

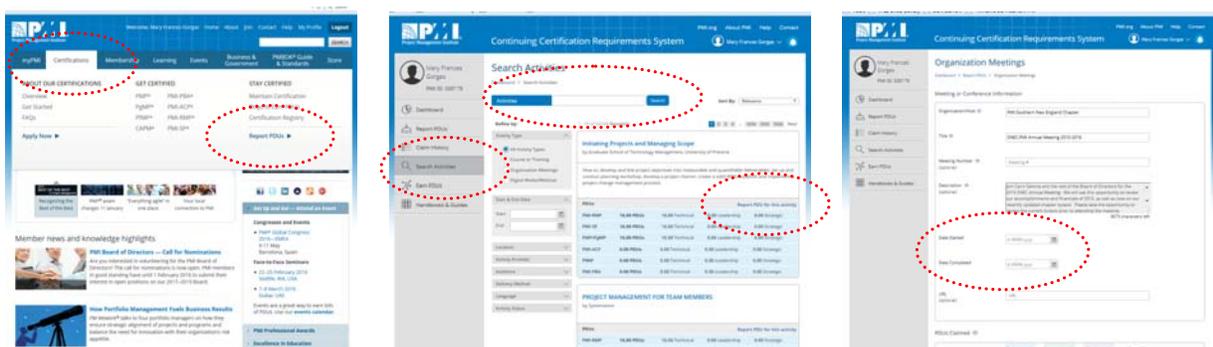
Purpose

You may have been given an Activity ID to log PDUs for a given event, or you may have been given details on the Talent Triangle component for the event in order to self-report your own PDUs. This document outlines steps for claiming PDUs in either scenario under PMI's updated Continuing Certification Requirements system. If you still have questions on how to claim PDUs, please contact: prof-dev@snecc-pmi.org

Claiming PDUs using an Activity ID

Events offering more than 2 PDUs are often assigned an Activity ID by the provider. To claim PDUs:

1. Access the www.pmi.org website and sign in with your user information
2. Navigate to the "Certifications" link in the header and access the "Report PDUs" page.
3. Click the link in the Dashboard for "Search Activities"
4. Enter the Activity ID in the "Activities" input box and click Search
5. Locate the applicable event in the result set and click the "Report PDU for this activity" link for the event
6. Enter a value in the Date Started and Date Completed fields corresponding to the event
Note: Organization, Title, Description and Talent Triangle alignment are already pre-populated for you based upon the Activity ID entered.
7. Confirm and submit the PDU claim.



Claiming PDUs without an Activity ID

Events offering 1-2 PDUs will typically not provide an Activity ID but will specify the Talent Triangle alignment so the attendee can self-report the PDUs. To claim PDUs:

1. Access the www.pmi.org website and sign in with your user information
2. Navigate to the "Certifications" link in the header and access the "Report PDUs" page.
3. Click the link in the Dashboard for "Report PDUs"
4. Under "Education", select "Organizational Meetings"
5. Enter information into the required fields:
 - a. Organization/Host = Southern New England Chapter (select from the drop down option that displays)
 - b. Title for the presentation
 - c. Date Started and Date Completed
 - d. PDUs Claimed = please refer to the alignment categorization publicized for the event to claim PDU(s) according to the Talent Triangle content delivered.
6. Confirm and submit the PDU claim.

