



## PPM Global Services, Inc.

How to Report Professional Development Units (PDUs)  
to the Project Management Institute (PMI) for  
Training Courses & Webinars Conducted by PPM Global Services, Inc.



DATE: MARCH 16, 2017

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## **1. About PPM Global Services, Inc.**

PPM Global Services is a provider of project portfolio management, contract management and scheduling solutions. As an Oracle Gold Partner, PPM Global Services offers the strength of an authorized Oracle solution provider, while maintaining the agility of a small company with the ability to deliver. By providing a portfolio of talent and technology, we believe complex problems can be solved through elegant solutions.

PPM Global Services has implemented Oracle Primavera solutions on three continents and across a variety of technical and business environments.

With headquarters in Atlanta, GA, PPM Global Services employs resources throughout North America providing a strong, yet flexible network of professionals. Each professional employed by PPM Global Services has been identified as a solution specialist, or industry subject matter expert. These professionals, carefully chosen for their expertise, make up the fibers of our organizational. By selecting from only the finest fibers, we believe a superior organizational fabric can be woven.

## **2. Purpose**

The purpose of this document is to provide guidance to persons who participate in training courses offered by PPM Global Services, Inc. in the application of project management education hours as Professional Development Units (PDUs) for the maintenance and renewal of project management certifications under the governance of the Project Management Institute (PMI).

## **3. What is a Professional Development Unit (PDU)?**

The Project Management Institute (PMI) is the author of the Project Management Body of Knowledge (PMBOK®) and the certifying body for many professional certifications within the field of project management.

With the exception of the CAPM certification, Professional Development Units (PDUs) must be earned, in accordance with the PMI's Continuing Certification Requirements (CCR) program, for the maintenance and renewal of all PMI certifications.

The objective of this program is to ensure that certified competencies stay relevant and up-to-date.

All classes, training sessions, and webinars conducted by PPM Global Services, Inc., qualify as (instructor-led formal education courses) within the field of project management and can be applied toward PMI certification, maintenance, and renewal.



## 4. Steps to Report PDUs

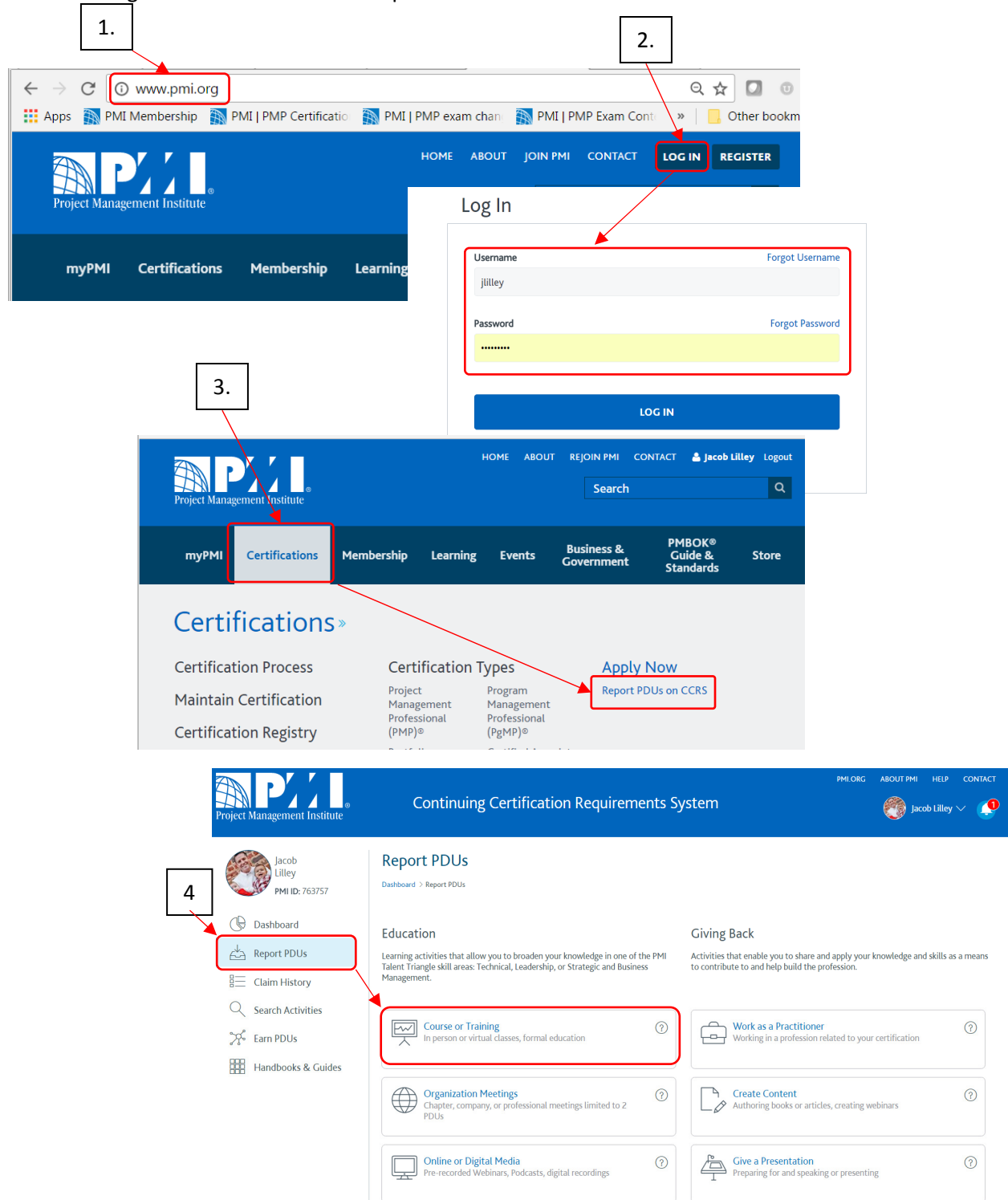
The following steps should be used by students to report PDUs for classes, webinars and training sessions conducted by PPM Global Services, Inc.

### Steps:

1. **Go To:** [www.pmi.org](http://www.pmi.org)
2. **Login to PMI.org:** Click Login > Enter Username / Password
3. **Go To:** Certifications > Report PDUs on CCRs
4. **Click:** Report PDUs > Course or Training (In person or virtual classes, formal education)
5. **Enter Course Description** using the Following Information:
  - **Provider:** PPM Global Services, Inc. (will not appear in drop-down list - you must manually enter)
  - **Activity:** Enter Name of PPM Global Services' Training Class.
  - **Description (optional):** Copy/Paste class description from our website, or enter description of your choosing.
  - **Date Started:** Enter start date of class
  - **Date Completed:** Enter finish date of class
  - **URL (optional):** [www.ppmglobalservices.com](http://www.ppmglobalservices.com)
  - **Contact Person (optional):** Enter name of instructor
  - **Contact Phone (optional):** 1-800-746-4029
  - **Contact Email (optional):** [training@ppmglobalservices.com](mailto:training@ppmglobalservices.com)
  - **PDUs Claimed:** 1 hour of training = 1 PDU. (Most training conducted by PPM Global Services, Inc. should be categorized as Technical PDUs)
6. **Click:** Agree & Submit

## 5. Illustration Per Steps on Previous Page

The following is an illustration of the steps described in section 4 of this document.



**1.** The browser address bar shows [www.pmi.org](http://www.pmi.org).

**2.** The login form is displayed with the following fields:

- Username:  [Forgot Username](#)
- Password:  [Forgot Password](#)
- 

**3.** The Certifications page is shown with the following navigation menu:

- myPMI
- Certifications**
- Membership
- Learning
- Events
- Business & Government
- PMBOK® Guide & Standards
- Store

The 'Apply Now' link is highlighted under the 'Certification Types' section.

**4.** The 'Report PDU' dashboard is shown with the following navigation menu:

- Dashboard
- Report PDU**
- Claim History
- Search Activities
- Earn PDUs
- Handbooks & Guides

The 'Report PDU' dashboard content includes:

- Education**: Learning activities that allow you to broaden your knowledge in one of the PMI Talent Triangle skill areas: Technical, Leadership, or Strategic and Business Management.
  - Course or Training**: In person or virtual classes, formal education
  - Organization Meetings**: Chapter, company, or professional meetings limited to 2 PDUs
  - Online or Digital Media**: Pre-recorded Webinars, Podcasts, digital recordings
- Giving Back**: Activities that enable you to share and apply your knowledge and skills as a means to contribute to and help build the profession.
  - Work as a Practitioner**: Working in a profession related to your certification
  - Create Content**: Authoring books or articles, creating webinars
  - Give a Presentation**: Preparing for and speaking or presenting

5.



- Dashboard
- Report PDUs
- Claim History
- Search Activities
- Earn PDUs
- Handbooks & Guides

### Course or Training

Dashboard > Report PDUs > Course or Training

#### Course or Training

Provider

Activity

Description (optional)   
3776 characters left

Date Started

Date Completed

URL (optional)

Contact Person (optional)

Contact Phone (optional)

Contact Email (optional)

#### PDUs Claimed

	Technical	Leadership	Strategic	Total PDUs
PMP®	0.00	0.00	0.00	0.00

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By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate.