# 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](mailto:ops@pmidallas.org).

## Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reporting Working in the Profession hours for PDUs</td>
<td>2</td>
</tr>
<tr>
<td>2. Log in to the PMI.org web site</td>
<td>3</td>
</tr>
<tr>
<td>3. If you have successfully logged in, you will see your name</td>
<td>3</td>
</tr>
<tr>
<td>4. Hover over &quot;Certification&quot; and select &quot;Maintain your certification: Earn and report PDUs&quot;. Or, select myPMI</td>
<td>4</td>
</tr>
<tr>
<td>5. Select PDU Category F</td>
<td>4</td>
</tr>
<tr>
<td>6. Complete the detail page and select “Next”</td>
<td>5</td>
</tr>
<tr>
<td>7. The following page will display with your 5 PDUs already inserted in the blank. Select “Next”</td>
<td>6</td>
</tr>
<tr>
<td>8. Then “Agree” and “Submit” to claim your 5 PDUs</td>
<td>6</td>
</tr>
<tr>
<td>9. Check your e-mail for confirmation from PMI</td>
<td>7</td>
</tr>
</tbody>
</table>
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](https://www.pmi.org) or our [Knowledge Shelf](https://www.pmi.org). 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](https://blogs.pmi.org).

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](https://www.pmi.org/volunteer).

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](https://www.pmi.org) (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 is 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.
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.
4. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs". Or, select myPMI.

5. Select PDU Category F
6. Complete the detail page and select “Next”:
7. The following page will display with your 5 PDUs already inserted in the blank. Select “Next”.

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