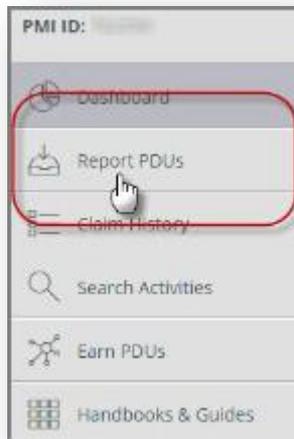


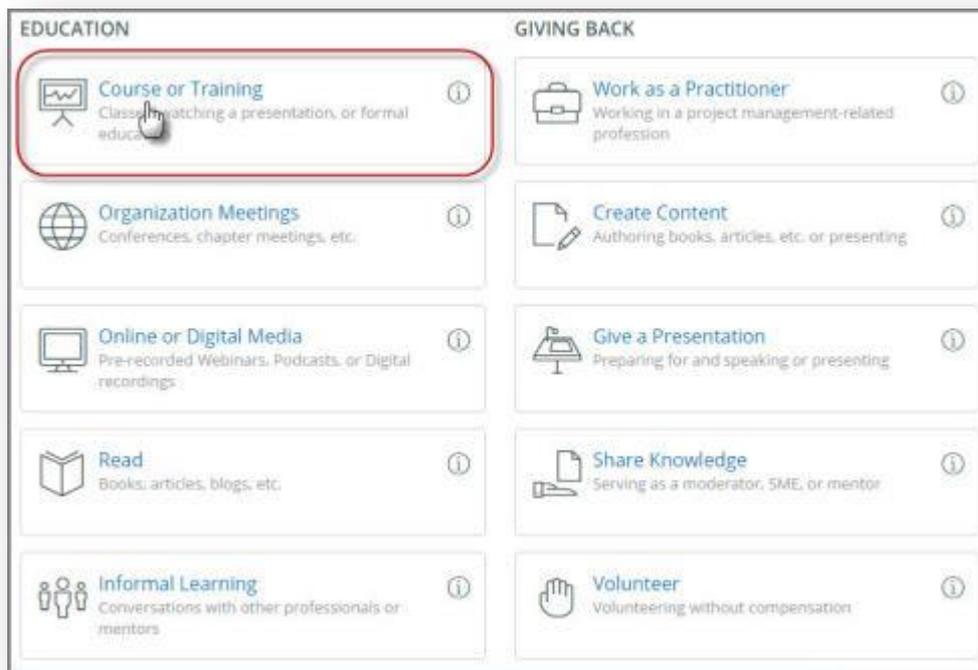
How to Claim Non Pre-Approved PDUs for Courses & Training*

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.

Course or Training

Dashboard > Report PDUs > Course or Training

Course or Training

Provider ⓘ

Course ⓘ

Description ⓘ
(optional)

B *I* U ☰ ☰

0 / 5000 characters

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).

	Technical	Leadership	Strategic	Total PDUs
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.**