

PMI DELAWARE VALLEY CHAPTER

PDUs Unpacked

Certification renewal is both nuanced and option-rich. Herein, we offer clarity.

Professional development—learning, networking, sharing your knowledge, giving back, and more—reinforces your career-arc and earns you PDUs towards PMI certification renewal.

There are MANY options for securing PDUs. Some of these are obvious. Others might surprise you.

Dive into this compact guide and learn all the tricks of the trade: PDU categories and subcategories; optional vs. required; where to source PDUs; your PDU Dashboard; clever tips; etc.

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HotLinks to websites/emails throughout the guide.



The information in this guide is drawn from the Project Management Institute's **Continuing Certification Requirements Handbook**, the PMI website, and observations from other industry insiders. Consider our guide a compact and nutrient-rich complement to the PMI handbook.

Overview | Certification Renewal

The Fundamentals

PDUs Professional Development Units (PDUs) are the measurement increments for tracking learning, teaching others and volunteering.
1 hour = 1 PDU.
Increments as small as .25 PDUs are permissible.

Cycle **Three (3) years.**
All PMI certifications have 3-year cycles. In other words, you have three years to earn the PDUs required for certification renewal.

PDU Requirements

Cert.	Total PDUs	Education min. PDUs	Giving Back max. PDUs
PMP	60	35	25
PgMP	60	35	25
PfMP	60	35	25
PMI-PBA	60	35	25
PMI-ACP	30	18	12
PMI-RMP	30	18	12
PMI-SP	30	18	12
CAPM	15	9	6

Two Categories of PDUs



LEARNING

Education PDUs

Required | Minimum Targets

Learning opportunities that allow you to expand and enhance your technical, leadership, or strategic and business management skills.



GIVING BACK to the PROFESSION

Giving Back PDUs

Optional | Maximum Limits

Activities that enable you to share and utilize your knowledge and skills as a means to contribute to and help build the profession.

Two Paths to Certification Renewal



1. Education Only

Earn **all** required PDUs through Education channels. Bank your full PDU requirement through courses, events, webinars, podcasts, relevant reading, etc.



2. Education + Giving Back

Earn PDUs from **both** Education and Giving Back channels. The caveat: Giving Back PDUs are capped at roughly 40% of your total PDU requirement. The balance of your PDUs must be sourced from Education channels.

Additional Notes

Transferring (carrying over) PDUs to the Next Cycle

A portion of PDUs earned above your required total (e.g., 60 for PMP) in the LAST YEAR of your 3-year cycle can be applied to your next cycle.

Carry Over: PMP, PgMP, PfMP PMI-PBA: 20 PDUs | PMI-ACP, PMI-RMP, PMI-SP: 10 PDUs | CAPM: 5 PDUs

Partial PDU-Credit for a Course

If only part of a Course is PMI-relevant, calculate the PDUs based upon relevant learning.

Maintaining Multiple Certifications

Allowances are made for PDU-sharing across certifications. Refer to page 14 of [CCR Handbook](#).

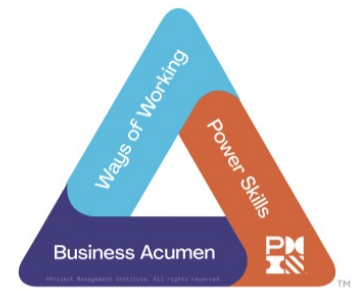
Audits Happen. Be Ready.

Save all documentation for PDU claims for at least 18 months after your cycle ends. PMI conducts random audits. Notes, dates, registration forms, attendance proof, employment proof, etc.



Education PDUs Unpacked

Earn Ed-PDUs through events, meetings, classes/courses (in-person/virtual), on-demand webinars and podcasts—even books/articles. Ed-PDUs fall under three skill-areas and there is a minimum PDU requirement for each area.



Understanding the 3 Ed-PDU skill-areas

Ways of Working ▲

previously TECHNICAL PROJECT MANAGEMENT

Work strategies, tactics, methodologies, tools, and playbooks. In short, learning/honing different approaches to work and when to apply them.

SUBJECT MATTER *examples*

- ❖ Agile
- ❖ Hybrid
- ❖ Design thinking
- ❖ Transformation
- ❖ Data modeling
- ❖ Governance
- ❖ Performance mgmt.
- ❖ Risk/scope mgmt.
- ❖ Time/budget est.

Power Skills ▲

previously LEADERSHIP

Communication, problem-solving, collaborative leadership, strategic thinking, etc. In short, working with others effectively.

SUBJECT MATTER *examples*

- ❖ Leadership
- ❖ Communication
- ❖ Adaptability
- ❖ Brainstorming
- ❖ Conflict mgmt.
- ❖ Emotional intel.
- ❖ Influencing
- ❖ Negotiation
- ❖ Teamwork

Business Acumen ▲

previously STRATEGIC & BUSINESS MANAGEMENT

Where project meets big picture—business strategy, fiscal considerations, industry trends, etc. Understanding it informs decision-making.

SUBJECT MATTER *examples*

- ❖ Business models
- ❖ Competitive analysis
- ❖ Customer relations
- ❖ Industry domains
- ❖ Legal compliance
- ❖ Market awareness
- ❖ Function-specific awareness

How many Ed-PDUs do I need?

PMP / PgMP / PfMP / PMI-PBA

35 Total Education PDUs | 3-yr cycle

- ▲ 8 Ways of Working (minimum)
- ▲ 8 Power Skills (minimum)
- ▲ 8 Business Acumen (minimum)
- 11 remaining: any subcategory

PMI-ACP / PMI-RMP / PMI-SP

18 Total Education PDUs | 3-yr cycle

- ▲ 4 Ways of Working (minimum)
- ▲ 4 Power Skills (minimum)
- ▲ 4 Business Acumen (minimum)
- 6 remaining: any subcategory

CAPM

9 Total Education PDUs | 3-yr cycle

- ▲ 2 Ways of Working (minimum)
- ▲ 2 Power Skills (minimum)
- ▲ 2 Business Acumen (minimum)
- 3 remaining: any subcategory

Professional development activities that earn Ed-PDUs

COURSES/TRAINING

In-person or virtual formal education

- ❖ Instructor-Led (in-person/online) [PMI TRAINING](#)
- ❖ Academic Programs [PMI ACCREDITED LIST](#)
- ❖ Authorized Training Partners [PMI LIST](#)

ORGANIZATION MEETINGS/EVENTS

PMI, chapter, or other professional meetings

- ❖ PMI Global Events [LIVE/VIRTUAL/ON-DEMAND](#)
- ❖ Delaware Valley Chapter Events [DVC CALENDAR](#)
- ❖ Events; Other Chapters [PMI CHAPTER LIST](#)

INFORMAL LEARNING

Structured professional discussions, such as *Lunch & Learn* sessions.

ONLINE/DIGITAL MEDIA

On-demand webinars, podcasts, digital recordings

- ❖ On-Demand, Online Courses [PMI eLEARNING](#)
- ❖ Podcasts [PMI CENTER STAGE PODCAST](#)
- ❖ Podcasts [PM.COM PODCASTS](#)
- ❖ Webinars (on-demand) [PM.COM WEBINARS](#)
- ❖ Free Online Courses [PMI FREE eLEARNING](#)

READING (up to 30 PDUs)

Books, articles, blogs, whitepapers, etc.

- ❖ Books [PMI BOOKSTORE](#)
- ❖ Articles/White Papers [PM.COM](#)
- ❖ Reports [PMI THOUGHT LEADERSHIP](#)
- ❖ Blogs [DVC BLOG-WATCH](#)

HOTLINKS

Giving Back PDUs Unpacked

While NOT REQUIRED for recertification, Giving Back activities check a number of compelling boxes: helping others, advancing the profession, networking, sharpening skillsets, and banking PDUs. Heed your calling.



Activities that Earn Giving Back PDUs

Work as a Practitioner



Work in your certified role; earn PDUs

If you apply your certification-related skills and knowledge on the job, you are eligible for PDUs. No job title parameters. It's all about the work.

NOTE: You can only claim these PDUs once per 3-year cycle—as a unit. See table below for limits.

Maximum PDUs per 3-Year Cycle

PMP, PgMP, PfMP, PMI-PBA	8 PDUs
PMI-ACP, PMI-RMP, PMI-SP	4 PDUs
CAPM	2 PDUs

Create Content



Articles, blogs, webinars—even books

Publishing is giving back. Share your wisdom and experience with peers, contribute to their professional development, and earn PDUs.

Among others, PMI Delaware Valley Chapter is always looking for new content to share.

CONTENT DESTINATIONS

- ❖ PMI Delaware Valley Chapter
[EMAIL: rlobron@pmi-dvc.org](mailto:rlobron@pmi-dvc.org)
- ❖ ProjectManagement.com
[CONTRIBUTE CONTENT](#)

Share Knowledge



Teach a course; mentor a peer

Sharing knowledge is a commitment, but deeply rewarding. PMI Delaware Valley Chapter provides opportunities for instructors and mentors.

Take a tour of duty. Impact the professional development of others. And earn PDUs.

OPPORTUNITIES THROUGH THE CHAPTER

- ❖ Mentorship Program
[VISIT our WEBSITE PAGE](#)
- ❖ Authorized Training Partner Instructors
[JOIN the TEAM](#)

Give a Presentation



Present on topics relevant to the profession

Impart your practitioner know-how from the lectern or Zoom-window. Present to your PMI chapter, at an industry conference, work function, etc.

Providing the subject-matter is practitioner-related, you have PDUs coming your way.

SPEAKER OPPORTUNITIES

- ❖ PMI Delaware Valley Chapter
[SPEAKER PIPELINE](#)

Volunteer



Be of service; your Chapter needs you

PMI Delaware Valley Chapter runs on volunteers. Help drive our great programming and services. Hone your skillsets, network, and build friendships.

And, yes, earn PDUs. There are many ways to get involved and do so on your schedule.

JOIN THE VOLUNTEER CORPS

- ❖ PMI Delaware Valley Chapter
[VOLUNTEER OPPORTUNITIES](#)



Your PDU/Renewal Dashboard

Keep tabs on your progress towards certification renewal. PDUs earned; PDUs yet to be secured; breakdowns by PDU type and skill-area; your time remaining; etc.

There are two dashboard VIEWS. The second one can be a bit tricky to locate. PMI Delaware Valley Chapter has made it easy for you. Read on...



View your Summary Dashboard

- 1 Login at pmi.org
< TOP-RIGHT CORNER >
- 2 Select your Dashboard
< TOP-RIGHT CORNER | YOUR NAME >
- 3 View your PDU Summary Display
< SCROLL DOWN THE PAGE >

- 2 Select your Dashboard
< TOP-RIGHT CORNER | YOUR NAME >

View your Detailed Dashboard | There's a trick to it...

- 4 To view your **PDU Detailed Display**
CLICK [View Claim History](#) < BOTTOM-RIGHT CORNER OF DASHBOARD > ★

- 5 CLICK either Dashboard link
< TOP-LEFT CORNER >

Category	Requirement	Current Status
Education	35 minimum	4/35 Required PDUs
	8 minimum (0 Ways of Working)	0
	8 minimum (2 Power Skills)	2
Giving Back	25 maximum	25/25 Optional PDUs
	8 maximum (0 Work as a Practitioner)	0
	8 maximum (25 Other Giving Back)	25