

How to Claim PDU's for a Seminar / Training Class

1. Log on to PMI site (You need your **Member ID** and **PMP Number**. Default password is the first FOUR of your last name.)
 - a. http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3
 - b. Click the "**PMI PDU Self Report FORM**" radio button before you click "**LOGIN**"
2. Drop down menu select: Category 3 Registered Education Provider Program / PMI Component Event
3. Click "**Continue**" Button.
4. Scroll to select OPTION 3. Under 4 Digit Provider ID key in: **C305 (This is our chapter number)**
5. In Section 2 at the bottom you will see the Course Names and Course Numbers we have setup.
6. Click on the "**Course Name**" or "**Course Number.**" Our March Seminar **Course Name** was PMBOK & The Rational Unified Process (RUP) & Agile Methodology. **Course Number** was C305-030807DT
7. Key in email and phone if you choose (it's optional)
8. Key in the Date(s) (**dd/mm/yyyy**) or use the calendar for the dates of the event/training.
9. Type in the **number of PDUs** Earned for the class. Instructor or certificate should provide that value.
10. Select a value for did the "This course met all of its stated objectives:"
11. Click the "**I Agree**" check box.
12. Click "**Preview**" button.
13. Print your page for your records.
14. Click "**Finalize Submission**" to submit.