

How to Claim “Working in the Profession” PDUs

Document Purpose

This document will assist you in reporting your PDUs for Working in the Profession.

If you have any questions, please contact the VP of Operations at ops@pmidallas.org.

Contents

Page

1. Reporting Working in the Profession hours for PDUs	2
2. Log in to the PMI.org web site.	3
3. If you have successfully logged in, you will see your name.....	3
4. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs". Or, select myPMI.....	4
5. Select PDU Category F.....	4
6. Complete the detail page and select “Next”:	5
7. The following page will display with your 5 PDUs already inserted in the blank. Select “Next”	6
8. Then “Agree” and “Submit” to claim your 5 PDUs:	6
9. Check your e-mail for confirmation from PMI.....	7

How to Claim “Working in the Profession” PDUs

1. Reporting Working in the Profession hours for PDUs

There are several ways a PMI member can earn PDUs for [working in the profession](#). In the [PMI Website](#) you will find the following (clipped from the PMI Website):

8. **Creating new content.** Write project management-related books and articles for professional print or electronic publications, including [PMI’s numerous publications](#) or our [Knowledge Shelf](#). If you’re web savvy, write a blog for your company or organization, or present a podcast or webinar. Check out PMI’s [Voices on Project Management blog](#).
9. **Volunteer Service:** Earn PDUs for providing your professional services to an organization or group outside of your employer; this includes any elected offices you hold for a project management organization. PMI also has many [volunteer opportunities](#).
10. **Doing Your Job:** When you practice project (project scheduling, risk, or program) management professionally, you can claim PDUs. If you work every day as a project manager, this counts toward credential maintenance.

All activities must be related to project management topics that are substantially consistent with the knowledge areas and processes outlined in the latest edition of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and involve appropriate expert resources.

“According to the [PMI Credential Handbook](#) (revised 15 May 2012), working in the profession is a Category F PDU and can be earned working as a project manager.

The PDU Rule us as follows:

For working as a project manager for a minimum of 6 months within the 12 month period, you can earn a total of:

- 15 PDUs per cycle for PMP credential holders

You may claim:

- 5 PDUs per 12-month period for PMP credential holders

The PDUs claimed in this category count against the maximum of 45 PDUs allowed for PMP credential holders in the “Giving Back to the Profession” categories (Categories D, E and F).”

Documentation (Proof of employment) will be required upon audit request.

How to Claim “Working in the Profession” PDUs

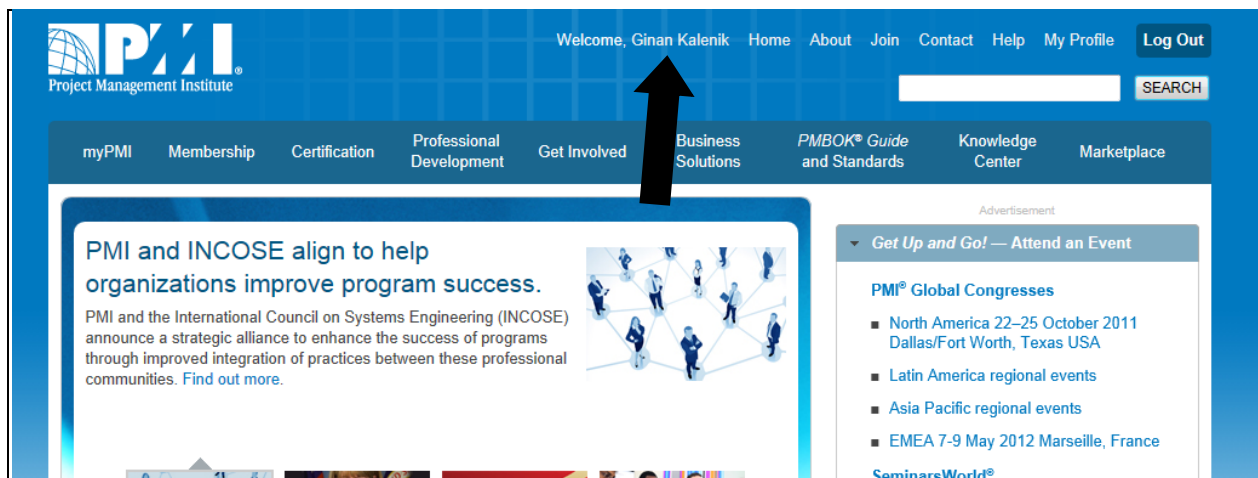
2. Log in to the PMI.org web site.

Before you start make sure you have everything you will need to complete the PDU request. You will need:

- Workplace name
- Workplace address
- Date started
- Date completed
- Number of hours completed
- Also, consider the Processes and Knowledge Areas you use in your practice and be prepared to select each of those.

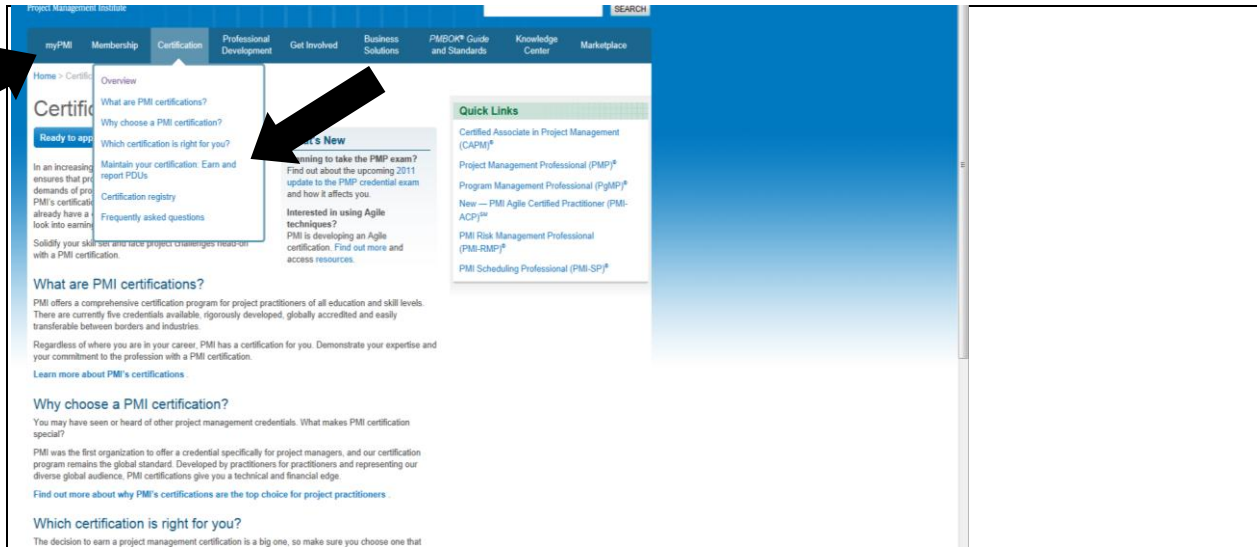
To claim your PDUs for working in the profession log into the [PMI](#) website using your log-in credentials and select “Report PDUs” and Cat F for the PDU category and click on “NEXT”.

3. If you have successfully logged in, you will see your name.

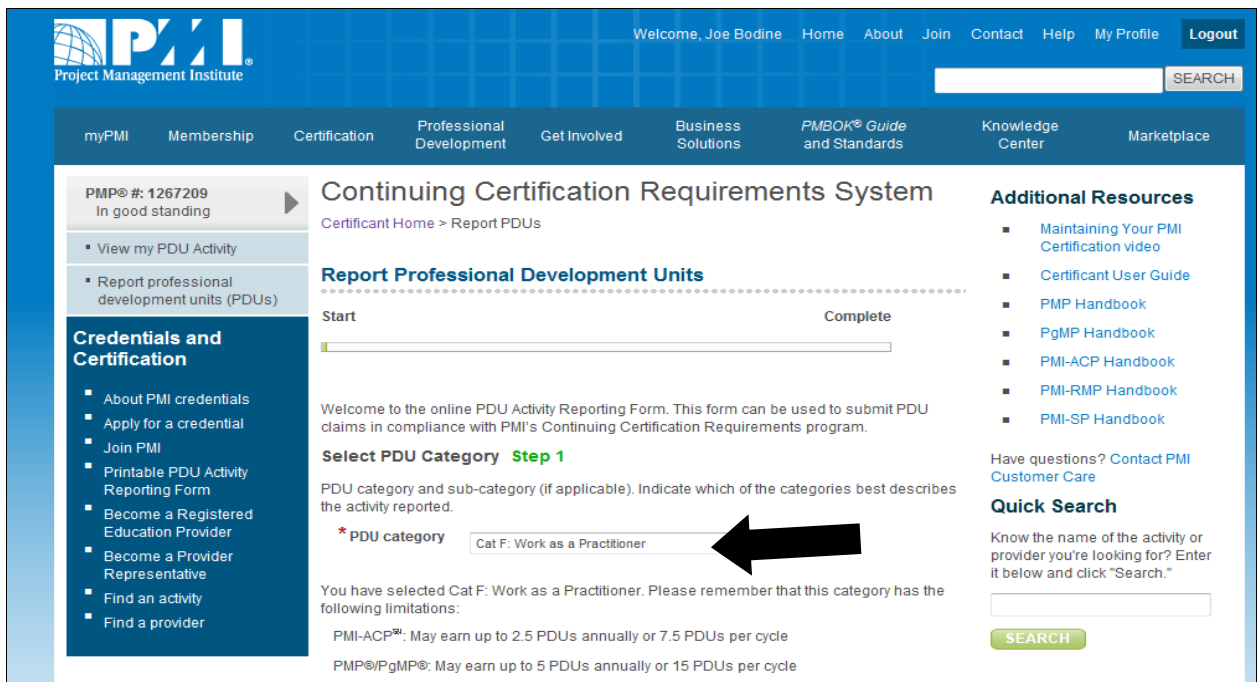


How to Claim "Working in the Profession" PDUs

4. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs". Or, select myPMI.



5. Select PDU Category F



How to Claim "Working in the Profession" PDUs

6. Complete the detail page and select "Next":

Continuing Certification Requirements System
Certificant Home > Report PDUs

Report Professional Development Units

Start Complete

PDU Category: Cat F: Work as a Practitioner

Additional Claim information Step 2
Please complete all required fields (marked with *) before you continue.

* **Program/Title description** ⓘ

* **Date started**

* **Date completed**

* **Hours Completed**

* **Process**
Select all that apply.

<input checked="" type="checkbox"/> Initiating	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Executing
<input checked="" type="checkbox"/> Controlling	<input checked="" type="checkbox"/> Closing	

Additional Resources

- Maintaining Your PMI Certification video
- Certificant User Guide
- PMP Handbook
- PgMP Handbook
- PMI-ACP Handbook
- PMI-RMP Handbook
- PMI-SP Handbook

Have questions? Contact PMI Customer Care

Quick Search
Know the name of the activity or provider you're looking for? Enter it below and click "Search."

> Unselect all

* **Knowledge area**
Select all that apply.

<input checked="" type="checkbox"/> Project Communications Mgmt	<input checked="" type="checkbox"/> Project Cost Mgmt
<input checked="" type="checkbox"/> Project Human Resource Mgmt	<input checked="" type="checkbox"/> Project Integration Mgmt
<input checked="" type="checkbox"/> Project Procurement Mgmt	<input checked="" type="checkbox"/> Project Quality Mgmt
<input checked="" type="checkbox"/> Project Risk Mgmt	<input checked="" type="checkbox"/> Project Scope Mgmt
<input checked="" type="checkbox"/> Project Time Mgmt	

> Unselect all

* **Industry**
Select all that apply.

<input type="checkbox"/> Aerospace & Defense	<input type="checkbox"/> Automation Systems
<input type="checkbox"/> Communications	<input checked="" type="checkbox"/> Consulting
<input type="checkbox"/> Design-Procurement-Construction	<input type="checkbox"/> Diversity
<input type="checkbox"/> E-Business	<input type="checkbox"/> Education & Training
<input type="checkbox"/> Environmental Mgmt	<input type="checkbox"/> Financial Services
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Information Systems
<input type="checkbox"/> International Development	<input type="checkbox"/> IT & Telecom
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Marketing & Sales
<input type="checkbox"/> Metrics	<input type="checkbox"/> New Product Development
<input type="checkbox"/> Oil, Gas, Petrochemical	<input type="checkbox"/> Performance Mgmt
<input type="checkbox"/> Pharmaceutical	<input type="checkbox"/> PMO
<input type="checkbox"/> Quality in Project Mgmt	<input type="checkbox"/> Retail
<input type="checkbox"/> Risk Mgmt	<input type="checkbox"/> Scheduling
<input type="checkbox"/> Service & Outsourcing	<input type="checkbox"/> Students of PM
<input type="checkbox"/> Troubled Projects	<input type="checkbox"/> Utility
<input type="checkbox"/> Women in Project Mgmt	

> Unselect all

* **Provider name** ⓘ

* **Address**

* **City**

* **State/Province**

* **Zip/Postal code**

* **Country**

Phone number

URL

E-mail address

|

How to Claim “Working in the Profession” PDUs

7. The following page will display with your 5 PDUs already inserted in the blank. Select “Next”.

The screenshot shows the PMI website interface for reporting PDUs. The user's profile information (PMP# 1267209) and navigation menu are visible at the top. The main content area is titled 'Continuing Certification Requirements System' and 'Report Professional Development Units'. A progress bar indicates the reporting process is about halfway complete. The activity details are: PDU Category: Cat F: Work as a Practitioner; Activity Title: Program/Project Manager; Date Started: 1/1/2012; Date Completed: 6/30/2012. The 'PDU Quantities Step 3' section shows a text box with '5.00' entered. A black arrow points to the 'NEXT' button.

8. Then “Agree” and “Submit” to claim your 5 PDUs:

The screenshot shows the 'Confirmation and Submission Step 4' page. The progress bar is now fully filled. The activity details remain the same. A confirmation message states: "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." Below this, a checkbox labeled 'I agree this claim is accurate.' is checked. A black arrow points to this checkbox. The 'SUBMIT' button is highlighted.

How to Claim “Working in the Profession” PDUs

9. Check your e-mail for confirmation from PMI.

You should receive an e-mail from PMI.org indicating you have successfully submitted your PDU request. The e-mail will be sent to the address you have in your PMI.org profile.