PMI Website: PDU Claims Process

In order to claim PDU’s for the courses you have attended at PM.Ideas, you will need the following information:

- Your PMI ID: This is your Eligibility Number (without the E1 at the end)
- Your PMI Certificate Number (on your PMP certificate)
- Your password: Usually the first 4 letters of your surname.
  e.g. Smith = smit ; van der Merwe = van<insert a space as the fourth character>
- PM.Ideas’ Provider ID: 2604
- PM.Ideas courses fall under Category 3 (RETP Provider)
- Your 5 PDU’s per year of project work fall under Category 2H
- You can search for PM.Ideas courses on the website by searching for the code 2604, or for PM.Ideas (please note the full stop between the PM and Ideas)

Please see below screenshots of the PMI website to assist you in this process.

1. Go to [www.pmi.org/ccrs](http://www.pmi.org/ccrs)
2. On the top right hand corner, next to Welcome, Guest, click on Login
3. Here, you can check if you already have a username and password for this website.

4. If you do not have a username and password, the following screen comes up. You can create your username and password by following the prompts.
5. If you do have a profile, it will come up with this screen. CHECK YOUR DETAILS!

6. Complete your details
7. Create your username and password. KEEP THIS IN A SAFE PLACE!

8. This screen will come up, which shows you how many PDU’s you have already reported. It also gives you information on your certification cycle dates.
9. On the left hand side, click on Report Professional Development Units (PDUs)

10. Select your category. You can print the PDU Category Limits by clicking on the pdf link.
   a. Category 2H: Practitioner (project work experience)
   b. Category 3: Registered Education Training Provider: PM.Ideas, code 2604
   c. Category 4: Other provider
11. For Category 2H, you need to enter the following information:
   a. Job Title
   b. Date worked – you need to list this in 1 year periods. You can only claim a year if it is longer than 6 months. You will receive 5 PDU’s for every year worked.
   c. Company you worked for
   d. Process groups you covered, and the Industry you worked in
12. Your 5 PDU's for the year will be automatically calculated – you cannot change this.
13. Click that you agree to the Terms and Conditions, and click Submit.

14. A summary page will come up with the work experience you have submitted.
15. Summary pages below
16. Select Category 3 for PM.Ideas courses

17. Search for provider, using PM.Ideas’ code 2604
18. Look for the course in the list below (there are 4 pages of courses). Click on the blue course code to select the course.

19. Enter the dates you attended, and comment on the objectives and your satisfaction.
20. Enter the PDU’s for this course.
   a. 1 day = 7 PDU’s
   b. 2 day = 14 PDU’s
   c. 3 days = 21 PDU’s

21. Continue submitting your courses/experience until you are completed. You can then print a transcript of what you have submitted.

22. PMI will email you once they have processed your claims.

23. You will be asked to submit payment, and you will be given a link to click on to submit your credit card details.

24. You will then receive an email from PMI to confirm that your certification has been renewed.