



# **PMP® Certification - PDU Reporting and Renewal Guidelines**

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# What are Professional Development Units (PDUs)?

- Professional Development Units(PDUs) track the professional development and continuing education of PMI credential holders.
- PDUs are part of the Continuing Certification Requirements for maintaining your PMI credential.
- By earning and reporting 60 PDUs within a three year cycle, you can maintain an active status for your PMP credential.

# Why is maintaining your PMP® credential important?

- When you were preparing to earn your credential, the professional development that you engaged in, created a foundation of knowledge and experience that we encourage you to continue. To keep pace with the profession, your body of knowledge needs to increase in depth and breadth. This is why credential maintenance requires that you engage in continuing education and developmental activities.
- The PMI Continuing Certification Requirements program outlines the types of activities that qualify as PDUs. The education and activities that you engage in help you maintain your skills, position you for career advancement and connects you to the global community of project management practitioners.

# Continuing Certification Requirements

**In order to satisfy the Continuing Certification Requirements (CCR) program of PMI and maintain an active certification status, you must:**

1. Earn and report the appropriate amount of professional development units (PDUs) during each three-year certification/CCR cycle.
2. Complete an application for Certification Renewal.
3. Reaffirm PMI Code of Ethics and Professional Conduct and PMI Certification Application/Renewal Agreement.
4. Submit payment of the renewal fee.

# How do I earn PDUs?

- Continuing Certification Requirements promote consistent professional development among the entire body of PMI credential holders, thereby advancing the value of your credential. PDUs are used to quantify approved learning and professional service activities. There are six categories(A, B, C, D, E and F) of professional development units in which credential holders can earn PDUs. For more information on the PDU categories, please refer the PMP Handbook(page 36) available at [http://www.pmi.org/en/Certification/~/\\_media/PDF/Certifications/pdc\\_pmphandbook.ashx](http://www.pmi.org/en/Certification/~/_media/PDF/Certifications/pdc_pmphandbook.ashx)

# More on PDU Categories..

## The Continuing Certification Requirements (CCR) Program organizes PDUs into the following categories:

Category A (earlier under category 3)	for training/seminar/conference attended through PMI, PMI Chapters and Communities of practice, REPs (1 hour of learning = 1 PDU/ also you can claim in fractions (example: 0.5 hrs of learning gives 0.5 PDUs)
Category B(earlier under category 1(formal education) and 4(courses offered by other education providers)	By completing an academic course offered by a college/university OR by attending relevant educational courses offered by training organizations NOT registered with PMI
Category C	Self directed learning
Category D	Authoring project management books/ articles/ newsletters/ blog / presenting in a webinar / podcast / creating course content for project management courses / subject matter expert for a panel discussion / moderator for a relevant discussion / Speaker or instructor for PM courses, etc
Category E	Volunteering (to PMI communities, or a community or charitable group) (MAX 45 PDUs can be claimed under Categories D, E and F)
Category F	for working as a project manager (by profession) PMPs can claim 5 PDUs per 12 months. (So they get 15 in 3 year cycle)

# When should I start earning PDUs?

Your credential cycle is three years. Let's get started now looking at all the options available to you for earning PDUs. There are many activities that you are engaged in right now that may qualify as PDUs.

## **For example:**

1. Professional experience as a Project Manager(PDU category F) can award 5 PDUs per calendar year for a possible total of 15 PDUs per three-year cycle for qualifying work experience (every day job activities).
2. Self-directed Learning (PDU Category C) can award up to 30 PDUs per three-year cycle for activities such as reading books on the project management topic of your choice.
3. Courses, Seminars, and Web-based Training in Project Management (PDU Categories A & B) can award unlimited PDUs.

# Continuing Certification Requirements

Activity	Yes/No	You have earned
Are you a Practitioner of project and/or program management services for more than 1,500 hours in a calendar year?	Yes	5 PDUs per 1-year
Have you attended PMI National Conference 2011?	Yes	20 PDUs
Have you attended PMI Item Writing Session?	No	0 PDUs
Have you spent 20 hours reading an article/journal related to project or program management?	Yes	20 PDUs
Are you the author of textbook that pertains to project and/or program management and spent 15 hours creating the content?	Yes	15 PDUs (author)
Have you provided project management-related volunteer services to PMI or another professional project management association?	Yes	5 PDUs per year
	<b>Total PDUs earned</b>	<b>---- PDUs</b>
	<b>Total PDUs required</b>	<b>60 PDUs</b>
<b>You require -----more PDUs in order to renew your credential!</b>		

**Disclaimer** - The PDU calculator helps you understand how to calculate PDUs, and is not the actual depiction of PDUs earned.



# How to report your PDUs?

- **Step 1** – Go to <http://www.pmi.org/Certification/Maintain-Your-Credential.aspx>
- and Click on “Report PDUs” button
- Although PMI encourages you to report PDUs using the online system, you may complete and send electronic or paper copies of the PDU Activity Reporting Form available online.
- **Step 2** - Log-in to the System by typing in your PMI.org username and password.
- **Step 3** – Select "View my PDU Activity" or “Report professional development units (PDUs)”
- **Step 4** –Select the PDU category from the drop down list and complete the further steps of PDU reporting.
- **Step 5** - Renew your certification if you have the required PDUs by clicking on the “Renew a Certification” button on the page.

# Thank You

If you have questions about your credential and/or its maintenance, please contact us at [customercare.india@pmi.org](mailto:customercare.india@pmi.org). or dial +91-124-4517140