10 steps to Reporting PDUs



Step 1: Go to the PMI Website (pmi.org) and Enter your Username and Password to Log-In.



Step 2: Go to the Certification tab and Select "Maintain your certification: Earn and report PDUs"



Step 3: Click on the blue "Report PDUs" button.



Step 4: Click on Report PDU.



Step 5: Under "PDU Category", select "Cat A". for courses offered by the Chapter. Under "Activity Type", select "Report a Component 1-2 PDU Event ". Click "NEXT"



Step 6: Enter "C208", click "Search"



Step 7: Click on the component ID "C208"



Step 8:

Under "activity date completed", select the date of the program meeting conducted using the calendar. Under "Activity title", enter "Program Meeting". Click "NEXT"



Step 9: Under "PDUs claimed", enter either 1 or 2 PDUs depending on the time spent at the Program. Click "NEXT"



Step 10: Check the box "I agree this claim is accurate" Click "submit"