

HOW TO...

Easy Step-By-Step Instructions

Maintain Your PMI® Credential

If you are a PMP®, you are required by the Project Management Institute to update your credentials. This means that you need to retain at least 60 Professional Development Units (PDUs) over a three-year period to ensure your Project Management credentials stay valid. **To do this, complete Project Management 'refresher' training at an accredited training provider, such as Specialised Management Group (SMG).**

Visit the PMI® website at www.pmi.org to update your PDUs as follows ...

What To Do	Where To Find It
<ul style="list-style-type: none"> Click on 'Career Development' 	See the blue menu
<ul style="list-style-type: none"> Click on 'Certification and Credentials' 	To the left of the screen
<ul style="list-style-type: none"> Click 'Maintain Your Credential' 	To the left of the screen
<ul style="list-style-type: none"> Click the 'Claim/View My PDUs' button 	Top right of the screen
<ul style="list-style-type: none"> Enter your PMI® Username and Password to login 	In the area demarcated
<ul style="list-style-type: none"> Click 'Report Professional Development Units' 	Top right of the screen

Next, follow these steps...

- Step 1:** Select the PDU Category and the Activity type; then click 'Next'
- Step 2:** Identify the educational activity that awarded the PDUs;
Enter the relevant Provider Number/Name;
Enter the relevant Activity Number/Name; then click 'Search'.
- Step3:** Select the activity that you have completed and click on 'Activity Number';
Then using the calendar, indicate the start and completion dates of the activity (ie: your training);
Provide an evaluation of the activity and click 'Next'.
- Step 4:** Confirm the number of PDUs automatically entered for credential requirements;
Allocate PDUs to the credential and click 'Next'.
- Step 5:** Click 'Submit' on the confirmation agreement area;
Review and click 'Check Box'; then click 'Submit'.

Submission of PDUs complete!

Contact SMG via Tel: +971 4 360 3453 or visit our website, www.smg-me.com to book your 'refresher' training and update your PMP® credential.