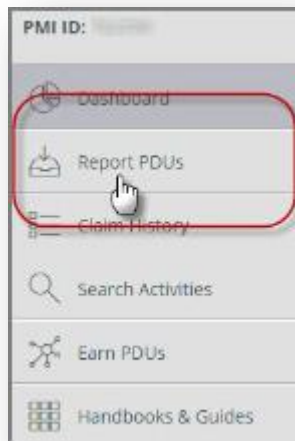


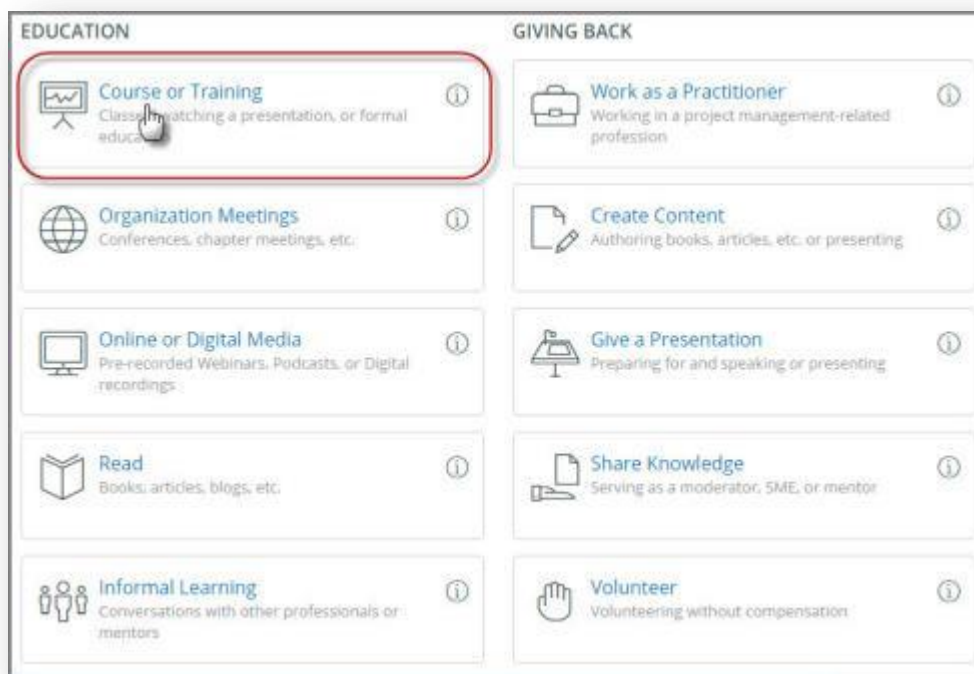
How to Claim Non Pre-Approved PDUs for Courses & Training*

Follow these instructions to submit a PDU claim for a course or training activity in which you participated. Important system nuances are noted here.

1. Click **Report PDUs** on the left navigation.



2. Click **Courses or Training**.



3. When you enter the name of a provider, the system looks for PMI® approved providers within the search, but allows you to enter third-party providers into the field.

If you took a course or training activity offered by a third-party vendor - a vendor that was not pre-approved by PMI® for its PDUs - DO NOT select a provider from the list.

Simply type the provider name into the “Provider” field.

Simply, type the activity name into the “Course” field which you have received from your training provider.

The screenshot shows a web form titled "Course or Training". At the top, there is a breadcrumb trail: "Dashboard > Report PDUs > Course or Training". Below the title, the form is labeled "Course or Training". It contains three main input fields:

- Provider**: A text input field with a placeholder "Type the provider name here".
- Course**: A text input field with a placeholder "Type the Course name here".
- Description (optional)**: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, and numbered list. Below the toolbar is a large text area. A character count "0 / 5000 characters" is displayed at the bottom right of the text area.

4. Complete the remaining fields on this form.

- For education activities offered by third-party vendors (those not pre-approved by PMI®), you need to complete all the fields to provide the details for the claim.

5. Enter or modify the PDU values that align with the talent Triangle.

- For third-party providers and activities, manually enter PDU values under the Technical skill area for each certification to which this activity applies (if you hold multiple certifications). Manually enter PDU values for Leadership and Strategic skill areas - these PDUs will automatically be shared across certifications (if you hold multiple certifications).

Date Started

MM/DD/YYYY

Enter Start Date

Date Completed

MM/DD/YYYY

Enter End Date

URL
(optional)

Contact Person
(optional)

Contact Phone
(optional)

Contact Email
(optional)

PDU's Claimed ⓘ

| | Technical ⓘ | Leadership ⓘ | Strategic ⓘ | Total PDU's |
|------|-------------|--------------|-------------|-------------|
| PMP® | 0.00 | 0.00 | 0.00 | 0.00 |

6. Click on the box to Agree the claim is accurate.

7. Click **Submit**.

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.

Submit

***Note: A percentage of certification holders will be randomly selected for PMI®'s audit process. If you are selected for an audit, you will be asked to submit supporting material to verify any PDUs submitted. Therefore, it is important to keep documentation for all PDU claims for at least 18 months after the CCR cycle has ended.**