

## Simplified Guide to Meeting the PMP Continuing Certification Requirements

### ***For Those Who Plan Ahead (Renewal Date: Two of Three Years from Now)***

If you still have two or three years left in your CCR cycle (typically a three-year time span between the date of PMP certification and the date of renewal), you should plan ahead. It's not difficult to get 60 PDUs in two/three years. Listed below are some simple ways:

**Formal Education (Cat. 1).** If you are studying for a degree right now, you can claim those courses related to project/program management. In general a one semester hour credit earns 15 PDUs.

**Practitioner of Project/Program Management (Cat. 2H).** You can claim 5 PDUs per calendar year and a total of 15 PDUs per CCR cycle if you are a practitioner of project or program management. The requirement is you have to spend more than 1,500 hours on PM per calendar year.

**Speaker/Author/Course Developer (Cat 2A–2G).** If you ever spoke in a PM seminar or conference, wrote and published a PM article/textbook, or participated in the development of a PM course, you can claim 5-40 PDUs depending on the activity.

**Self Study (Cat 2-SDL).** For those who have participated in self-directed learning activities such as individual research, discussion/coaching sessions with colleagues/clients/consultants, viewing of articles/books/video/CD-ROM, you can claim up to 15 PDUs per cycle. When reporting self-directed learning activities, you have to provide details regarding resources used, objectives and the corresponding number of hours. One hour of activity corresponds to one PDU.

For example, if you read a book on "Project Risk Management" for 2 hours, you can report 2 PDUs. If you attended a one-hour internal discussion session on PMO within your company, you can report 1 PDU.

**Project Management Education Program (Cat 3 and 4).** This is probably the easiest way both to learn something new about PM and obtain PDUs. By attending training programs, conferences, seminars, you can accumulate PDUs. Typical rule is one hour of activity corresponds to one PDU.

For example, attending a 2-hour seminar organized by PMI Hong Kong Chapter entitles you two PDUs. Taking a two-day PM training course (e.g. Outsourcing Management) from our company entitles you 15 PDUs. Joining the upcoming PMI Global Congress Asia Pacific entitles you 16 PDUs or more depending on how many optional workshops you will take.

**Volunteering (Cat 5).** Serving in a PMI local chapter, a Project Management association (not necessarily PMI affiliated), or providing project/program management related services to a community/charitable group will entitle you 5-10 PDUs per calendar year.

Note that you need to retain proper documentation for auditing purpose.

### ***For Those Who Are in a Hurry (Renewal Date: Within the Next 6 to 12 Months)***

If there is one year or less remaining in your CCR cycle, and you still have not reported any PDU, you'd better hurry up and start accumulating PDUs.

You can pretty much discount Cat 1 and 5 for the past two years. You should focus on the following activities in the coming six to twelve months:

**Practitioner of Project/Program Management (Cat 2H)** – You can claim up to 15 PDUs per CCR cycle. I’m sure you met the requirements of spending more than 1,500 hours on PM activities. Otherwise why do you need to retain your PMP status?

**Self Study (Cat 2-SDL)** – Try to recount what self-directed studies you have done in the past two years, and try to establish a plan for next year. Remember to document everything. You can claim up to 15 PDUs per CCR cycle.

**Education Program (Cat 3 and 4)** – If you have not attended any seminar, conference, or training course, start to plan ahead. You still have one year to go. You only need 30 PDUs from this category if you can claim a total of 30 PDUs from Cat 2H and Cat 2-SDL.

**Volunteering (Cat 5)** – You can still serve as a volunteer at PMI Hong Kong Chapter or other PM association to get 5-10 PDUs.

***For Those Who Are Desperate (Renewal Date: Within the Next Three Months)***

“Can I get 60 PDUs in less than 3 months?” Well, it’s unlikely. But don’t panic. Even though you have not met the CCR, you will only be placed on suspended certification status. You have one more year to make up for the 60 PDUs required.

So just follow the guidelines ***For Those Who Are in a Hurry*** to fulfill the PDU requirements.

***For Those Who Are Probably Too Late (Renewal Date: More Than a Year Ago)***

You’ve been in suspension status for a year. If you still have not obtained the 60 PDUs required, it’s probably too late. Well, if you think PMP is still valuable, you can always apply for the PMP certification again. Good luck.