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Cheetah PDU Guide for the PMP®



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CHEETAH PDU Guide for the PMP®

INTRODUCTION

At Cheetah Learning we are committed to your continuing education regarding Project Management best practices in both theory and in practice. We understand that you worked hard to attain your PMP® certification and that you wish to keep your certification current and in good standing. The Cheetah PDU Guide for the PMP® will quickly show you how easy it is to obtain the necessary 60 Professional Development Units you need every three years to keep your certification in good standing.

Overview of Continuing Certification Requirements

When does my continuing certification requirements cycle start and end?

Your active certification/CCR cycle begins the day you pass the PMP® credential examination and ends three full years later.

If you were granted the credential on 15 September 2008, you credential expires on 15 September 2011. Therefore, you have to renew your credential by 14 September 2011.

What has to be accomplished by the end of the cycle?

By the end of the 3 full years, you must submit to PMI® evidence of 60 hours of Professional Development Units, known as PDUs.

How do I earn PDUs?

PDUs are relatively easy to earn. Sometimes it's as simple as doing your job, going to a PMI® chapter meeting, reading a book, taking a course. The rule of thumb is that for every hour you spend in a planned, structured learning activity you earn one PDU. After the first hour of activity, you can claim PDUs in 1/4 increments.



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You can earn PDUs in the following categories:

1. Formal academic education such as college courses
2. Professional activities and self-directed learning
3. Classes through PMI® Registered Education Providers (R.E.P.)/PMI Components
4. Courses offered by other education provider
5. Volunteer service to professional or community organizations

Keep reading to learn more about each category.

Category 1: Formal Academic Education

- Course must be offered for degree credit
- Course must be related to Project and/or Program Management
- One quarter semester hour course (10 weeks) earns 10 PDUs
- One hour of degree credit in a typical 15-week semester earns 15 PDUs
- If the course covers material in addition to Project Management, you may only claim the hours dedicated to the project management topic

Documentation required upon PMI audit/request: transcript or grade report indicating a passing mark.

Category 2: Professional Activities and Self-directed Learning

Self-directed Learning (SDL)

Do you like to read books on Project and/or Program Management? Do you research problems you're having at work with your projects? Then you can earn a



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maximum of 15 PDUs per CCR cycle. In PMI®'s Continuing Certification Requirements Handbook, there is a Self-directed Learning Activities Worksheet that you must fill out and submit. You are directed to list some objectives and explain how the activity helped you. You also are asked to list the resources you used such as the book you read or the people you talked to.

Professional Activities—An unlimited number of PDUs may be earned from the Professional Activities listed below:

Author or co-author a textbook that pertains to project and/or program management.	40 PDUs (author) 20 PDUs (co-author)
Author or co-author and publish a project and/or program management article in a refereed journal (e.g., <i>Project Management Journal</i> ®).	30 PDUs per article (author) 20 PDUs per article (co-author)
Author or co-author and publish a project and/or program management article in a non-refereed journal (e.g., <i>PM Network</i> ®).	15 PDUs per article (author) 10 PDUs per article (co-author)
Speaker/teacher on a project and/or program management topic at a conference, symposium, workshop or formal course.	10 PDUs per activity
Member or moderator of a project and/or program management panel discussion at a conference, symposium, workshop or formal course.	5 PDUs per activity
Speaker on a project and/or program management topic at PMI Component meeting (e.g., chapter meeting)	5 PDUs per activity
Content development for a structured project and/or program management learning courseware.	10 PDUs per new course
Practitioner of project and/or program management services for more than 1,500 project work experience.	5 PDUs per 1-year (12 month period)

Documentation required upon PMI audit/request: copies of publications, sample education materials or course agendas.

Category 3: Courses Provided by Registered Education Providers have been reviewed and approved by PMI®

Cheetah Learning, LLC is a Global Registered Education Provider and has many online courses that meet your need to earn PDUs.



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Cheetah PDU Classroom Courses

Cheetah Learning offers a variety of project and/or program management PDU classroom courses. Typically organizations customize a suite of courses suited to their specific PM training needs. Go to http://www.cheetahpm.com/onsite_courses.asp to view a listing of current course offerings.

Documentation required upon PMI audit/request: Certificate of attendance.

Cheetah's online PDU courses

Cheetah Learning offers a variety of project and/or program management PDU instructor-led online courses. Go to <http://www.cheetahlearning.com/pduclasses.htm> to view a listing of current course offerings.

Documentation required upon PMI audit/request: registration form, certificate or letter of attendance.

Category 4: Other Provider

PMPs may gain PDUs by attending other project and/or program management related courses that are not given by R.E.P.s. One contact hour equals one PDU.

Documentation required upon PMI audit/request: registration form, certificate or letter of attendance, and a brochure or course materials outlining the subject matter covered and the qualifications of the instructor/lecturer.

Category 5: Volunteer Service to Professional or Community Organizations

(limited to 20 PDUs per CCR)

Serve as an elected officer for a project management organization (including PMI components).

- Minimum three months of participation = 2 PDUs per calendar year (no PDUs are awarded for service less than three months)
- Minimum six months of participation = 5 PDUs per calendar year
- Twelve months of participation = 10 PDUs per calendar year



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Serve as a volunteer/appointed committee member for a project management organization (including PMI components).

- Minimum three months of participation = 1 PDU per calendar year
- Minimum six months of participation = 3 PDUs per calendar year
- Twelve months of participation = 5 PDUs per calendar year

Provide project and/or program management-related services to a community or charitable group or to a group of college students for educational purposes (5 PDUs per calendar year). The sponsoring organization must be legally recognized not-for-profit organization.

Documentation required upon PMI audit/request: letter or certificate from the organization served acknowledging you for leading project tasks or participating as part of a project team.

Reporting your PDUs

When you engage in an activity that you would like to count towards PDUs make sure you have the following information:

- Your PMI ID Number
- Your PMP certificate number found on the certificate PMI sent you
- The start date and completion date of the activity
- Program/activity title or formal name of course
- Activity providers name, address, city, state, zip, phone and email
- Category for which you are reporting the PDUs
- Number of PDUs earned
- Name of the activity provider unless it is a self-directed activity
- Provider ID (*required only for category 3*)
- The Knowledge Area covered, process and application special interest areas. The codes are available on the reporting form
- Program Number (*required only for category 3*)

Log onto the PMI® website (note Web address is case sensitive)

<http://www.pmi.org/CareerDevelopment/Pages/CCR-Reporting-Forms.aspx>



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Enter the requested information and check the PMI® PDU Self Report Form radio button. Fill out the information requested and submit the form.

Keep a folder of your PDU activity as PMI® randomly audits PMPs for quality assurance purposes. The activities must be kept for one year after you have completed your CCR cycle.

Carrying Over PDUs

You may carry over 20 PDUs earned in the third year of your current cycle to the next cycle. For example, if you completed all of your PDUs in March and earned 25 more PDUs from April through the end of the year, you may only carry over 20 or those 25 PDUs.

Checking the Status of your PDUs

Your PDU transcript is accessible on line at (note Web address is case sensitive) <http://www.pmi.org/CareerDevelopment/Pages/CCR-Reporting-Forms.aspx>
Check the PMI® Transcript radio button and you'll see what has been approved.

Renewing your PMP® Certification

Once your 60 PDUs have been verified, you will receive an application for certification renewal. Please remember that this is sent to your address on file at PMI® Headquarters so if you've moved, update your profile with PMI®. The renewal fee for PMI members is US\$60 and US\$150 for non-members. In return you'll receive an updated certificate package from PMI®.

If you don't fulfill the necessary PDUs by the end of your CCR, you may not use the PMP® designation. PMI® allows you 12 months to earn the PDUs before they mandate you take the test again.



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The full version of PMI's Continuing Certification Handbook can be found at (note Web address is case sensitive) http://www.pmi.org/PDF/pdc_ccrhandbook.pdf

The handbook has the Self-directed Learning Activities Worksheet in it as well as other information which you may find interesting.

How can You Earn Your PDUs at no Cost?

There are a variety of ways to earn your PDUs at no cost:

Cheetah Reward Program—Cheetah Learning created a reward program called Cheetah Points. With the Cheetah Points system, for every student you refer to any of our training programs, you receive a certain number of Cheetah Points (based on the cost of the course). You can use Cheetah Points to receive discounts on any Cheetah Project Management PDU courses (one point equals a one dollar discount). If you refer enough people who register for training, you can get the training at no cost to you. You also earn Cheetah Points for completing a course evaluation at the end of each PDU course you take. Get on the Cheetah Points bandwagon by taking our [1 PDU Planning](#) course where you plan your approach for earning your 60 PDUs. You will earn 5 Cheetah Points when you complete the course evaluation on your 1 PDU course.

In-house Training—when your company brings in Cheetah Learning, LLC, a PMI® Registered Education Provider (R.E.P.), we make sure the courses we deliver are recorded in the PMI® R.E.P. database. This ensures the courses you take through your company from us are easily recorded towards your PDU quota. For example, in our *Project Manager Playbook Program* offered to our corporate clients, Project Managers take ten to twelve half day and full day courses on various project management topics over a year long period. They leave the program with a Project Manager Play Book which includes PM techniques that work for their company and their unique project management strengths. All the courses are registered with PMI so people who already hold the PMP earn PDUs for any course they take in this customized program.



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What is the Fastest Way to Earn PDUs?

We have set up Cheetah's online courses so it's easy and fast to earn the PDUs you need to maintain your certification. You register for one of our online courses, do the activities in the course of your day-to-day work (that also enables you to be more effective and efficient as a project manager) and you record the class number on your online transcript with PMI. Since we are a PMI R.E.P. and all our courses are recorded (and approved) by PMI, the number of PDUs is automatically inserted in your transcript when you record a Cheetah class with PMI. We have many students at Cheetah who are too busy with their career and family to be bothered with all the bookkeeping required to track the 60 PDUs from all the various categories. This is the fastest way to earn your PDUs that also has the added benefit of teaching you skills you can readily apply in your day to day work to increase your value as a project manager.

Why Cheetah to earn my PDU's?

Our course developers at Cheetah are all practicing project managers (and PMP certified). We know first hand the skills that will make you more valuable, FAST, as a project manager. Our courses are designed to be immediately applicable in your day-to-day work as a project manager. Many people who take our courses report that they receive quick promotions because of their increased effectiveness and efficiencies by implementing our "Cheetah" approaches to doing project management. If you want to increase your value as a project management in a way that will get you recognized and rewarded—FAST, take a Cheetah course and see what it can do for your career. We guarantee you will be "WOW'd."

The Guarantee

As with all our Cheetah courses, we offer a very robust guarantee. If after taking successfully completing one of our courses and you apply what you learned at least twice within a month of completion and find you are unable to apply what you have learned to improve your value as a project manager, we will refund your money.*

*As a PMI Registered Education Provider we can't award PDUs if our students have not learned the material sufficiently to improve their competency as a project manager. Therefore, if we refund the course fee for unsatisfactory results, we cannot award the PDUs.



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