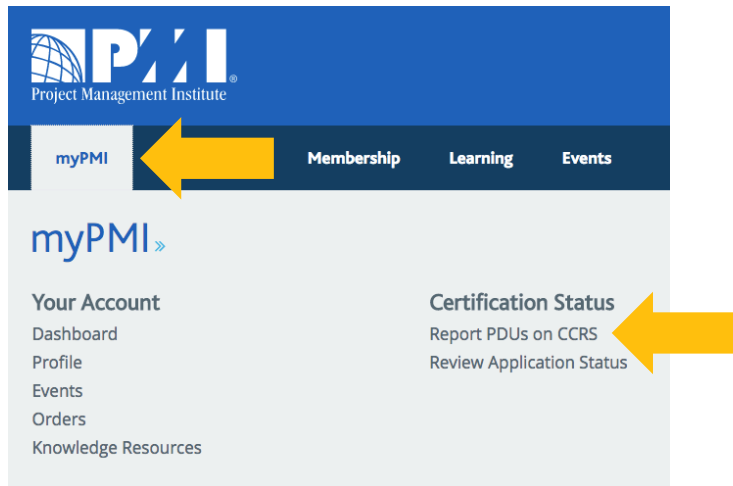


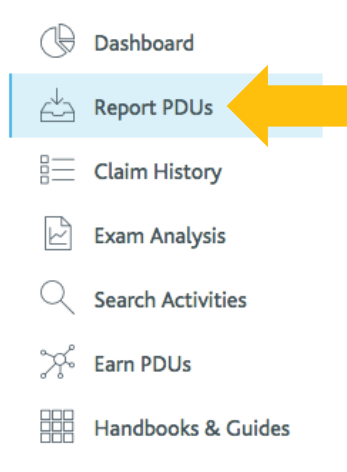
# How to Claim PDUs

This document will assist you in reporting your PDUs for course work completed with Arizona State University as your R.E.P.

1. Login to [PMI.org](https://www.pmi.org)
2. Select **MyPMI** and then select **Report PDUs on CCRS**



3. On the next screen select from the left hand menu **Report PDUs**



#### 4. Select **Course or Training**

##### Report PDUs







Dashboard > Report PDUs

##### Education

Learning activities that allow you to broaden your knowledge in one of the PMI Talent Triangle skill areas: Technical, Leadership, or Strategic and Business Management.

##### Giving Back

Activities that enable you to share and apply your knowledge and skills as a means to contribute to and help build the profession.

 <b>Course or Training</b> In person or virtual classes, ...	 <b>Work as a Practitioner</b> Working in a profession related to your certification
 <b>Organization Meetings</b> Chapter, company, or professional meetings limited to 2 PDUs	 <b>Create Content</b> Authoring books or articles, creating webinars
 <b>Online or Digital Media</b> Pre-recorded Webinars, Podcasts, digital recordings	 <b>Give a Presentation</b> Preparing for and speaking or presenting

#### 5. Enter Arizona State University Program & Planning Management Office Provider #**4160** in the Provider search

### Course or Training

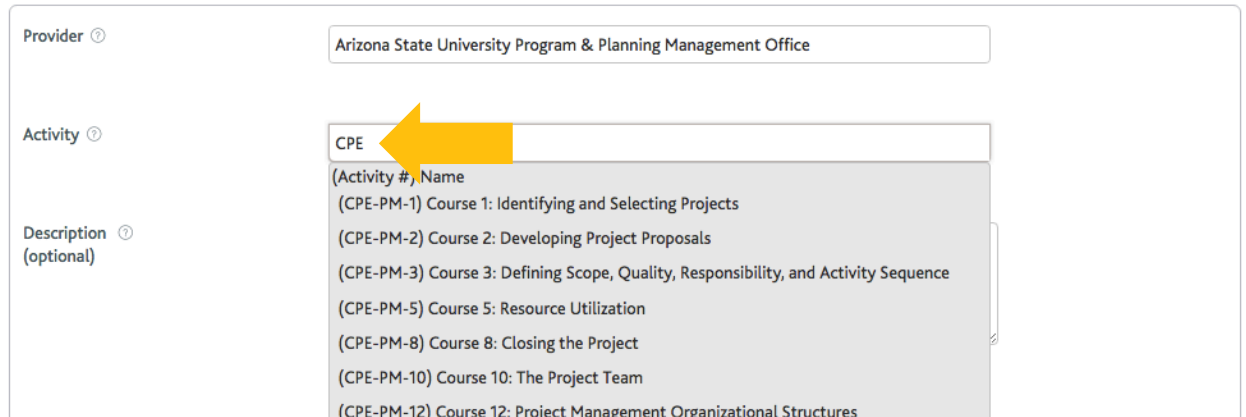
Dashboard > Report PDUs > Course or Training

#### Course or Training

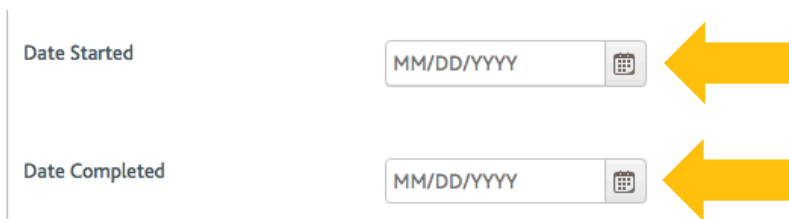
Provider ?	4160
Activity ?	(Provider #) Name (4160) Arizona State University Program & Planning Management Office Activity Name or Number

6. Enter the activity you wish to claim. Activity numbers can be found on your certificate of completions or provided by the course contact. The activity description will populate once the Activity is selected.

Course or Training



7. Enter in **dates**



8. Select that the claim is accurate and **Submit**

By submitting this claim, I attest that I have not been subject to any disciplinary action, including suspension.

I agree this claim is accurate.



9. You should receive an e-mail from PMI.org indicating you have successfully submitted your PDU request. The e-mail will be sent to the address you have in your PMI.org profile.

# Frequently Asked Questions

## General Questions:

1. Is Arizona State University a Registered Education Provider (R.E.P.) with PMI?
  - a. Yes, our R.E.P. number is 4160.
2. How can I contact the organizer with any questions?
  - a. Please contact: [ppmo@asu.edu](mailto:ppmo@asu.edu) for questions regarding this event.
3. What are PDUs?
  - a. PDUs stand for Professional Development Units. PDUs are the measuring unit used to quantify your professional development as part of PMIs Continuing Certification Requirements (CCR) program. 1 PDU = 1 hour of learning/activity.
4. How do I claim my PDUs for these courses?
  - a. If you have a PMI number and you completed the course, ASU will submit your eligible PDUs for you. You should receive an e-mail from PMI.org indicating you have successfully submitted your PDU request. The e-mail will be sent to the address you have in your PMI.org profile. To claim your own PDUs please see <reference *How to Claim PDUs.Doc*>
5. When reporting PDU activities, is any supporting documentation required?
  - a. You do not need supporting documentation to report PDUs and renew your credential. When reporting your PDUs through CCRS, you will be directed to include specific information about the activity in the PDU claim form.

NOTE: PMI recommends you maintain a personal folder for all PDU-related documentation and keep this documentation for at least 18 months after your CCR cycle has ended. If you are randomly selected for an audit, you will need to provide this documentation.