

Continuing Certification Requirements (CCR) Handbook

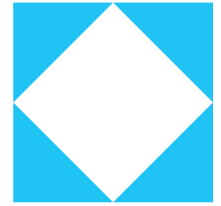


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How to Use the Continuing Certification Requirements (CCR) Handbook

This handbook contains information on the policies and procedures for actively maintaining a PMI certification. All PMI certification holders are expected to understand and comply with the policies set forth in this document.

PMI CONTACT INFORMATION

For general information about the Certification Program, contact the **Customer Care Service Center** in your region. Find this information at <https://www.pmi.org/about/contact>

Use the **Online Continuing Certification Requirements (CCR) System** for certification maintenance: <https://ccrs.pmi.org/info/earnpdus> .



CCR Program Overview

The PMI Continuing Certification Requirements (CCR) program supports the ongoing educational and professional development of our certification holders, so they are always prepared to meet the demands of today's complex business environments. The purpose of the CCR program is to:

- Enhance continuous learning and development among certification holders.
- Provide direction in development areas to ensure relevancy of certified practitioners.
- Encourage and recognize individualized learning opportunities.
- Offer a mechanism for attaining and recording professional development activities.
- Sustain the global recognition and value of PMI certifications.

Everyone who earns a PMI certification must actively maintain their certification(s) through participation in the CCR Program and renewal of their certification(s). The renewal cycle is every 3 years for Certified Associate in Project Management (CAPM)[®], Project Management Professional (PMP)[®], Program Management Professional (PgMP)[®], Portfolio Management Professional (PfMP)[®], PMI Professional Business Analysis (PMI-PBA)[®], PMI Agile Certified Practitioner (PMI-ACP)[®], PMI Risk Management Professional (PMI-RMP)[®], PMI Scheduling Professional (PMI-SP)[®], PMI Construction Professional (PMI-CP)[™], PMI Project Management Office Certified Professional (PMI-PMOCP)[™], PMI Certified Professional in Managing AI (PMI-CPMAI)[™], and a 1-year recertification cycle Disciplined Agile[®] (DA)[™] certifications. For DA certification maintenance please refer to [the DA section in this document](#).

Participating in professional development and learning activities allows certification holders to earn professional development units (PDUs), fulfilling the continuing certification requirements and ultimately growing and developing as a practitioner.

We know that everyone has different professional needs and professional learning preferences. The CCR program is designed to be flexible to adapt to those needs and allow you to customize your CCR activities. The CCR program provides a general framework and guidance to determine your ultimate CCR and development path.

CCR Requirements (for PMP, PgMP, PfMP, PMI-PBA, PMI-ACP, PMI-RMP, PMI-SP, PMI-CP, PMI-PMOCP, PMI-CPMAI and CAPM)

All PMI certification holders must earn PDUs to actively maintain their PMI certification(s). These PDUs can be earned through various professional development activities that center on one of two areas:

1. **Education**—Learning opportunities that allow you to expand and enhance your technical, leadership, or strategic and business management skills.
2. **Giving Back to the Profession**—Activities that enable you to share and utilize your knowledge and skills to contribute to and help build the profession.

There are different recertification requirements for each PMI certification, as outlined below:

Certification	Certification Cycle	Total PDUs Required	Education Minimum PDUs	Giving Back to the Profession Maximum PDUs
PMP	3 years	60	35	25
PgMP	3 years	60	35	25
PfMP	3 years	60	35	25
PMI-PBA	3 years	60	35	25
PMI-ACP	3 years	30	18	12



PMI-CP	3 years	30	18	12
PMI-PMOCP	3 years	30	20	10
PMI-RMP	3 years	30	18	12
PMI-SP	3 years	30	18	12
PMI-CPMAI	3 years	30	18	12
CAPM	3 years	15	9	6



Education

While PMI has long empowered project professionals to build core competencies, the modern landscape requires a broader, cross-functional skill set that combines specialized expertise with high-demand, capabilities.

To help you navigate this changing world of work and embrace smarter ways of working, the PMI Talent Triangle® focuses on Ways of Working, Power Skills, and Business Acumen.



Ways of Working: It’s clear that there is more than one way that work gets done today. We encourage mastering as many ways of working as possible—so you can apply the right technique at the right time, delivering winning results.

Power Skills: These interpersonal skills include collaborative leadership, communication, an innovative mindset, for-purpose orientation, and empathy. Ensuring teams have these skills allows them to maintain influence with a variety of stakeholders—a critical component for making change.

Business Acumen: Professionals at all levels need to be able to cultivate effective decision-making and understand how their projects align with the big picture of broader organizational strategy and global trends.

The education component of the CCR program is aligned with the PMI Talent Triangle® to ensure you are equipped to remain relevant in a continually changing business environment. As a certification holder you must earn a minimum number of PDUs in each of the skill areas of the PMI Talent Triangle®—Ways of Working, Power Skills, and Business Acumen. Education PDUs can exceed this amount and there is no limit on the number of PDUs that can be earned in education.

The education requirements are further broken down based on the PMI Talent Triangle® skill areas as detailed below:

Education PDUs—Minimum PMI Talent Triangle® Requirements				
Certification and Education Minimum PDUs	Ways of Working PDUs Required	Power Skills PDUs Required	Business Acumen PDUs Required	Remaining PDUs in any area of the PMI Talent Triangle®
PMP 35	8	8	8	11
PgMP 35	8	8	8	11
PfMP 35	8	8	8	11
PMI-PBA 35	8	8	8	11
PMI-ACP 18	4	4	4	6
PMI-CP 18	4	4	4	6
PMI-PMOCP 20	3	7	10	10
PMI-RMP 18	4	4	4	6
PMI-SP 18	4	4	4	6
PMI-CPMAI 18	4	4	4	6
CAPM 9	2	2	2	3



Giving Back to the Profession

PMI recognizes that sharing your knowledge and actively applying your skills are valuable ways to contribute to the profession. Additionally, many find that giving back to the profession is an enriching learning experience that enhances your professional development in different ways. That is why giving back activities are PDU eligible and incorporated into the CCR program.

It is important to note that giving back is an optional way to earn PDUs. The giving back requirements listed in [CCR Requirements](#) are the maximum number of PDUs allowed for each certification in this category. If giving back PDUs are earned, the total cannot exceed the limits listed above.

Please refer to the [How to Maintain Multiple PMI Certifications](#) section of this document to learn about the policies for earning PDUs to maintain more than one PMI certification.

Refer to the infographic below for more information on how you can maintain PDUs for your certification(s). ***Note:** please refer to previous table to see the breakdown of the PMI Talent Triangle® PDU distribution for the PMI-PMOCP certification.

PDU Requirements by PMI Certification

60 PDUs

(PMP/PgMP/PfMP/PMI-PBA)

Education—35 minimum 8

▲ Ways of Working 8

▲ Power Skills

▲ 8 Business Acumen

- Remaining 11 in any area of the PMI Talent Triangle®

Giving back—25 maximum

- Volunteering
- Creating knowledge
- Working as a professional (8 maximum)

30 PDUs

(PMI-ACP/PMI-RMP/PMI-SP/PMI-CP/PMI-PMOCP*/PMI-CPMAI)

Education—18 minimum 4

▲ Ways of Working 4

▲ Power Skills

▲ 4 Business Acumen

- Remaining 6 in any area of the PMI Talent Triangle®

Giving back—12 maximum

- Volunteering
- Creating knowledge
- Working as a professional (4 maximum)

15 PDUs

(CAPM)

Education—9 minimum 2

▲ Ways of Working 2

▲ Power Skills

▲ 2 Business Acumen

- Remaining 3 in any area of the PMI Talent Triangle®

Giving back—6 maximum

- Volunteering
- Creating knowledge
- Working as a professional (2 maximum)



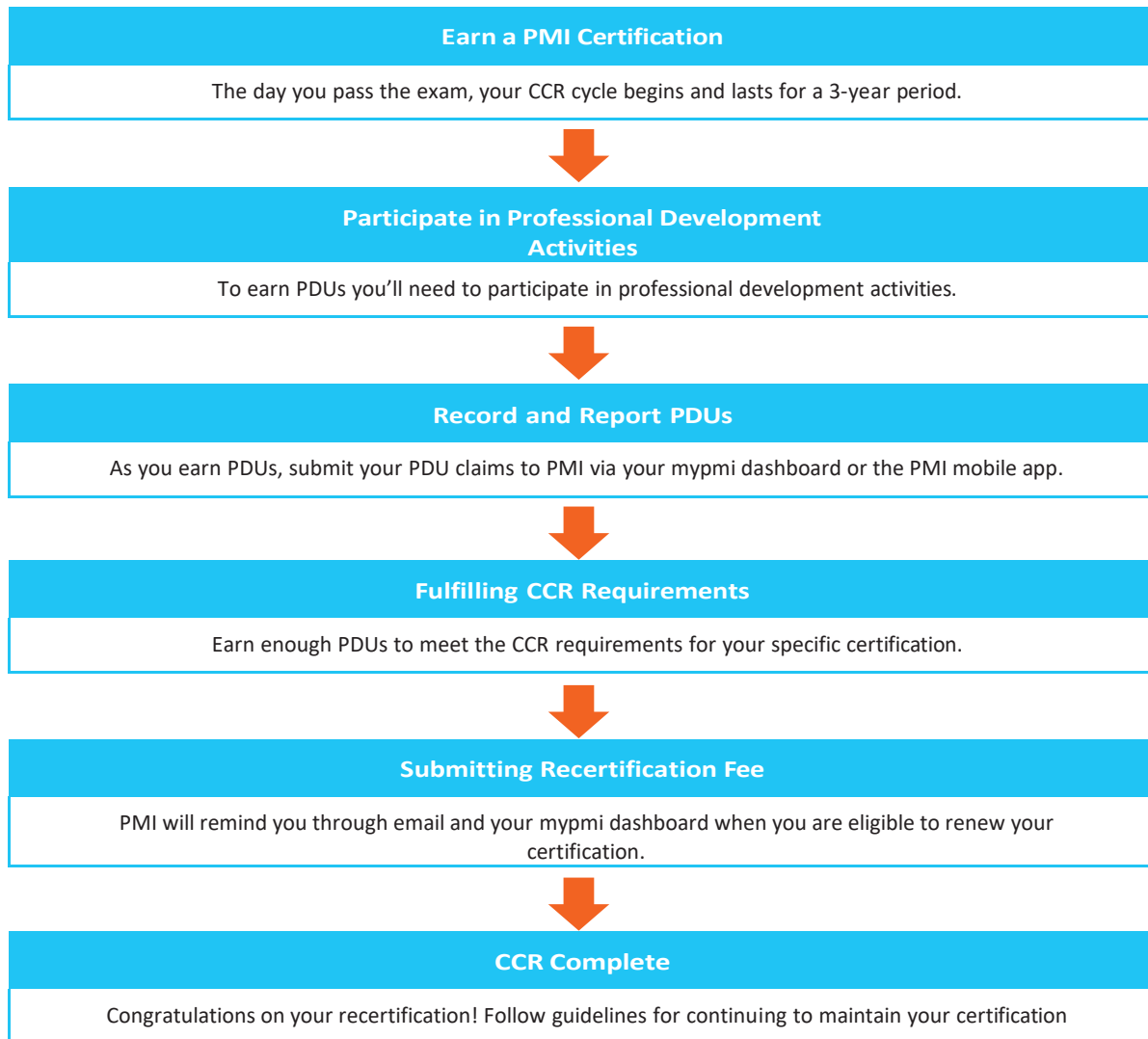
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CCR Process

There are a few key steps that encompass the process around participation in the CCR program.



Professional Development Units (PDUs) Explained

PDUs are the measuring units used to quantify approved learning and professional service activities.

How to document PDUs:

One PDU equals 1 hour of training or giving back. If an activity/training is less than 1 hour, then it is broken down into quarterly increments as shown below:

Amount of Time	PDUs
1 hour	1
45 minutes	0.75
30 minutes	0.50
15 minutes	0.25

What is a PDU?

Education PDUs are related to the skill areas of the PMI Talent Triangle® domains and knowledge areas represented within the exam content outline for your certification. The exam content outline can be used as a resource to provide examples of topics and concepts for educational content.

Certification	Exam Content Outline
PMP	PMP Exam Content Outline
PgMP	PgMP Exam Content Outline
PfMP	PfMP Exam Content Outline
PMI-PBA	PMI-PBA Exam Content Outline
PMI-ACP	PMI-ACP Exam Content Outline
PMI-CP	PMI-CP Exam Content Outline
PMI-CPMAI	PMI-CPMAI Exam Content Outline
PMI-PMOCP	PMI-PMOCP Exam Content Outline
PMI-RMP	PMI-RMP Exam Content Outline
PMI-SP	PMI-SP Exam Content Outline
CAPM	CAPM Exam Content Outline

Each professional development activity yields one PDU for 1 hour spent engaged in the activity. Some limitations apply and can be found in the [Ways to Earn PDUs](#) section that discusses PDU activities and associated policies.

Report PDUs

You are responsible for reporting your PDU activities as they occur. Report PDUs in the [Continuing Certification Renewal System](#) (CCRS) by going to your PMI dashboard and choosing “report PDUs” or through the PMI mobile app <https://www.pmi.org/official-mobile-app>. You must report your PDUs and submit the recertification fee before your CCR certification cycle ends to maintain an active certification status. If you do not earn and report the required PDUs within your CCR cycle, your certification will be suspended. Refer to the [Certification Status](#) section of this handbook for more details.



Ways to Earn PDUs

There are many opportunities and ways to earn PDUs. PMI organizes PDUs based on the type of development activity conducted. Below you will find a description of each activity, examples, and their associated policies.

EDUCATION

Courses or Training

Instructor-led formal education courses or classes held in-person or online

Participating in educational training courses is a traditional and effective way to learn and receive PDUs. Following are some types of trainings that fall within this category:

- In-person
- Virtual
- Formal education courses
- Company-sponsored trainings
- Educational events
- Note: Report each course separately. Only individual courses will be recognized for PDU credits, not entire degree programs.

Documentation required for audit:

Registration form, certificate of completion, or letter of attendance

Organization Meetings

Meetings, activities, and local events related to the profession

Professional meetings that include an educational component provide an opportunity to learn and to network. Following are some examples:

- PMI activities—[Search the PMI events calendar](#)
- PMI chapter activities—[Check for chapter events near you](#)
- Organizational activities
- Professional group activities

Documentation required for audit:

Registration form, letter of attendance, or other form of documentation confirming participation in the event



EDUCATION

Online or Digital Media

Self-paced learning conducted online or through varied forms of digital media

Technology allows you to customize learning and educational opportunities to your schedule and needs. Many educational webinars, videos, and other types of digital content are available online and on demand.

PDUs may be claimed for watching prerecorded webinars, podcasts, digital recordings, and virtual events.

- Activities include self-paced learning activities conducted online or offered through different forms of digital media
- Provider name, title, description, date started/completed must be provided; URL is optional.
- PMI Talent Triangle® alignment must be indicated by PDU amount.

Look into some of the opportunities that are available through these PMI resources:

- [ProjectManagement.com](https://www.projectmanagement.com)—PDUs will be reported automatically if the projectmanagement.com account is linked to the PMI.org account containing the certification.
- [PMI Online Courses](#)
- [Authorized Training Partners \(ATPs\)](#)

Documentation required for audit:

Evidence supporting your reported learning, including notes from and dates of activities conducted.

Reading Materials

Self-directed reading that is relevant to the certification you hold

Qualifying reading materials include (but are not limited to) informational, nonfiction books, articles, white papers, or blogs.

- Author name, title, description, date started/completed must be provided; URL is optional.
- PMI Talent Triangle® alignment must be indicated by PDU amount.

Reading is a valuable component of learning, and there are countless reading materials pertinent to the profession. You can read books, articles, white papers, or blogs to stay informed and support your ongoing professional development. Check out some of the available PMI content here:

- [PMI Store](#)
- [ProjectManagement.com](https://www.projectmanagement.com)

PDU Rules:

- 1 hour of learning equals 1 PDU.

Documentation required for audit:

Evidence supporting your reported learning, including notes from and dates of reading



Informal Learning

Educational opportunities focused on structured discussions

Structured discussions with other professionals, coaches, or mentors. Some examples are listed as follows:

- Mentoring sessions;
- Panel discussions;
- Lunch-and-learn sessions; and
- Other structured discussions.

Sometimes learning comes through interaction with others. You can earn PDUs by engaging in structured professional discussions with others; for example, while you're being mentored or participating in a lunch-and-learn session with your organization.

Documentation required for audit:

Evidence supporting your reported learning, including notes from and dates of activities conducted.

GIVING BACK TO THE PROFESSION

Work as a Practitioner

Working in your certified role

Work in a profession related to your certification:

- Earn up to 8 PDUs if you were working within the profession for the entire 3 years of your certification cycle.
- PMP, PgMP, PfMP, and PMI-PBA certification holders may claim up to 8 PDUs per cycle.
- PMI-ACP, PMI-RMP, and PMI-SP certification holders may claim up to 4 PDUs per cycle.

Each day, your work in a domain area related to your certification(s) allows you to apply your knowledge and skills in a practical setting. Using these competencies actively contributes to sustaining and growing the profession.

PDU Rules:

This activity has a maximum number of PDUs that can be claimed per cycle:

- PMP, PgMP, PfMP, and PMI-PBA certification holders—no more than 8 PDUs claimed per cycle
- PMI-ACP, PMI-RMP, and PMI-SP certification holders—no more than 4 PDUs claimed per cycle
- CAPM certification holders—no more than 2 PDUs claimed per cycle
- You can claim PDUs under the Working as a Practitioner category once per certification cycle.
- The PDUs claimed in this category count against the maximum PDUs allowed in the "Giving Back to the Profession" category.
- These PDUs only apply to your current cycle and cannot be transferred.

Documentation required for audit:

Proof of employment (job description)



Create Content

Creating new knowledge resources for use by practitioners and the global community

Creating content is a way to share and apply your knowledge and skills, and contribute to the profession.

- Examples include writing books; articles; blogs; or creating webinars or presentations.
- Indicate for whom the content was created: title, description, and completion dates; URL and contact information are optional.
- Opportunities for content creation can also be found on projectmanagement.com in the Webinars or Knowledge and Tools sections.

By developing knowledge resources, you can share your knowledge and insights with others and contribute to their ongoing learning. There are many ways to create new content such as authoring books, blogs, or articles; or creating webinars or presentations.

- [Become a content creator on ProjectManagement.com](#)
- [Author an article for the Knowledge Shelf](#)

Documentation required for audit:

Copies of publications, sample educational materials, or course agendas

Give a Presentation

Presenting on topics relevant to the profession

Earn PDUs for preparing and delivering a presentation.

- Examples include presentations delivered at an event, professional conference, or organization that relate to your certification.
- Audience, title, description, and date started/completed must be provided; URL and contact information are optional.
- Both the time taken to create and deliver the presentation may be claimed for PDUs.

There are many occasions when you can give a formal presentation to others and share knowledge that relates to your certification. For example, you could speak at a PMI chapter event, professional conference, or within your organization; these are just a few examples. Consider the opportunities available to you.

Documentation required for audit:

Copies of presentation



GIVING BACK TO THE PROFESSION

Share Knowledge

Sharing your domain knowledge to help others learn and grow

Serve as a moderator, subject matter expert (SME), or mentor.

- Activities include (but are not limited to) shared project management knowledge with others through serving as a mentor, teacher, coach, or simply applying subject matter expertise.
- Provider/host name, title, description, date started/completed must be provided; URL and contact information are optional.

By sharing your skills with others, you grow the profession and enhance the practices that are essential to your certified role. Whether you're mentoring, teaching, or applying your subject matter knowledge toward an activity, others will benefit from your experience and perspective.

PDU Rules:

- One hour spent sharing knowledge equals 1 PDU.

Documentation for audit: Evidence supporting your coaching or mentoring arrangement, including notes from and dates of discussions and activities.

Volunteer

Providing volunteer services to nonemployment or non-client organizations

Earn PDUs for volunteering without compensation.

- Activities that relate to your certification and contribute to advancing knowledge or practice within the profession.
- Provide host or organization name, volunteer course, description, date started/completed must be provided; URL and contact information are optional.

Ways to volunteer at PMI:

- Local PMI chapter: PMI.org/membership/chapters
- PMImpact: PMI.org/membership/volunteer/pmimpact
- Create a profile in the volunteer portal: Volunteer.pmi.org

PDU Rules:

- One hour spent sharing knowledge equals 1 PDU.

Documentation for audit: Evidence supporting your coaching or mentoring arrangement, including notes from and dates of discussions and activities.



Other PDU Policies

- Activities you completed before you earned a PMI certification are not eligible as PDUs. Furthermore, you cannot claim participation in the same course or activity more than once.
- If you earn more than the required PDUs in your CCR cycle, you may apply a portion of the PDUs to your next cycle. Only PDUs earned in the final year (12 months) of your certification cycle can be applied to a future cycle.

Certification	Future Cycle PDUs
PMP	20
PgMP	20
PfMP	20
PMI- PBA	20
PMI- ACP	10
PMI-CP	10
PMI-CPMAI	10
PMI-PMOCP	10
PMI- RMP	10
PMI-SP	10
CAPM	5



Certification Renewal Fees and Policies

After PMI confirms that you have met the PDU requirements, you will receive electronic notification to apply for certification renewal. Once you receive the notification, you will be directed to submit the recertification fee payment in the online certification system. Renewal fees are subject to membership and regional pricing. For the most up-to-date pricing, log into your mypmi dashboard <https://my.pmi.org/> and click on Renew Certification.

Note: PMI's membership renewal fee is different and separate from the CCR, often referred to as certification renewal, fee. You can complete the CCR process at any point in your cycle after the PDU requirements have been met by submitting payment.

You can complete the renewal process at any point in your cycle after the PDU requirements have been met by submitting payment. However, you must submit payment no later than 90 days after your cycle end date.

After processing the completed application and the renewal payment, PMI will send you an updated certificate with the new active certification/CCR cycle dates.

The PMI Audit Process

As the recipient of a PMI certification, you have agreed to comply with its terms of use, including adherence to the terms of the audit process. The terms of the audit process provide that all certification holders are subject to an audit. In the event of an audit, you will be permitted to renew your certification only after you successfully complete the audit and meet all the terms of the audit.

A percentage of certification holders will be randomly selected for the PMI audit process. If you are selected for an audit, you will be asked to submit supporting material to verify any PDUs submitted. It is important to keep documentation for all PDU claims for at least 18 months after the CCR cycle has ended.

Extenuating Circumstances

If there are extenuating circumstances that prohibit you from completing the certification renewal process detailed in this handbook, please contact [Customer Care](#). PMI will review all claims on a case-by-case basis.



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How to Maintain Multiple PMI Certifications

PMI makes it simple for you to earn PDUs that you may use to maintain more than one certification at the same time. You can earn PDUs for multiple certifications in the following ways:

Education PDUs

Providing volunteer services to nonemployment or nonclient organizations

Since Power Skills and Business Acumen concepts are broader educational topics and not specific to any one certification domain area, the PDUs claimed in these education areas can be applied across all certifications.

For example, if you attend a course that awards two leadership PDUs, you will be able to count them toward every certification you hold.

Ways of Working PDUs Can Apply to Multiple Certifications

Education PDUs for Ways of Working are specific to each certification domain area (e.g., the Ways of Working to perform program management differ from those for business analysis). However, certain topics related to Ways of Working are applicable to multiple certification domain areas. If an educational activity contains Ways of Working content that is applicable to multiple certifications, then Ways of Working PDUs can be claimed for all relevant certifications. The number of PDUs claimed should be equivalent to the amount of time spent on those specific technical topics.

Additionally, all Ways of Working PDUs earned will be counted toward maintenance of the PMP certification.

For example, if you took a 10-hour project/program management course covering multiple areas, including risk management (3 hours), scheduling (2 hours), business analysis/requirements management (2 hours), and agile (1 hour), the PDU breakdown would be as follows:

Certification	PMP	PgMP	PfMP	PMI-PBA	PMI-ACP	PMI-RMP	PMI-SP	PMI-CPMAI	CAPM
Ways of Working PDUs claimed	10	10	0	2	1	3	2	0	10

Giving Back to the Profession PDUs

Giving Back to the Profession PDUs Apply Across All Certifications

Since giving back to the profession activities are more broadly applicable, the PDUs claimed through these activities can be applied across all certifications.

For example: if you claim 2 PDUs for volunteering at a PMI event, you may count them toward every certification you hold.



Certification Status

Your participation in the CCR program and fulfilling its requirements determine your certification status. A certification holder can have one of the following certification statuses:

Active Status

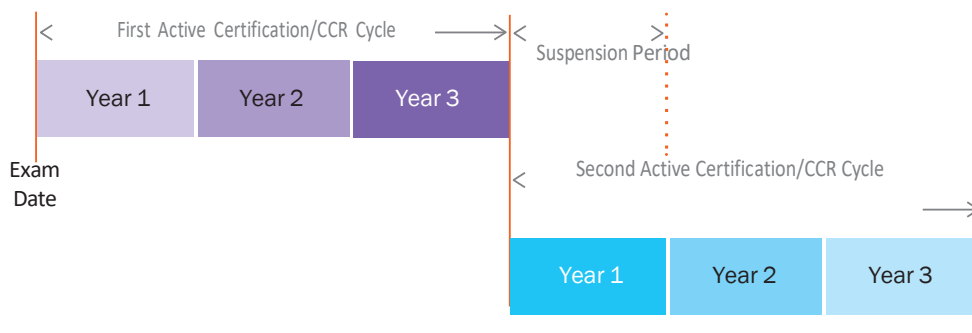
When you first earn a certification, you are in active status. When you fulfill all CCR requirements for your certification—including earning and reporting PDUs as well as submitting the renewal payment before the cycle end date—you are in good standing with an active status.

Certification holders in active status will be automatically listed in the online [Certification Registry](#). You can choose to be removed from the registry, so the absence of your name in the registry does not necessarily mean that you are not certified.

Suspended Status

If you do not satisfy the CCR program requirements within your current cycle dates, you will be placed in suspended status. The suspension period lasts 1 year (12 months). During this time, you may not refer to yourself as a certification holder or use the certification designation. You will be required to earn the necessary PDUs and complete the renewal process during this suspension period.

The date of your next CCR cycle will not change after you are reinstated to active status from suspended status. (The suspension period overlaps the timeframe of your next cycle as shown in the following image.)



Expired Status

The suspension period lasts 1 year. At that time, if you do not complete the renewal process, you will no longer be able to submit PDUs and will no longer be considered a certification holder. To become active, you will be required to reapply by completing a new application, submitting the associated fees, and retaking the examination.

Retiree Status

If you are a certification holder in good standing and wish to voluntarily relinquish your active status due to retirement, you are eligible to apply for Retiree status. To qualify, you must no longer earn primary remuneration within the portfolio, program, and project management professions and must have been a certification holder in good standing for at least 10 consecutive years. Once you are in Retiree status, you do not need to earn or report PDUs.

To apply for Retiree status, submit a written request to PMI via [Contact Us](#). PMI will send you guidelines about Retiree status and a form to complete.

If you resume relevant work as a practitioner within the profession, you can reapply for active status by contacting PMI Customer Care. Once you have obtained active status again, you will be required to earn and report PDUs.



CCR Requirements (for Disciplined Agile® (DA)™ certifications)

Anyone who earned a DA certification may actively maintain their certification through participation in the CCR Program and renewal of their certification during every 1-year cycle. Actively participating in professional development and learning activities allow certification holders to earn professional development units (PDUs), fulfilling the continuing certification requirements, and ultimately growing and developing as a practitioner. We know that everyone has different professional needs and desires. The CCR program is designed to be flexible so that it can adapt to those needs and allow you to customize your CCR activities.

The CCR program provides a general framework and guidance to determine your ultimate CCR and development path.

Continuing Certification Requirements System (CCRS)

CCRS is an online platform used to report your PDUs. CCRS can be accessed at <https://ccrs.pmi.org> or by visiting your mypmi dashboard.

In CCRS you may do the following:

- Understand where you are in your certification cycle.
- Track your progress against CCR requirements.
- Search activities (e.g., courses or events) that award PDUs.
- Report PDUs as you earn them.
- Check your PDU transcript.

PDU requirements for Disciplined Agile certifications

PDUs are the measuring units used to quantify approved learning and professional service activities. While DA Certifications have evolved into learning offerings, you can still maintain your DA certifications should you choose by completing the 7 PDUs in agile topics and paying the recertification fee annually. Each professional development activity yields 1 PDU for 1 hour spent engaged in the activity. Fractions of PDUs may also be reported. The smallest increment of a PDU that can be reported is 0.25. This means that if you spend 15 minutes participating in a qualifying PDU activity, you may report 0.25 PDU. If you spent 30 minutes in a qualifying PDU activity, you may report 0.50 PDU.

You are responsible for recording your PDU activities as they occur. The most efficient way to record PDUs is by using CCRS. You must record your PDUs and complete the renewal process before your CCR cycle ends to maintain an active certification status. If you do not earn and record the required PDUs within your CCR cycle, your certification will be suspended.

Certification Recertification Fees and Policies (Disciplined Agile)

After PMI confirms that you have met the PDU requirements, you will receive electronic notification to apply for certification renewal. Once you receive the notification, you will be directed to submit the renewal fee payment in the online certification system. Renewal fees are subject to membership and regional pricing. Please visit [PMI.org](http://www.pmi.org) and navigate to the Disciplined Agile menu for up-to-date prices.



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Appendix

PMI Certification Application/Renewal Agreement

This Agreement may be updated or revised from time to time. It is your responsibility to obtain the most up-to-date copy online. For details, read the [PMI Certification Application/Renewal Agreement](#) online.





We maximize project success to elevate our world

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