

Documenting PDUs in the PMI Continuing Certification Requirements System (CCRS) Process and Frequently Asked Questions

Which Management Concepts courses are listed in the PMI PDU allocation database?

Management Concepts continually reviews and updates the courses listed in the PDU database. PDU allocations are updated as new courses are added and existing courses are updated for content or compliance with PMI Standards. The list of current Management Concepts courses and their PDU allocation for courses is found on our website at:

[www.ManagementConcepts.com/Portals/0/Files/PDU Allocation Process.pdf](http://www.ManagementConcepts.com/Portals/0/Files/PDU%20Allocation%20Process.pdf)

The course list contains the PDUs allocated for each PMI Certification and Talent Triangle domain area.

The graphic below shows the layout of the PDU mapping document. The list below the graphic describes the information contained in each column and how that relates to the course mapping.

PDU Allocation for Management Concept Courses													
Course Number	Course Title	Technical PDUs					Leadership PDUs	Strategic PDUs	Total PDUs				
		PMP/PgMP	PMI-ACP	PMI-BPA	PfMP	PMI-RMP			PMI-SP	PMP/PgMP	PMI-ACP	PMI-BPA	PfMP

COURSE NUMBER

This is the number actually listed in the PMI data base. It matches the Management Concepts course number with one exception — all PM-related course numbers include a -5, -5A or -5B extension (e.g. a number for Project Management Principles is 6100-5). The -5 indicates that the course is aligned with the PMBOK Guide 5th Edition. The A or B indicates a subsequent submission of the course into the database.

COURSE TITLE

This title is the title of the course completed.

TECHNICAL PDUs

PDUs are provided for each of the PMI certifications — PMP/PgMP certifications may not fully transfer to the PMP/PgMP, PMI-ACP, PMI-PBA, PMI-RMP, and PMI-SP.

LEADERSHIP PDUs

Leadership PDUs are not allocated separately for each certification. Leadership PDUs apply across all areas.

STRATEGIC & BUSINESS MANAGEMENT PDUs

Strategic & Business Management PDUs are not allocated separately for each certification. Strategic & Business Management PDUs apply across all areas.

TOTAL PDUs

This section provides the sum total PDUs for each certification.

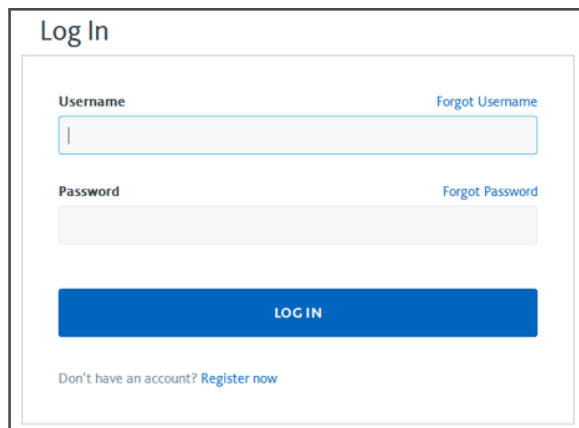
$$\text{Technical PDUs} + \text{Leadership PDUs} + \text{Strategic \& Business Management PDUs} = \text{Total PDUs}$$

How to document PDUs?

Access myPMI at PMI.org. Use the myPMI site to report PDUs. The site can also be accessed at ccrs.pmi.org, the PMI Continuing Certification Requirements System (CCRS) login page.

How to apply for PDUs if a course is not listed in the PMI Continuing Certification Requirements System (CCRS) database?

Go to PMI.org and log in using your PMI username and password

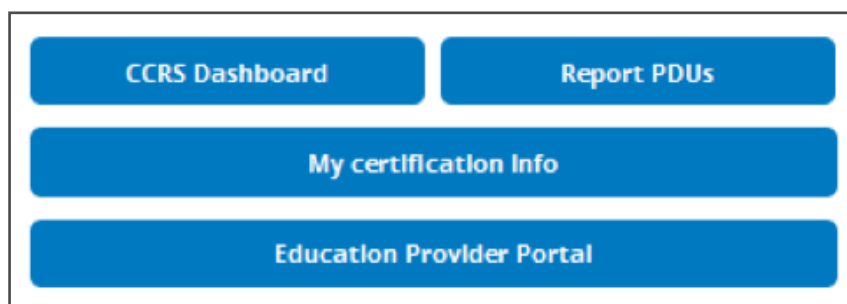


The screenshot shows the 'Log In' page on the PMI website. It features a white background with a blue header. The main content area has a white background with a blue border. It contains two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link 'Forgot Username', and to the right of the 'Password' field is a link 'Forgot Password'. Below the input fields is a blue button labeled 'LOG IN'. At the bottom of the form, there is a link 'Don't have an account? Register now'.

1. Select myPMI, and navigate to your Dashboard



2. On the right side of the Dashboard select Report PDUs



3. Select the appropriate Education Area:

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.

- Course or Training**
In person or virtual classes, formal education
- Organization Meetings**
Chapter, company, or professional meetings limited to 2 PDU's
- Online or Digital Media**
Pre-recorded Webinars, Podcasts, digital recordings
- Read**
Books, articles, blogs

The Course or Training areas are most frequently used to document PDU's and will generally include:

- Face-to-face courses taught by a Management Concepts Instructor, either at a Management Concepts facility or on-site at a client site
- Virtual courses taught on-line by a Management Concepts Instructor

4. Course or Training Screen—Enter the following information:

- **PROVIDER**— Enter "Management Concepts" or the Management Concepts REP # 1124. The PMI REP database will begin to autofill the Management Concepts name or number.
- **ACTIVITY**— Course name or number. Not all of Management Concepts courses are in the course database.
 - Enter the course name or number. The PMI REP database will begin to autofill the course name or number. If the course name or number are not in the database, the actual course title and course number can be manually entered. Course numbers in the database may not match the actual course numbers. Courses used before the PMI Talent Triangle mapping will show as "retired." All active PM-related courses include a -5, -5A or -5B. The -5 indicates that the course is aligned with the PMBOK Guide 5th Edition. The A or B indicates a subsequent version submission of the course into the database.

Course or Training

Provider

Activity

Description (optional)
4000 characters left

Date Started

Date Completed

URL (optional)

Contact Person (optional)

Contact Phone (optional)

Contact Email (optional)

- If you are unable to locate a course you may be typing in the actual course number. For example, for course 6100 Project Management Principles several courses will populate the course list. From the list of courses, use 6100-5 – the correct active version in the database. If this does not work, then manually type in the course number and course title.
- **DESCRIPTION**—This is optional. For courses in the database this block will autofill. If you are entering course data manually a description is not required.
- **DATE STARTED AND DATE COMPLETED**— Course start and finish dates.
- **URL**—This is optional. For courses in the database this block will autofill. If you are entering course data manually a URL is not required.
- **CONTACT PERSON**—This is optional. For courses in the database this block will autofill. If you are entering course data manually a contact is not required.
- **CONTACT PHONE**—This is optional. For courses in the database this block will autofill. If you are entering course data manually a description is not required.
- **CONTACT EMAIL**—This is optional. For courses in the database this block will autofill. If you are entering course data manually a phone number is not required.
- **PDU's CLAIMED**— Courses in the database have assigned PDUs. If a course is not in the database, estimate the number of PDUs by reviewing the content and estimating the number of PDUs for each of the **TALENT TRIANGLE AREAS**—Technical, Leadership, and Strategic & Business Management. Their total hours cannot exceed the maximum hours allowed for the course.

NOTE:

PMI allows 7 PDUs for each 8 hours of instruction. For example, a 3-day course (24 hours of class time) is allowed 21 PDUs. If a course has out of class assignments that are required for course completion, PMI allows students to claim the additional PDUs as long as the total PDUs do not exceed the total course amount listed. For example, a 3-day course with 1 hour of pre-work and 1 hour of homework each day qualifies for 21 PDUs of class time and 3 PDUs of outside work totaling 24 PDU.

I participated in a class in which only part of the content focused on project management. How do I determine the number of PDUs?

Estimate the percentage of class time directly related to project management. For example, a 3-day (21 PDU) course in which only 50 percent of the content was relevant to project management would earn 10.5 PDUs. You need to be able to provide proof of the PDUs in the event that you are audited.

When reporting PDU activities, is any supporting documentation required?

You do not need to provide supporting documentation at the time of reporting your PDUs and renewing your certification. You should complete the online Activity Reporting Forms in the CCRS.

NOTE: PMI recommends you maintain a personal folder for all PDU-related documentation and retain this documentation for at least 18 months after your certification renewal cycle has ended. If you are randomly selected for an audit this documentation is required.

How do I determine if a course is sufficiently related to project management?

Management Concepts is a Registered Education Provider (R.E.P.). According to PMI, you may assume that courses offered by R.E.P.s are related to project and/or program management. If you are reporting attendance in a non-R.E.P. course or a self-directed learning (SDL) activity, please use the process areas of the PMBOK® Guide as a reference to identify the relevant project management topics. The most current copy of the PMBOK® Guide is located at: www.pmi.org/pmbok-guide-standards

If I take a course that has 21 hours toward my PMP®/PgMP® certification, can I claim the same 21 hours for my PMI-SP® (Scheduling Professional) PMI-RMP® (Risk Management Professional), and PMI-ACP® (Agile Certified Practitioner), and PMI-PBA (Professional Business Analyst) certification?

Not necessarily. The number of PDUs required for each certification is independent of other PMI certifications. Therefore, the PDU values for the PMP/PgMP certifications may not fully transfer to the PMI-SP, PMI-RMP, PMI-ACP, and PMI-PBA certifications. The number of PDUs applicable to a PMI-SP, PMI-RMP, PMI-ACP, and PMI-PBA certification is based on the amount of material relevant to those specialty areas, while the number of PDUs applicable to the PMP/PgMP certifications is relevant to general project management. If course materials do apply to these areas, only the portion that is pertinent to these areas can be counted towards those certifications.

For example, if you attend a course that awards 21-PDUs covering multiple areas including 3 hours on scheduling, 2 hours on risk, 2 hours on business analysis and requirements management, and 1 hour on Agile your PDU breakdown is as follows:

CERTIFICATION	PMP	PgMP	PMI-SP	PMI-RMP	PMI-PBA	PMI-ACP
TECHNICAL PDUs CLAIMED	21	21	3	2	2	1

Are Leadership and Strategic & Business Management PDUs also pro-rated across PMI-SP® (Scheduling Professional) PMI-RMP® (Risk Management Professional), and PMI-ACP® (Agile Certified Practitioner), and PMI-PBA (Professional Business Analyst) certification?

No, they are not pro-rated. Leadership and Strategic & Business Management PDUs apply across all areas. Since Leadership and Strategic & Business Management are broader management and educational topics and not specific to any specific certification or domain area. PDUs claimed under Leadership and Strategic & Business Management can be applied across all certifications.

For example, if you attend a course that awards 5 PDUs for Leadership and 2 PDUs for Strategic & Business Management toward your PMP/PgMP certifications, you can claim the same number of PDUs for the PMI-SP, PMI-RMP, PMI-ACP, and PMI-PBA certifications.