

PDU Event Claim Form



Thank you for attending the following Off Peak Training Event:

Program Title: PMI-RMP Exam Prep

Program Hours: 3 Contact hours (Category B PDUs)

Off Peak Training PMI Provider ID - 2918

How do I claim PDU credit for Off Peak Training events?

- 1 – Go to <https://ccrs.pmi.org/>
- 2 – Click the ‘Log In’ link found in the upper right portion of the page
- 3 – Type your credentials (Username and Password) and click the ‘Log In’ link
- 4 – Click the ‘Report PDU’ link directly under PDU Activity Date
- 5 – In the ‘PDU Category’ drop-down, choose ‘Cat B: Continuing Education’
- 6 – Complete the requested information in **Step 2**, using the information at the top of this form for guidance
- 7 – Click ‘Next’
- 8 – For **Step 3**, enter the ‘Program Hours’ into the appropriate ‘PDUs Claimed’ boxes and click ‘Next’
- 9 – For **Step 4**, review the information for accuracy; click the checkbox for ‘I agree this claim is accurate’ and click the ‘Submit’ button

* Provider name	Off Peak Training
* Address	1818 Library Street Suite 500
* City	Reston
* State/Province	Virginia
* Zip/Postal code	20190
* Country	United States
Phone number	866.661.2521
URL	www.offpeaktraining.com
E-mail address	events@offpeaktraining.com

What is a PDU?

Once you have attained the PMP® credential, you must participate in the Continuing Certification Requirements (CCR) program to maintain an active certification status. The PMP certification cycle lasts three years. During this time, you must attain at least 60 professional development units (PDUs) toward credential maintenance.

As a Registered Education Provider (R.E.P.) of the PMI®, Off Peak Training provides Category A PDU certificates to the attendees of its registered courses and Category B PDU certificates to attendees of our other presentations.



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