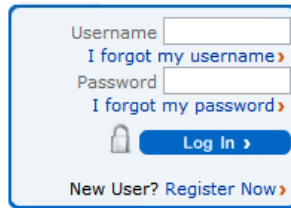



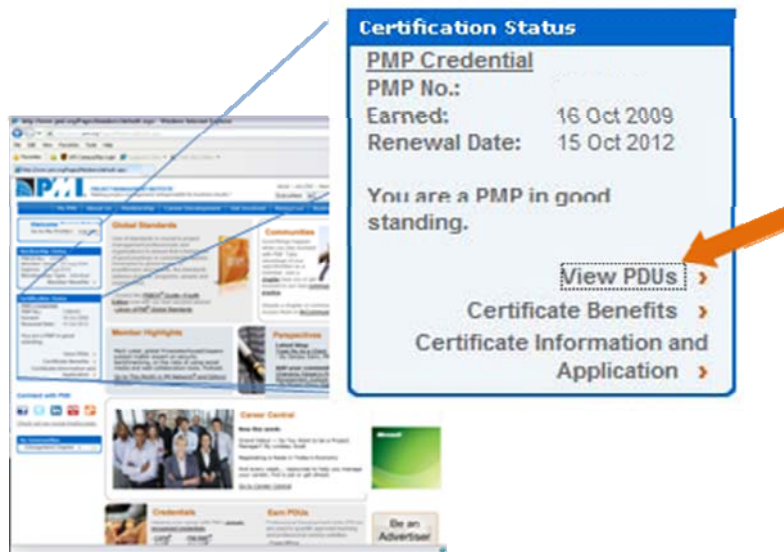
# Submitting Chapter Dinner Meeting PDU Credits is Easy!

**Start:** Navigate online to PMI.org and log into your PMI account



Username   
I forgot my username >  
Password   
I forgot my password >  
   
New User? Register Now >

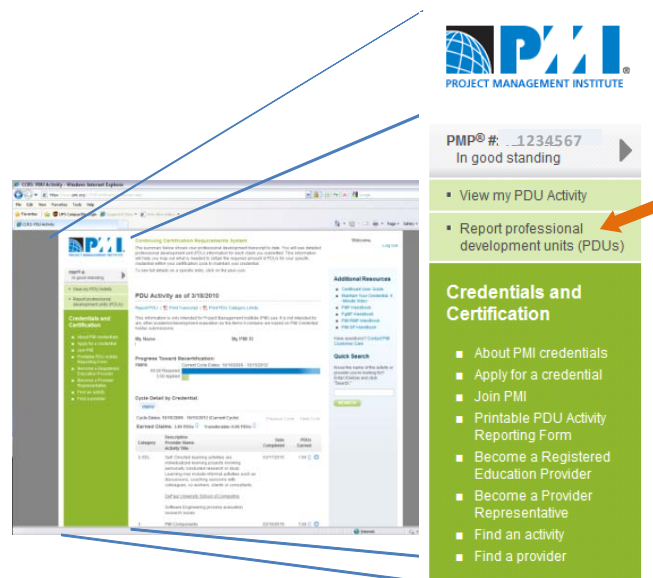
**Next:** after logging in, you'll see the link to "View PDUs" in the Certification Status box on the left of the page. Click the [View PDUs](#) link



The screenshot shows the PMI Certification Status page. A blue box highlights the 'Certification Status' section, which includes the following information:

- PMP Credential**
- PMP No.:** [redacted]
- Earned:** 16 Oct 2009
- Renewal Date:** 15 Oct 2012
- You are a PMP in good standing.**
- View PDUs >** (highlighted with an orange arrow)
- Certificate Benefits >**
- Certificate Information and Application >**

**Next:** your PDU activity is displayed on your transcript page. On the left of this transcript page is the [Report professional development units \(PDU 's\)](#) link – Click this link



The screenshot shows the PMI PDU Activity transcript page. A green box highlights the 'Report professional development units (PDUs)' link, which is indicated by an orange arrow. The page also displays the PMI logo and the following information:

- PMI PROJECT MANAGEMENT INSTITUTE**
- PMP® #: .1234567**
- In good standing**
- View my PDU Activity**
- Report professional development units (PDUs)** (highlighted with an orange arrow)
- Credentials and Certification**
- About PMI credentials**
- Apply for a credential**
- Join PMI**
- Printable PDU Activity Reporting Form**
- Become a Registered Education Provider**
- Become a Provider Representative**
- Find an activity**
- Find a provider**

## Reporting Professional Development Units is done in 6 quick steps:

**Step 1:** select PDU category “Cat 3”. A Chapter dinner meeting is referred to as a Category 3 “Component Event”

### Select PDU Category **Step 1**

PDU category and sub-category (if applicable). Indicate which of the categories best describes the activity reported.

\* PDU category

\* Activity type

You have selected Cat 3: Registered Education Provider program/PMI Component Event. Please remember that this category has the following limitations:

“Activity Type” automatically appears on the screen – from the drop down menu select “Report a Component 1-2 PDU Event” - click **NEXT**

---

**Step 2:** enter the Component Search Criteria. In this instance, ‘Component’ refers to the PMI Chicagoland Chapter. Here we need to identify the Chicago Chapter within the PMI system.

Component ID

Component name

**SEARCH** Previous | Cancel

Enter C017 (that’s C-zero-1-7) - click **SEARCH** (Don’t enter information in the “Component name” field - it’s not needed and may impair the search results)

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**Step 3:** select the component ID. The search results should return Component ID “C017” along with the name “PMI Chicagoland Chapter”. Click the [C017](#) component ID link.

**Search Results **Step 3****

Select the component listed below.

Show  per page << Page  of 1 >>

Component ID	Name
<a href="#">C017</a>	PMI Chicagoland Chapter

Show  per page << Page  of 1 >>

Previous | Cancel

**Step 4: enter the Chapter meeting information.** The “Activity date completed” and “Activity title” are the only required fields on the form. It’s recommended that the “Activity title” be descriptive enough to identify the event, month/year and location – e.g. “Chapter Meeting, March 2010, The Carlisle, Lombard”. This description is for your use and benefit and will appear on your transcript page.

Component Activity Information **Step 4**

Component ID C017

\* Activity date completed

\* Activity title

Activity meeting number

Contact person

Phone number

E-mail address

Confirm e-mail

[NEXT](#) [Previous](#) | [Cancel](#)

Complete the activity date and title form field entries - click [NEXT](#)

---

**Step 5: enter the number of PDUs for the event.** Chapter dinner meetings are 1 PDU events – enter “1” - click [NEXT](#)

PDU Quantities **Step 5**

Please enter the number of PDUs for this activity.

\* PDUs claimed:  PMP/PgMP® Certification PDUs

Valid PDU quantities are between 1 and 2 with increments of 0.25

[NEXT](#) [Previous](#) | [Cancel](#)

**Step 6: confirm and submit the PDU claim.** Here you check “I agree this claim is accurate” - click [SUBMIT](#)

Confirmation and Submission **Step 6**

“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 and revocation of my PMI credential.”

I agree this claim is accurate.

[SUBMIT](#) [Previous](#) | [Cancel](#)

**Finished!** The final page provides a confirmation that your submission has been sent to PMI for review and approval. You should soon receive an email reply from PMI of your approved PDU at which time the PDU credit will appear in your PMI transcript. You’re now finished - Well done!