

How to Report Informal Learning PDUs

Participated in a structured professional discussion, mentoring session, panel discussion, or other qualifying learning activity? Follow these steps to report your PDUs with PMI.

1. Open PMI's PDU Reporting System

Go to ccrs.pmi.org/claim and sign in with your PMI account.

2. Select "Informal Learning"

Under the **Education** section, select **Informal Learning**.

3. Enter the Activity Information

Complete the required information for your learning activity:

Organization/Group

Enter the organization or group that hosted or facilitated the activity.

Course

Enter the name of the activity, session, or event.

Discussion Topics

Briefly describe the topics discussed and what you learned.

Date Started / Date Completed

Enter the date or dates of the activity.

The contact information fields are optional.

4. Enter Your PDUs

Enter the PDUs you earned in the appropriate PMI Talent Triangle categories:

Ways of Working | Power Skills | Business Acumen

As a general rule, **one hour of qualifying learning equals one PDU**. Allocate the PDUs based on the content covered during the activity.

Ways of Working: The methods, practices, tools, and techniques used to get work done effectively.

This can include predictive, agile, hybrid, design thinking, risk management, scheduling, scope management, and other project delivery practices.

Power Skills: Interpersonal and leadership skills that help you work effectively with others and influence outcomes. Examples include communication, collaborative leadership, empathy, problem solving, negotiation, adaptability, and teamwork.

Business Acumen: Understanding the organization, industry, and broader business environment so you can make good decisions and connect project work to organizational strategy and value.

Examples include strategic planning, benefits realization, industry knowledge, compliance, market awareness, and customer relationships.

5. Submit Your Claim

Review the information for accuracy and select **Submit**.

Tip: Keep your notes or other documentation from the activity for your records. PMI may request evidence supporting the learning activity if your PDU claim is audited.