



Continuing Certification Requirements System (CCRS)

Frequently Asked Questions (FAQ) for Credential Holders

CCRS is the Continuing Certification Requirements System. This system facilitates the PMI Continuing Certification Requirements (CCR) program. PMI Credential holders can use CCRS to complete these credential maintenance tasks:

- Report Professional Development Units (PDUs) online for multiple PMI credentials
- Search activities (courses/events) to take to earn PDUs
- Search for activity (course/event) providers including PMI Registered Education Providers (R.E.P.s) and Components
- View and print your PDU transcript

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How do I Access CCRS and Use its Features?

1. Do I need a special username or password to use CCRS?

No. You will use the same username and password that you use to access www.PMI.org. CCRS uses PMI single sign-on technology, which enables you to log in only once to gain access to all PMI systems and resources. Single sign-on saves time and prevents the need to remember a separate username and password to access CCRS.

2. I am a credential holder, but I have never registered with PMI. What process must I follow to use CCRS?

If you are a credential holder who has never registered with PMI, you must register before using CCRS. During the registration process, you will link your PMI ID with your new PMI registered user account.

You must follow these steps when you register with PMI to avoid creating a duplicate account. Refer to the CCRS user guide for additional instructions.

Step 1: Access CCRS and click **Log In**.

Step 2: The **Log In** prompt displays – you must make a choice:

- If you *already have a PMI.org username and password*, use that information to log in and continue to Step 4.
- If you *do not have a PMI.org username and password*, click the **Click here to Register** link to continue.

Step 3: Read the information that displays on screen to determine the correct registration option.

Step 4: Follow the steps that display on screen to check your account information and create a username and password.

3. Where do I find detailed instructions for using the new CCR System?

CCRS features a comprehensive online user guide. How-to instructions for the CCR System are only one click away. You can view the user guide in the **Additional Resources** panel at the right side of the CCRS website.

4. The term “courses” has been replaced in the new system with the term “activities,” why?

Credential holders may earn PDUs towards the maintenance of their credential through formal academic courses or courses offered by a provider (R.E.P. or Component). However, these are only two of the five categories of PDU earning opportunities in which a credential holder may participate. The other categories of PDU earning opportunities include self-directed learning, volunteering, authoring and other types of project management experience. CCRS uses the term “activities” to describe all courses or events for which a credential holder may complete to earn PDUs.

About CCRS and Specialty Credential PDUs

1. Will I still have to manually track any PDUs I earn for my PMI-SP® or PMI-RMP® credentials?

No. The new system provides online PDU reporting for all PMI credentials that are included in the CCR program. You will use CCRS to claim all PDUs earned towards your PMP®, PgMP®, PMI-SP® or PMI-RMP® credentials.

2. Do the PDUs for an activity applicable to a PMI-SP® credential and a PMI-RMP® credential equal the number of PDUs for PMP®/PgMP® credentials?

Not necessarily. The number of PDUs for each credential is independent of other PMI credentials and therefore, the PDU values for the PMI-SP® and PMI-RMP® credentials do not add up to equal the value of PDUs for PMP® or PgMP® credentials. The number of PDUs applicable to a PMI-SP® or PMI-RMP® credential is based on the amount of material relevant to those specialty areas, while the number of PDUs applicable to the PMP®/PgMP® credentials is relevant to general project management. Project management is made up of many knowledge

areas of which risk management and scheduling management are only two. It is possible that a particular activity may not apply to project risk or project scheduling at all, but if the materials do apply to these areas, only the portion that is pertinent to these areas can be counted towards those credentials.