

Tips for PMP's Registering PDU's for NSC Events

The following directions are for PMP's wishing to register NSC event related PDU's using PMI's online registration system.

You may start on the NSC home page (www.pminorthsask.com) by selecting icon "Enter Your PDUs Click Here!" which takes you to the PDU Reporting page. You may also begin directly on webpage **PDU Reporting** (www.occe.ou.edu/pmi/PMI_Member/pmiR2.php3). Finally, you can start on the PMI home page, log in with the Secure Sign In, select My PMI, and then My Certification Details under heading Certification.

On webpage **PDU Reporting** you are required to log in using your PMI ID number, your PMP certificate number and a password. See the hint provided to the right of the password field for your appropriate password. Select the option to proceed to the PMI PDU Self Reporting Form. You may also return to this webpage to generate a copy of your PMI PDU transcript.

On webpage **PMP Activity Report**, select **Category 3: Registered Education Provider program/PMI Component Event** for **What activity do you wish to claim?**

You may search using "North Sask" for Option 2, **R.E.P. provider/PMI component name**, to find the Provider ID for the NSC (it's "C232") and then search for NSC courses.

The quicker alternative is to use the NSC provider ID ("C232") directly with Option 3, **R.E.P. provider/PMI component ID number**, to request a list of NSC courses.

Select the NSC course for which you are claiming PDUs on webpage **Category 3 Claim: course details - PMI Components: Chapters, Specific Interest Groups (SIG) and PMI Colleges (PMI Component event PDU reporting only)**. You can verify the event by name, or by reviewing the last 6 digits of the course number, which are the date of the session in the format YYMMDD.

On webpage **PDU Activity Report**, enter at least the mandatory data fields:

- **Start Date and Completion Date** - use the format "dd/mm/yyyy".
- **PDUs Earned** - 1 for courses with identifiers starting with "C232-M", and 7 for courses with identifiers starting with "C232-D" or "C232-PD".
- Your assessment of "**This course met all of its stated objectives**". We hope it's Strongly Agree or Agree. If not please let us know by contacting one of the NSC BOD.
- Your certification the information is correct (**I Agree**).

Select **Preview** and you should be presented with something similar to the following:

Finally, select **Finalize Submission** to submit the claim.

<u>PMP Continuing Certification Requirements Online Activity Reporting Form Submission Page</u>	
Date of Claim	Tue Dec 20, 2005
Time of Claim	22:39 CST
PMI ID:	PMId
Last Name:	surName
First Name:	firstName
Program Number:	C232-D050422
Program Title:	SOARING THE WINDS OF CHANGE
Start Date:	22/04/2005
Completion Date:	22/04/2005
PDUs Earned:	6
Category:	3
Course Objectives:	01 Strongly Agree
Agree:	Yes
<input type="button" value="Finalize Submission"/> <input type="button" value="Go back to previous page"/>	