



Step 1 : Login and Goto MYPMI. Click on Report PDU.

The screenshot shows the myPMI dashboard. The top navigation bar includes: myPMI (highlighted with a red box and arrow), Membership, Certification, Professional Development, Get Involved, Business Solutions, PMBOK® Guide and Standards, Knowledge Center, and Marketplace. Below this is a secondary menu with: Dashboard (highlighted), Profile, Communities, Events, Orders, and Knowledge Resources. The main content area has a header: "Learn, network, earn PDUs" and a sub-header: "Good things happen when you stay involved with PMI. Chapters are your local connection to build your network, expand your knowledge and earn PDUs. Locate your chapter and get involved today! Go >". The left sidebar shows a "PROFILE" section for "ABC DEF" with fields for Title, Company, Email, Member ID, and Member Since. The right sidebar shows "CERTIFICATION STATUS" for "PMP #1588240" in good standing, with 60 Applied PDUs and 60 Required PDUs. A "Report PDUs" button is highlighted with a red box and arrow.

Step 2 : Select CAT A → Registered Education Provider

The screenshot shows the "Report Professional Development Units" form. The top navigation bar is the same as in Step 1. The main header is "Continuing Certification Requirements System". The left sidebar shows "Report PDUs" selected. The form title is "Report Professional Development Units" with a progress bar from "Start" to "Complete". Below the title is a description: "Use this form to submit PDU claims in compliance with PMI's Continuing Certification Requirements program." The "Select PDU Category Step 1" section is active, with a dropdown menu showing "Cat A: Registered Education Provider/PMI Component" selected. A red box highlights this selection with the text "select CAT A --> Registered Education Provider". Other categories listed include Cat B: Continuing Education, Cat C: Self-Directed Learning, Cat D: Creating New Project Management Knowledge, Cat E: Volunteer Service, and Cat F: Work as a Practitioner. A "Cancel" button is visible at the bottom right.

Step 3 : Select Activity Type as "Find an Activity (Course or Event)"

The screenshot shows the "Report Professional Development Units" form with the "Activity type" dropdown menu selected. The "PDU category" is still "Cat A: Registered Education Provider/PMI Component". The "Activity type" dropdown is now set to "Find an Activity (Course or Event)", which is highlighted with a red box and the text "Select --> Find an Activity (Course or Event)". Below the form, there is a note: "You have selected Cat A: Registered Education Provider/PMI Component. Please remember that this category has the following limitations: PMI-ACP®: No maximum, PMI-RMP®: No maximum".



Step 4 : Select Provider Number 3353 OR provider name as “Effective Project Management Consultancy”

myPMI Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center

Continuing Certification Requirements System

PMI ID 2661523
PMP® #: 1588240
In good standing

Overview
Report PDUs
Renew a Certification
Additional Resources

Report Professional Development Units

Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Provider Activity Search Criteria Step 2
Locate the course you completed using the search options below. Start a search by entering either the name or number of your provider or the name or number o

Provider number ←
Provider name ←
Activity number
Activity name

Previous **Search** Cancel

Step 5 : Select the Relevant Activity ID : Select relevant Activity and complete the workflow

Continuing Certification Requirements System

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Start Complete

PDU Category: Cat A: Registered Education Provider/PMI Component

Search Results Step 3
Select the activity course or event you completed from those listed below. Change the sorted column by clicking either column heading (“Activity Number” or “Activity Name”). Do not submit a claim for which you do not have supporting documentation.

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Activity #	Activity Name ▲	Provider Name	Provider #	PDUs
EPMC010011	Facilitating PMP(R) Certification (9 knowledge Areas)	Effective Project Management Consultancy	3353	PMP/PgMP®: 35.00 PMI-SP®: 0.00 PMI-RMP®: 0.00
EPMC010014	Foundation and Practitioner Course for PRINCE2	Effective Project Management Consultancy	3353	PMP/PgMP®: 45.00 PMI-ACP®: 0.00 PMI-SP®: 0.00 PMI-RMP®: 0.00 PMP®: 0.00