Instruction for registering Continuing Certification Requirements (CCRs formerly PDUs) for a Monthly NCPMI Chapter Meeting:

1) Navigate to [https://ccrs.pmi.org](https://ccrs.pmi.org) in your web browser

2) Log into your PMI.org account

3) Click “Report professional development units (PDUs)”: 

   ![Image of PMI.org website](https://example.com)

   **Within Step 1**

   4) For the PDU category element select: Cat A: Registered Education Provider/PMI Component

   5) For the Activity type element select: Report a Component 1-2 PDU Event

   6) Click NEXT

   **Within Step 2**

   7) Enter the Component ID. For the NCPMI Chapter, the Component ID is “C022” (no quotes).

   8) Leave the “Component Name” blank.

   9) Click NEXT
Within Step 3

10) Enter the date the event you are reporting occurred in the “Activity date completed” field.

11) Enter the Activity Title.

For NCPMI Monthly Chapter Meetings this is the description immediately following the PDU Number.

This information can be found on the NCPMI website under the Membership Tab.

12) Enter the Activity Meeting Number (aka PDU number).

For NCPMI Monthly Chapter Meetings this can be found on the NCPMI website under the Membership Tab (http://ncpmi.org/index.cfm?page=article&id=49)
13) Enter the Component Name.

For NCPMI Monthly Chapter Meetings this is the description immediately following the Component ID.

14) Leave the remaining fields blank

15) Click NEXT
Within **Step 4**

16) Enter the number of CCRs/PDUs claimed for the aforementioned Activity.

   For NCPMI Monthly Chapter Meeting this can be found on the NC PMI website under the Membership Tab (http://ncpmi.org/index.cfm?page=article&id=49)

![Monthly PDU Reporting Information](image)

17) Click NEXT

**Within Step 5**

18) Review the entered information.

19) Review the statement of accuracy.

20) Check the box next to “I agree this claim is accurate.”

21) Click SUBMIT