

PMI does not issue a PDU claim code for mentoring programs; participants must self-report in CCRS under the categories below. Participants are responsible for ensuring their claims meet PMI CCR requirements and for maintaining audit documentation.

How to report Informal Learning PDUs for Mentees.

How to report it (step-by-step):



1. Sign in to PMI and open **CCRS** (Continuing Certification Renewal System).
2. Choose **Report PDUs**.
3. Select **Education** (not Giving Back).
4. Pick the best fit for your activity:
 - For the Mentorship Program sessions, select **Informal Learning**.
 - Organization = **Mana’olana International**.
 - Course = Title of session
 - Discussion Topics = Describe the informal learning activity and how it relates to one or more of the areas of the PMI Talent Triangle. Activities include (but are not limited to) mentoring sessions, panel discussions, lunch and learn sessions, or other structured discussions.
5. Enter the activity details: Date Started, Date Completed, and map hours to PMI’s skill areas (**Ways of Working, Power Skills, Business Acumen**) as appropriate.
6. Check the box “I agree this claim is accurate” and submit.
7. Keep **evidence** in your own records in case of audit (notes, agenda, link, screenshots, book details, etc.).

Source: [CCR Certification Handbook](#)





Informal Learning

Dashboard > Report PDUs > Informal Learning

Informal Learning

Organization/Group ⓘ	<input type="text" value="Organization or Group"/>
Course ⓘ	<input type="text" value="Activity Name or Number"/>
Discussion Topics ⓘ	<div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> <u>U</u>  </p><div style="height: 100px;"></div><p style="text-align: right;">0 / 5000 characters</p></div>
Contact Person (optional)	<input type="text"/>
Contact Phone (optional)	<input type="text"/>
Contact Email (optional)	<input type="text"/>
Date Started	<input type="text" value="MM/DD/YYYY"/>
Date Completed	<input type="text" value="MM/DD/YYYY"/>

PDUs Claimed ⓘ

	Ways of Working ⓘ	Power Skills ⓘ	Business Acumen ⓘ	Total PDUs
PMP®	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
				

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate. *You must accept the agreement.*