

**Step 1** - Report your minimum 60 PDUs in this renewal cycle via internet:

<http://www.occe.ou.edu/aia/pmi/PDUlogin.php3> by login with “PDU Self Report Form? (To access this site individual need their PMI ID number, PMP Certification Number and the first four letters of their last name as their password.)

The PDUs can be claimed with the major categories by activities as follow:

Category	Eligibility to claim PDU
1	Formal Academic Education - One (1) hour of degree credit in a typical 15-week semester earns 15 PDUs.
2A	Author or co-author of article pertaining to project management and is published in a refereed journal. (e.g. <i>Project Management Journal</i> ? 30PDUs per article for one author and 20PDUs per article for co-author ).
2B	Author or co-author of article pertaining to project management and is published in a non-refereed journal. (e.g. <i>Project Management Network</i> ? 15PDUs per article for one author and 10PDUs per article for co-author ).
2C	Speaker on PM topic at a conference, symposium, workshop or Formal Course (10 PDU per activity).
2D	Speaker on a Project Management Topic at PMI Component meeting (5 PDU per activity).
2E	Member or moderator of a project management panel discuss at a conference, symposium, workshop or formal course (5 PDU per activity).
2G	Developer of content for a structural project management program (10 PDU per new program).
2H	Practitioner of PM for $\geq 1500$ hr per year (5 PDU per year, max 15 PDU for 3 years).
2SDL	Self-Directed Learning which include reading, studying, discussion, Webinar on PM topic. You need write a summary of learning when requested by PMI HQ (1 contact hr = 1PDU, max 15 PDU for 3 years).
3 & 4	Formal training and seminars organized by PMI’s Register Education Provider (Cat 3) or other formal training institute (Cat 4) (1 contact hr = 1 PDU, there is no ceiling for PDU claim).
5	Volunteer Service to Professional or Community Organizations (20 PDU per renewal cycle which depends on the duration and nature of the voluntary work).

**Step 2** - Review each of the claim of the submission since it is difficult to amend the claim after your submission.

**Step 3** - Review your PMI Transcripts to see whether you meet the minimum 60-PDU requirements in the renewal cycle. (Please note that it may take 1 day or 2 day in allowing the system to update your record.)

**Step 4** - When you has completed and reported the required 60 PDUs, an Application for Certification Renewal is automatically mailed to you. Submission of the application is the final step in the renewal process. (The application form is not available electronically.) Application forms are accepted up to 90 days after the individual’s expiration date or 12-month suspension deadline before appropriate action is taken against the individual’s credential. The Application for Certification Renewal requires payment of the renewal-processing fee: US\$60 for active PMI members, US\$150 for non-members. (Be sure to provide updated contact information if your address has changed. Renewal complications have been caused by outdated contact information in the past.) After the Application for Certification Renewal is received and processed by PMI, an updated certificate package will be mailed to the PMP. It will indicate the dates of their next renewal cycle during which the CCR process is to be repeated.