Option B: Report a Course or Training

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- 1. Click Course or Training link to open the reporting form
- 2. Complete the form. TIP: Print your Conf. Program or registration for Titles, Instructor Names, Descriptions, etc

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Preapproved courses might be in the dropdowns. You may also simply need to enter the info

Value is hour-for-hour.

- EX: A 30 minute lecture is worth .5.
- EX: A 3 credit college course might be worth 60 hours.

A single course can be applicable to all 3 triangles, like: .5 | ..5 | 1

3. Upon clicking submit, a rating window opens, complete this form

NOTE: IF SUBMITTING A UNIVERSITY COURSE. Check your dashboard / email daily for follow-up from PMI. They may request, additional documentation, such as proof of registration, proof of grade, etc...

Claim S	ubmission Results	•	P
PDU Category: Activity Title: Date Started: Date Ended:	Education > Course or Training Teaming and Psychological Safety 15 January 2021 15 January 2021		
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Option C: Other Types of Informal Learning

(i.e. PMIRGC Books & Beyond Meetings. Report BOTH Reading time & the Informal Learning time when you attend the discussions)

1. Same steps as Option B. Select the category and complete the form

TIP: Save a summary of the book/article/podcast... Titles, Instructor Names, Descriptions, etc

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