Project Management Institute

Professional Development Program

This handbook outlines the Professional Development Program requirements to *maintain* the Project Management Professional (PMP®) certification.

PMP **PMI**®

Project Management Professional

Project Management Institute

PROJECT MANAGEMENT PROFESSIONAL PROGRAM

Certification Program Mission

The PMI Certification Program delivers world-class project management products and services to support reliance on PMP certification globally in both the public and private sector.

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The Project Management Institute (PMI®) sponsors a project management certification program. The purpose and goal of this project management certification program is the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based, professional certification program of the highest caliber.

The PMP® Program supports the international community of Project Management Professionals and is designed to objectively assess and measure their professional knowledge. PMP Program requirements and eligibility standards are applied fairly, impartially, and consistently with applicable laws. The PMP Program complies with all USA state and federal government nondiscriminatory statutes and laws and grants certification independently of a candidate's membership or nonmembership in any organization, association or other group.

To achieve PMP certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge of the project management process areas tested by the Project Management Professional Certification Examination. In addition, PMP certificants must demonstrate past and ongoing professional commitment to the field of project management by satisfying a Professional Development Program requirement.

This handbook outlines the professional development requirements to maintain the PMP certification.

Program Information

PMPs who have questions related to the following topics may contact **PMI's Certification Department** at +610-356-4600:
- Questions regarding the Professional Development Program
- Certification Status

PMPs who have questions related to the following topics may contact **PMI's Education Department** at +610-356-4600:
- Reporting of PDUs
- PMI Registered Education Providers (R.E.P.)
- Records
- Program Approval

Overview of the PMP Professional Development Program

The PMP Professional Development Program (PDP) supports the ongoing professional development of Project Management Professionals (PMPs) and the maintenance of PMP certification. PMPs must accrue a minimum of sixty (60) Professional Development Units (PDUs) every three years. The PDP Cycle begins on 1 January of the year following initial certification.

PMPs must also comply with the PMI Code of Professional Conduct to maintain certification status.

What is a PDU?

The PDU is the measuring unit used to quantify approved learning and professional service activities. Typically, one PDU is earned for every one hour spent in a planned, structured learning experience or activity. Fractions of PDUs may be reported in 0.25 increments following one full hour. For conversion purposes, one Continuing Education Unit (CEU) equals 10 PDUs.

How Are PDP Activities Reported?

PMPs are responsible for reporting their activities as they occur. They should make copies of the PMP Professional Development Activities Reporting Form, enter the required information, and fax or mail the completed form (only the form) to PMI/PDP Records Office at the University of Oklahoma. PDP Activities Reporting Forms may also be e-mailed to pmirecords@pmi.org. Transcripts of activities will be mailed to PMPs on an annual basis. PMPs may also view their transcripts electronically via the PMI Web site at www.pmi.org/certification.

The Professional Development Program Folder

All PMPs should maintain a personal PDP folder with documentation that supports reported activities. **A percentage of PMPs will be randomly selected for auditing purposes each year; therefore, documentation should be maintained for at least 12 months after the PDP cycle has ended.** For specific documentation requirements, refer to the following categories of qualifying activities.

PDU Qualifying Activities

Category 1: Formal Academic Education

PDUs may be earned by completing an academic course after certification. Courses must be offered for degree credit and be related to project management. One (1) hour of degree credit in a typical fifteen-week semester earns 15 PDUs. One (1) quarter semester hour earns 10 PDUs. When only a portion of a course relates to project management, PDUs are calculated on a percentage of the overall curriculum focused on project management.

Documentation Required: PMPs should maintain a transcript or grade report indicating a passing mark.

Category 2: Professional Activities

A predetermined number of PDUs may be earned by participating in specified professional activities. Use the *Guide to Category 2 PDU Credits* in this handbook to determine PDUs in this category. Additional guidelines can be found on the PMI Web site at www.pmi.org/certification or requested from PMI/PDP Records.

Documentation Required: PMPs should maintain copies of publications, sample educational materials or program agendas.

Category 3: PMI Registered Education Providers

PDUs may be earned by attending educational programs offered by educational organizations registered with PMI and designated as PMI Registered Education Providers. These providers adhere to quality criteria established by PMI and are solely authorized to issue PDU certificates to attendees. They can be identified by the Registered Education Provider (R.E.P.) logo:

Examples include schools, consultants, corporate training departments, professional associations, government agencies and PMI Chapters and Specific Interest Groups (SIGs). A database of registered providers and the programs they offer is posted on the PMI Web site at www.pmirep.org. Programs may be searched according to subject area, location, date and time.

Documentation Required: PMPs should maintain a registration form, certificate or letter of attendance.

Category 4: Other Providers

PDUs earned by attending relevant educational programs offered by organizations not registered with PMI.

*Documentation Required: PMPs should maintain registration form, certificate or letter of attendance, **and** a brochure or course materials indicating the subject matter covered and the qualifications of the instructor or content expert.*

Category 5: Service to Professional or Community Organizations

A maximum of 20 PDUs may be earned through professional service or by providing non-compensated project management services to non-employer or non-client customer groups. Examples of qualifying activities and their associated PDU values include the following:

- Serve as an officer (10 PDUs per year) or committee member (5 PDUs per year) in a project management association.
- Provide project management related services to a community or charitable group (5 PDUs per year).

Documentation Required: PMPs should maintain letter or certificate from the organization served acknowledging participation of the PMP.

What About PDU Credit Distribution?

A PMP may earn all or part of the required PDUs from categories 1, 2, 3, or 4; however, no more than a total of 20 PDUs may be earned from category 5. Up to 20 excess PDUs earned during the final (third) year of the current PDP cycle may be applied to the next PDP cycle.

Reporting Instructions

The PMP Professional Development Activities Reporting Form should be used to report all activities qualifying for PDUs. Please make copies of the form on the opposite page. Additional forms which allow the reporting of up to five (5) separate activities simultaneously may also be downloaded from the PMI Web site. Fill out the forms completely and forward to PMI/PDP Records, College of Continuing Education, 1700 Asp Avenue, Norman, Oklahoma USA 73072-6400, or fax to +405-325-6925.

Forms will be returned for incompleteness if mandatory information has not been provided.

Part One: Demographic Information

PMPs must provide their name, date of report, and PMI Identification Number. (For PMI members, this is your membership number. PMPs who are not PMI members were assigned a PMI ID number for the purposes of reporting PDUs.) PMPs who do not know their ID number should contact the PMI Certification Department at +610-356-4600 to obtain this information before reporting PDP activities.

PMPs should also provide an address, phone/fax number(s), and/or e-mail address.

Part Two: the PMP Activity Report

Item 1: Program Number. Provide the PMI program number for activities sponsored by a PMI R.E.P. (Category 3 only).

Item 2: Program Title or Description of Activity. Provide (in 15 words or less) a descriptive title of the activity being reported, or the formal name of the course or program which was completed (Mandatory).

Item 3: Date of Completion. Provide the Day/Month/Year activity was completed (Mandatory).

Item 4: PDUs Earned. Indicate the number of contact hours of participation within a structured activity or course, or the number of predetermined PDUs for specified professional activities. To determine PDUs for Category 2 refer to the guide in this handbook (Mandatory).

Item 5: Category Type. Indicate which of the five categories of PDP activities best describes the activity being reported. For Category 2 only, please indicate subdesignation (e.g. 2a, 2b, etc.). See the *Guide to Category 2 Activities* in this handbook for a list of subdesignations (Mandatory).

Item 6: Subject Areas Covered. Indicate the process (mandatory), knowledge (mandatory) and application areas (optional) covered by the activity being reported. Use the designated codes provided in the bottom section of the form.

Item 7: Activity Sponsor. Provide sufficient information to identify the organization or institution which sponsored the activity (Categories 1, 3, 4 and 5 only).

Item 8: Sponsor Address/Phone Number. Provide sufficient information for PMI to contact the provider if further information is needed on the activity being reported (Categories 1, 2, 4 and 5 only).

Item 9: Activity Satisfaction Level. Please indicate your overall satisfaction with the activity (Category 3 only).

PMP® Professional Development Activities Reporting Form

PMPs are requested to make copies of this form as needed, enter the required information, and forward the completed form to the address indicated.

Demographics Information:

PMI ID Number: ☐☐☐☐☐☐☐☐ **(required)**   **Date (dd/mm/yy):** _____/_____/_____

_____
First Name (please print or type)   **Middle Initial**   **Last Name**   **Suffix**

_____
Address   **City**   **State**   **Zip/Postal Code**   **Country**

_____
Phone Number   **Fax Number and/or E-mail Address**

PMP Activity Report   **1. Program Number (Category 3 Only)** ☐☐☐☐ – ☐☐☐☐☐☐☐☐

2. Program Title or Description of Activity: (15 words or less)_____

_____

3. Date of Completion (dd/mm/yy): _____/_____/_____   **4. PDUs Earned:**_____   **5. Category Type:**_____

6. Subject Areas Covered: (see codes below – you may indicate up to three areas in each subject category)

Knowledge: ☐☐,☐☐,☐☐   **Process:** ☐☐,☐☐,☐☐   **Application/Specific Interest:** ☐☐,☐☐,☐☐

7. Activity Sponsor (Categories 1, 3, 4 and 5 Only)_____

8. Sponsor Address or Phone Number (Category 4 Only)_____

9. Activity Satisfaction Level (Category 3 Only) __ **Excellent**   __ **Very Good**   __ **Good**   __ **Fair**   __ **Poor**

Knowledge Areas:

01 Project Human Resource Management	02 Project Integration Management	03 Project Time Management
04 Project Scope Management	05 Project Quality Management	06 Project Communications Management
07 Project Cost Management	08 Project Risk Management	09 Project Procurement Management
10 All		

Processes:

01 Initiating   02 Planning   03 Executing   04 Controlling   05 Closing   06 All

Application or Specific Interest Areas:

01 Aerospace & Defense	02 Automotive	03 Design-Procurement-Construction
04 Diversity	05 Education & Training	06 Environmental Management
07 Financial Services	08 Global Communications Technologies	09 Information Systems
10 Manufacturing	11 Marketing & Sales	12 New Product Development
13 Oil, Gas, Petrochemical	14 Pharmaceutical	15 Quality in Project Management
16 Risk Management	17 Service & Outsourcing	18 Utility Industry
19 Women in Project Management	20 Government	21 Configuration Management
22 Consulting	23 E-Business	24 Hospitality Management
25 International Development	26 Metrics	27 Retail
28 Students of PM	29 Troubled Projects	00 Other_____

Please send form to:
PMI/PDP Records
College of Continuing Education
1700 Asp Avenue
Norman, OK 73072-6400 USA
Phone: 877-350-3716 (US & Canada only)
Fax: +405-325-6925

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided can result in disciplinary action including suspension or revocation of my PMP certification.

_____ _____
Signature   Date

For the most up-to-date information please see the PMI Web site at www.pmi.org

Predetermined PDUs for Professional Activities:

ACTIVITY	PDU VALUE
2a Author or co-author of an article pertaining to project management that is published in a refereed journal. *(e.g. Project Management Journal)*	30 PDUs per article (author) 20 PDUs per article (co-author)
2b Author or co-author of an article pertaining to project management that is published in a non-refereed journal. *(e.g. PM Network)*	15 PDUs per article (author) 10 PDUs per article (co-author)
2c Speaker on a project management topic at a conference, symposium, workshop or formal course.	10 PDUs per activity
2d Speaker on a project management topic at a PMI Component meeting. (e.g. Chapter)	5 PDUs per activity
2e Member or moderator of a project management panel discussion at a conference, symposium or workshop.	5 PDUs per activity
2f Author or co-author of a textbook that pertains to project management.	40 PDUs per textbook (author) 20 PDUs per textbook (co-author)
2g Developer of content for seminar or other structured learning program.	10 PDUs per new program
2h Practitioner – provides professional project management services to employers or others, at least 1,500 hours annually	5 PDUs per year

Refer to the PMI Web site for latest updates on qualifying activities and predetermined credits.

Failure to Satisfy the PMP Professional Development Program Requirement

PMPs who fail to satisfy the Professional Development Program requirements prior to the conclusion of their cycle have 12 months from the cycle expiration to do so. PMI will suspend and/or revoke the certification of a PMP not satisfying the program requirements.