



Claiming Contact Hours towards Professional Development Units (PDUs)

Kindly note that PMSA does not currently have a system whereby its members need to accumulate professional development points, but we are aware that many of our members hold such certifications or registrations and that their participation in PMSA activities would enable them to earn points towards their on-going professional development.

One example is Professional Development Units (PDUs) conferred by Project Management Institute (PMI) towards maintaining the PMP credential. It is important that those holding this credential understand that PMSA is not a subset / agent / chapter / registered provider of Project Management Institute (PMI) and as such cannot directly confer PDUs to those who carry the Project Management Professional (PMP) title. As an autonomous professional organisation, PMSA does enjoy a cooperative agreement with PMI, however, and as such may offer contact hours to be earned by PMPs, which may be converted to PDUs. In essence one contact hour translates into one PDU given that the relevant activity meets PMI's definition of a relevant activity. Kindly note that PMSA does not, therefore, secure event codes to be used to claim PDUs but does issue certificates on request following branch meetings / conferences etc. or otherwise supplies evidence of voluntary participation on request by individuals, to assist them to reflect the points earned.

Past PMSA President and PMP, Elmar Roberg has provided the following information for individuals wanting to make claims towards their PDUs.

Reporting PDUs to PMI to retain your PMP certification

A PMP is required to make up 60 PDUs every 3 years to retain the certification. These must be reported to PMI by faxing or online before the end of each 3-year cycle.

PMI refers to the record of what you have claimed as the "transcript".

If you lose your PMP certification, you would be required to sit the exam again, and incur the full costs of such an exercise. The exam will be based on the edition of PMBOK current at the time (2008 saw publication of the 4th Edition, early 2013 will see the release of the 5th Edition).

Any project management related activities are eligible for the obtaining of PDUs. NOT JUST PMI activities!

For example, if you attend a PMSA SIG or Branch meeting, which includes a learning activity, you may earn 1 PDU for each contact hour of learning (thus if the meeting is spread over 2.5 hours and the speaker speaks, including questions, panel discussion and so on for 1 hour, you may claim 1 PDU). This is why we ensure that there is always a speaker on a PM topic at Branch and SIG meetings. This falls under Category 4.

For example, if you attend the biannual PMSA Conference, then choose Category 4. On the next screen you will be asked for details of the event you attend. You have to specify which PMBoK areas were covered, who presented it and so on. Then on the next screen, you will be asked how many PDUs you wish to claim. If in doubt, ask at the information desk, but if you did not attend the whole conference, the rule is that you can claim 1 PDU for every "contact hour", i.e. for every hour that you actually attended a topical presentation (excluding tea / lunch breaks, the dinner and so on.) In other words, you can earn 1 PDU for every hour that you actually spent learning about project management.

If you attend a course presented by one of PMSA's RETPs, you can use Category 4 to claim according to the same rules – if you attend a 3-day course and each day involves 7 hours of classroom work, then you could claim 21 PDUs.

If you actually teach or present the course, or the talk, then you claim under Category 2.



You can earn even more PDUs by becoming involved as a volunteer. As a PMSA EXCO, Branch, or SIG committee member you can earn up to 20 PDUs. This is claimed under Category 5. (This may be obvious, but volunteers do not get paid. If you get paid for what you do, you claim it under Category 2.)

Category 1: Formal academic education

Category 2: Professional activities (teaching, authoring, working as a PM) and self-directed learning

Category 3: PMI registered activities (PMI Chapter, PMI REP, etc. activities)

Category 4: non-PMI activities (PMSA activities that involve learning)

Category 5: volunteer service to the profession or community

The total number of PDUs you can accumulate vary per category, but the PMI website has rules built in to keep track of this. You are also allowed to carry over a certain number of PDUs to the next period (currently 20).

A good rule to follow is to capture more than necessary, since the rules built into the web page will automatically reduce the PDUs claimed to the maximum permissible amount.

All of this is explained in the Continuing Certification Requirements (CCR) Program handbook. You can download this from the PMI CCR website.

Be sure to download the manual. The instructions and manual reporting form are in the manual.

The CCR website is: http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3

You need your PMI ID no / PMP No, and password to log on.

If you have any additional queries, it is best to go directly to PMI: CustomerCare.EMEA@associationhq.com

Once you have “reported professional development units (PDUs)”, PMI first reviews what you have entered for correctness and acceptability. Only after that do they award the points. There may be a gap of a week or so between claiming and PMI approving the claim.

Be sure to have documentary proof! If you do not, PMI may reject any PDUs claimed should they choose you as part of their random audit.