



Obtaining PMI Credits online :

First, you must have a login to the www.pmi.org site. Once you are logged on, click on the "View PDUs" link that's down the left side of the page.

You will then need to login again, this time using your PMI ID Number, your PMP Cert Number, and your password. NOTE: your password here is the first four characters of your last name. Before hitting enter, make sure you have the radio button option to jump to the "PMI PDU Self Report Form" clicked.

On the PDU Category Caps and Rules, choose Category B = Continuing Education.

Next, on the self reporting screen, select Category 4 from the drop down ("Other Program Provider"). This is for education providers that are not registered with the PMI.

Click "continue," and you'll have to enter in all the specifics about the class, including the areas of "Knowledge" and "Process" dropdowns. I would recommend selecting "all" to represent the areas covered. For "Application/Specific Interest" areas, I would recommend selecting "09: Information Systems."

You will also need the specific contact information for the instructor (address, phone, email – see next page). Once you get through this you're done (with the exception of a review by the PMI before granting you the PDUs).