

## Steps for Reporting PDUs

---

1. Log in to PMI's Continuing Certification Requirements System Web site: <https://ccrs.pmi.org/>.
2. Click "Report Professional Development Units (PDUs)" link.
3. In the PDU Category drop-down list, select "Cat 3: Registered Education Provider Program/PMI Component Event."
4. In the Activity Type drop-down list, select "Find an Activity (Course or Event)."
5. Click "Next."
6. On the Provider Activity Search Criteria Step 2 screen, type in the following:
  - a. Provider number: 2733
  - b. Provider name: CAI
  - c. Activity number: (your course activity's number)
7. Click "Search."
8. On the Search Results Step 3 screen, the activity number will appear with the activity name. Click the activity number.
9. On the next screen, enter the appropriate dates and complete the evaluation. Click "Next."
10. On the PDU Quantities Step 4 screen, your PDUs should already be listed (e.g., 1.00). Click "Next."
11. On the Confirmation and Submission Step 5 screen, check the box labeled "I agree this claim is accurate."
12. Click "Submit."