PMI
Project Management Institute

Continuing Certification Requirements Program (CCR)

This handbook outlines requirements to maintain the
Project Management Professional (PMP®) and
Program Management Professional (PgMP℠) Credentials.

CCR

CREDENTIAL HANDBOOK

Your Guide to **Maintaining Your PMI Credential**

PMI Credential

Continuing Certification Requirements Program Handbook

The Project Management Institute (PMI) sponsors project management credentialing programs that fosters the development, maintenance, evaluation, promotion, and administration of a rigorous, experience and examination-based education culminating with the issuance of globally recognized professional credentials.

PMI's credentials provide project management practitioners with a globally recognized designation that serves as the foundation from which they can competently practice project management. By obtaining a credential from PMI, practitioners demonstrate their commitment to the profession. Further, by utilizing the state-of-the-art resources and industry networking provided by PMI, these professionals stay abreast of the latest trends in project management.

To achieve a credential from PMI, candidates must satisfy all educational and experiential requirements established by PMI. Candidates must also demonstrate an acceptable and valid level of understanding and knowledge of project management that is tested by PMI's certification examinations. In addition, individuals who have attained the Project Management Professional (PMP®) and/or the Program Management Professional (PgMP℠) credential(s) must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements (CCR) program. Terms of the CCR program are outlined in this handbook.

As defined in *A Guide to the Project Management Body of Knowledge* (*PMBOK Guide®*) - Third Edition, project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.

The *PMBOK Guide®* defines a project as a temporary endeavor undertaken to create a unique product, service or result. Temporary means that every project has a definite beginning and a definite end.

OVERVIEW OF CONTINUING CERTIFICATION REQUIREMENTS

The PMI Continuing Certification Requirements program (CCR) supports the ongoing educational and professional development of individuals who have attained the PMP and/or PgMP credential(s), hereafter referred to as "certificants". The purpose of the CCR program is to:

- Enhance the ongoing professional development of certificants
- Encourage and recognize individualized learning opportunities
- Offer a standardized and objective mechanism for attaining and recording professional development activities, and
- Sustain the global recognition and value of PMI's credentials

In order to satisfy the CCR Program and maintain an active credential status individuals who have attained the PMP and/or Program Management Professional credential(s) must accrue and report a *minimum of 60 professional development units (PDUs) during each CCR cycle, which is typically 3 years,* complete an Application for Certification Renewal and payment of the renewal fee, and reaffirm PMI's Code of Professional Conduct.

PROFESSIONAL DEVELOPMENT UNITS (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 quarter (0.25) increments following one full hour. For conversion purposes, one Continuing Education Unit (CEU) equals 10 PDUs. The CCR Program organizes PDUs into five categories which are described within this handbook.

Reporting PDU Activities

There are no minimum requirements for the number of PDUs earned in any specific category. Certificants may accomplish their PDUs through any combination of the various categories with the following restrictions:

- Category 2-Self-Directed Learning activities: maximum 15 PDUs per CCR cycle
- Category 5-Volunteer Service activities: maximum 20 PDUs per CCR cycle

PDU activities completed prior to obtaining a PMI credential are not accepted toward the renewal requirements. Certificants cannot claim participation in the same course/activity more than once.

Certificants are responsible for reporting qualifying activities as they occur. PDUs should be reported using the Online PDU Resources system accessible from the Continuing Certification Requirements section of the PMI website. The Online PDU Resources system also allows certificants to view their transcripts to confirm that PDUs have been posted. Please allow up to three weeks for claims to be processed and listed in the online transcript.

Certificants who are unable to report PDUs online may send copies of the completed PMI Continuing Certification Requirements Activity Reporting Form (only the form) to:

PMI/CCR Records Office
College of Continuing Education
1700 Asp Avenue
Norman, Oklahoma, USA 73072-6400

Or fax the form to the PMI/CCR Records Office at +1-405-325-6925.

Professional Development Units (PDUs)

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 CEU equals 10 PDUs.

2

Transferring PDUs to the Next CCR Cycle

Certificants who earn more than the required 60 PDUs in their CCR cycle may apply up to 20 of their additional PDUs to their next CCR cycle. Only PDUs earned in the third year can be transferred. For example, if a certificant's cycle ends on 31 December 2006, up to 20 PDUs earned during 2006 can be transferred to the next CCR cycle which begins on 1 January 2007.

Submitting Deadline

Certificants must report 60 PDUs and complete the renewal process prior to the end of their CCR cycle in order to avoid suspension of their credential(s) (see "Suspended Status", page 4).

Certificants who do not earn and report the required 60 PDUs within their CCR cycle will be suspended. The one-year suspension period can be used to earn and report the required PDUs.

In addition, PDUs can be reported up to twelve months after the expiration date of the CCR cycle in which the activities were completed.

Maintaining a CCR Folder

All certificants should maintain a personal CCR folder with documentation that supports their reported activities. For each claim, certificants should keep a copy of their submission and the specified supporting documentation required as outlined in the categories of qualifying activities.
A percentage of certificants will be randomly selected for auditing purposes; therefore, documentation for all PDU claims should be maintained for at least 18 months after the CCR cycle has ended.

AUDIT

As the recipient of a PMI credential you have agreed to comply with its terms of use including adherence to the auditing terms. PMI's auditing terms provide that all certificants are subject to an audit. In the event of an audit, certificants will be permitted to renew their credential only after the audit has been successfully completed and all audit terms met.

RENEWAL APPLICATION PROCESS

Application for Certification Renewal

After the CCR Records Office confirms that the PDU requirement has been met, PMI's Certification Program department will issue an e-mail to the certificant notifying him/her that they are now eligible to apply for renewal of their credential. Upon receipt of the e-mail notification, the certificant may complete the Application for Certification Renewal and remit credit card payment of the renewal fee via PMI's Certification System available in the Certification Program section of the PMI website. Alternatively, the Application for Certification Renewal and payment via credit card, check, or money order may be remitted by mail to PMI's Global Operations Center at 4 Campus Blvd., Newtown Square, PA USA 19073.

E-mail communications from PMI may inadvertently be blocked or forwarded to bulk mail folders by some spam filters. Please add customercare@pmi.org to the personal address book in your e-mail program to help ensure that you don't miss important CCR program updates from PMI.

Renewal Fee

In addition to earning and reporting 60 PDUs, to retain an active certification status, certificants are required to remit a renewal fee once during each CCR cycle. Payment of the renewal fee should accompany the Application for Certification Renewal which certificants are required to complete after PMI confirms that their PDU requirement has been met.
The renewal fee for PMI members is $60 (US) and $150 (US) for non-members.

**PMI
Audit Terms**

PMI reserves the right to audit certificants at any time and by applying for a PMI credential, certificants have agreed to comply with audit terms.

Certificants who are selected for an audit will be notified by e-mail and have 60 days to comply with the audit terms.

Certificants must complete the application and remit payment no later than 90 days after their certification deadline. After processing the completed application and the renewal payment, PMI will mail an updated certificate with the new active certification/CCR cycle dates to the candidate. Please allow 6-8 weeks for delivery.

Certificants may cancel their certification by contacting PMI's Certification Programs Department in writing. PMI will refund one-third of the fee for each full year of the renewed certification cycle not utilized by the individual following the date of their written cancellation request.

CREDENTIAL STATUS

Determining Your Active Certification/CCR Cycle Timeframe

A certificant's active certification/CCR cycle begins on the date they pass the certification examination and ends on 31 December of the third full calendar year following the year of their examination. For example, an examination date of 31 July 2004 results in a certification expiration date of 31 December 2007. All following CCR cycles are exactly three years in length beginning on 1 January and ending 36 months later on 31 December. Using the previous example the next CCR cycle would be 1 January 2008 through 31 December 2010. For reference, each certificant's active certification/CCR cycle dates are printed on their certificate along with their unique certification number.

Active Status

Certificants who report their PDUs and renew their certificate prior to their certification expiration date are certificants in good standing and are considered to be in active status. All individuals considered by PMI to be active certificants will be listed in the Online Registry. The Online Registry allows verification of an individual's credentialed status and can be accessed on the Certification Program section of the PMI website.

Suspended Status

Certificants who do not satisfy the Continuing Certification Requirements within their active certification dates will be placed on suspended certification status. Suspended certification status indicates that the individual may not use the credential or certification mark, nor identify or represent him or herself as the holder of a PMI credential or as certified by PMI until the overdue requirements are earned, within a maximum of one year beyond the expiration of his/her active certification. The date of a certificant's next CCR cycle will not change after reinstatement to active status from suspension. (The suspension period overlaps the time frame of their next cycle - see chart below).

Certificants who do not meet the overdue requirements within the suspension period will lose their credential designation. Individuals, who fail to comply with the Continuing Certification Requirements and lose their credential, will be required to reapply and retake the certification examination to regain the credential.
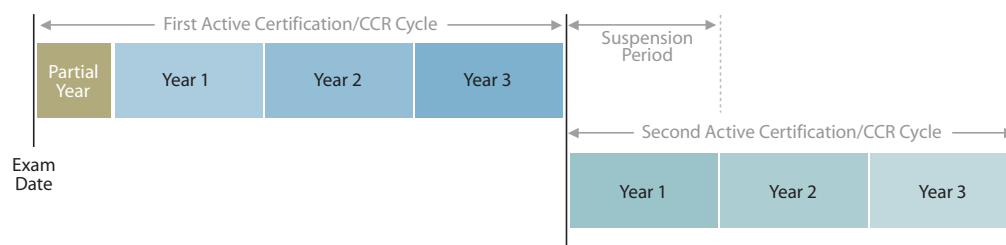
4

Retired Credential Status

Certificants in good standing who wish to voluntarily relinquish their active credential due to retirement are eligible to apply for Retired Credential status. To qualify, the certificant must no longer be receiving primary remuneration for practicing project management and must have been a certificant in good standing for at least 10 consecutive years. Anyone interested in applying for Retired Credential status should mail a written request to the Project Management Institute, Global Operations Center, Attention: Certification Program Department.

PDU QUALIFYING ACTIVITIES

Category 1: Formal Academic Education

PDUs may be earned by completing an academic course after earning a PMI credential. Courses must be offered for degree credit and be related to project and/or program management. One (1) hour of degree credit in a typical 15-week semester earns 15 PDUs. One (1) quarter semester hour (10 weeks) 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 and/or program management. Each course must be submitted on a separate CCR Activity Reporting Form. PMI does not recognize entire degree programs for PDU credits, only individual courses.

Documentation Required upon PMI audit/request: transcript or grade report indicating a passing mark.

Category 2: Professional Activities and Self-directed Learning

A predetermined number of PDUs may be earned by participating in specified professional activities. Use the Guide to Category 2 Activities on the following page to determine PDUs in this category.

Documentation Required upon PMI audit/request: copies of publications, sample educational materials or course agendas.

Maintaining a Continuing Certification Requirements Folder

All certificants should maintain a personal CCR folder with documentation that supports their reported activities. For each claim, certificants should keep a copy of the documentation required as outlined in this section.

GUIDE TO CATEGORY 2 ACTIVITIES

PDUs for Professional Activities

Letter Code	Description	Number of PDUs Earned
2A	Author or co-author of an article pertaining to project and/or program management 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 and/or program management published in a non-refereed journal (*PM Network®*)	15 PDUs per article (author) 10 PDUs per article (co-author)
2C	Speaker/Teacher on project and/or program management topic at a conference, symposium, workshop or formal course.	10 PDUs per activity
2D	Speaker on a project and/or program management topic at PMI Component meeting (e.g. Chapter meeting).	5 PDUs per activity
2E	Member or moderator of a project and/or program management panel discussion at a conference, symposium, workshop or formal course.	5 PDUs per activity
2F	Author or co-author of textbook that pertains to project and/or program management.	40 PDUs (author) 20 PDUs (co-author)
2G	Developer of content for a structured project and/or program management learning program.	10 PDUs per new program
2H	Practitioner of project and/or program management services for more than 1,500 project hours per calendar year. *Maximum 15 Category 2H PDUs may be earned per CCR cycle.*	5 PDUs per calendar (i.e. Jan-Dec) year

PDUs for Self-Directed Learning Activities

2-SDL	Self-directed learning activities are individualized learning projects involving personally conducted research or study. Learning may include informal activities such as discussions or coaching sessions with colleagues, co-workers, clients or consultants. It may include articles, books, instructional manuals, videos, CD-ROMs, or other material resources.*	Maximum 15 Self-Directed Learning PDUs may be earned per CCR cycle.

Qualifying self-directed learning activities must be relevant to project and/or program management, meet a specified purpose, and use knowledgeable resources. Use the Self-Directed Learning Activities Worksheet to determine PDUs for Category 2 – Self-Directed Learning.

Documentation Required upon PMI audit/request: Certificants should be able to provide evidence supporting their reported learning project. This may include notes from and dates of discussion or reading.

Category 3: PMI Registered Education Providers/PMI Components

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

Reporting PDU Qualifying Activities

When completing the PDU reporting form, use this section to allocate your PDUs to the appropriate category. Take note of the sub-designations and maximum credits permitted within each CCR cycle.

Examples include schools, consultants, corporate training departments, professional associations, government agencies and PMI Chapters and Specific Interest Groups (SIGs). A searchable database of registered providers and the programs they offer is posted on the PMI website.

Documentation Required upon PMI audit/request: registration form, certificate or letter of attendance.

Category 4: Other Provider

Contact hours of project/program management education may be earned by attending relevant educational programs offered by organizations not registered with PMI. To calculate the number of PDUs earned, use the following formula: one (1) contact hour of learning relevant to project management within a structured activity or course equals one (1) PDU.

Documentation Required upon PMI audit/request: registration form, certificate or letter of attendance, and a brochure or course materials outlining the subject matter covered and the qualifications of the instructor/lecturer.

Category 5: Volunteer Service to Professional or Community Organizations

A maximum of 20 PDUs may be earned per cycle through professional service to a project management organization or by providing noncompensated project/program management services to nonemployer or nonclient customer groups. The volunteer services must meet the definition of a project as outlined in the *PMBOK Guide®* – Third Edition, Section 1.2.1 A temporary endeavor undertaken to create a unique product, service or result. Temporary means that every project has a definite beginning and a definite end.

Examples of qualifying activities and their associated PDU values include the following:

- Serve as an elected officer for a project management organization.
    - Minimum three months of participation: 2 PDUs per calendar year.
      (No PDUs are awarded for service less than three months)
    - Minimum six months of participation: 5 PDUs per calendar year.
    - Twelve months of participation: 10 PDUs per calendar year.

- Serve as a volunteer/appointed committee member for a project management organization.
    - Minimum three months of participation: 1 PDU per calendar year.
      (No PDUs are awarded for service less than three months)
    - Minimum six months of participation: 3 PDUs per calendar year.
    - Twelve months of participation: 5 PDUs per calendar year.

- Provide project/program management related services to a community or charitable group (5 PDUs per calendar year).
    - The organization sponsoring the project must be a legally recognized not-for-profit organization.

Documentation Required upon PMI audit/request: letter or certificate from the organization served acknowledging the certificant for leading project tasks or participating as part of a project team.

Continuing Certification Requirements
Activity Reporting Form

Please use blue or black ink and print all information carefully in the boxes using CAPITAL LETTERS. Certificants should file a separate form for each activity they are reporting. Forms must be completed in English.

PMI ID#

If you are a member of PMI you have an ID number. Your ID number is on the membership card you received in your welcome kit when you joined. If you've lost your PMI member ID number you may contact PMI Customer Care at +1-610-356-4600, option 8 or send e-mail to customercare@pmi.org.

Prefix (MR., MRS., MS., DR.)

First Name (given name)

Middle Name

Last Name (family name, surname). Candidates with only a single name should use last name field.

Suffix

Address

City

State/Province

Postal Code

Country

City

Country Code

Area/State/City Code

Phone Number

Extension

PMI ACTIVITY REPORT:

PDU Category *(and sub-designation*, if applicable):* Indicate which of the 5 categories best describes the activity reported.

Provider ID *(required only for Category 3):* Obtain this number from the R.E.P.

Program Number *(required only for Category 3):* Obtain this number from the R.E.P.

PDUs Earned: Indicate the number of contact hours of participation within a structured activity, course or number of predetermined PDUs for specified professional activity

Activity Start Date (MM/DD/YY)

Activity Completion Date (MM/DD/YY)

Program/Activity Title or Formal Name of Course

Name of Activity Provider (Please provide sufficient information to identify the organization or institution which provided the activity).

Provider Address (Please provide sufficient information for PMI to contact the organization or institution which provided the activity).

Country Code

Area/State/City Code

Provider Phone Number

Provider email

If you are reporting Category 3 activities, please rate your level of satisfaction with the R.E.P.

◯ Excellent   ◯ Very Good   ◯ Good   ◯ Fair   ◯ Poor

*Category 2-SDL claims require submission of a Self-Directed Learning Worksheet (located on the reverse of this form) in addition to the Activity Reporting Form.

Indicate the most appropriate knowledge, process and application areas covered in the activity reported.

Project Knowledge Areas (Must check one, up to three maximum):

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

Process (Must check one, up to three maximum):

- ○ 01 Initiating
- ○ 02 Planning
- ○ 03 Executing
- ○ 04 Monitoring and Controlling
- ○ 05 Closing
- ○ 06 All

Application Specific Interest Areas (Must check one, up to three maximum):

- ○ 01 Aerospace & Defense
- ○ 02 Automotive
- ○ 03 Design-Procurement-Construction
- ○ 04 Diversity
- ○ 05 Education & Training
- ○ 06 Environmental Management
- ○ 07 Financial Services
- ○ 08 IT & Telecon
- ○ 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 & Out-sourcing
- ○ 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 _____

SELF-DIRECTED LEARNING ACTIVIES

If you have reported category 2-SDL PDUs on the Activity Reporting Form you must complete and submit this section in order to complete your PDU reporting.

A maximum of 15 category 2-SDL PDUs will be credited during each cycle. One (1) full hour of self-directed learning earns 1 PDU.

1. List one or more learning objectives for this activity, explaining how the activity enhanced your project management skills.

Example: "Be able to systematically calculate risk in projects and develop contingency plans."

_____

_____

_____

2. List the human and/or material resources used to accomplish the purposes of your activity and the hours involved with them specific to the learning task.

Example: Discussion with John Smith, director of the project office for my company. 2 hours.

Resources	Hours
Total Hours = Total PDUs:	

I declare that all of the information I have provided on this application is true to the best of my knowledge. I understand that misrepresentations or incorrect information provided to PMI will result in disciplinary action, including suspension or revocation of my credential.

_____

Signature   Date

Do not send claims to PMI Global Operations Center or Regional Service Centers. Send the completed CCR Activity Reporting Form to:

PMI/CCR Records Office
College of Continuing Education, 1700 Asp Avenue
Norman, Oklahoma, USA 73072-6400
Fax: +1-405-325-6925

Changes to this document may occur. For the most current information please refer to the online version of the CCR Handbook located in the Certification Program section of the PMI website (www.pmi.org).

PMI
Project Management Institute ®

Making project management indispensable for business results. ®

CCR

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