

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 Giving Back PDUs for Mentors.

1. Sign in to PMI and open **CCRS** (Continuing Certification Renewal System).
2. Choose **Report PDUs**.
3. Select **Giving Back** ⇒ **Share Knowledge** (not Education).

Share Knowledge. Activities in which you shared project management knowledge with others through serving as a mentor, teacher, coach, or simply applied your subject matter expertise.

4. Organization = **Mana’olana International**.
5. Title or Course = Title of session.
6. Enter the Description. Describe how you shared information and how it relates to your certification Knowledge sharing activities include you serving as a mentor, teacher, or coach, or simply applying your subject matter expertise.
7. Enter activity details, date started, date completed, and hours.
8. Check the box “I agree this claim is accurate” and submit.
9. Keep ****evidence**** in your own records in case of audit (at least one of the following calendar invite/email confirmation, session agenda, notes, mentor/mentee log with dates and duration, screenshot of meeting, or program participation confirmation.)

Source: [CCR Certification Handbook](#)

Share Knowledge

Dashboard > Report PDUs > Share Knowledge

Activity Information

Organization ⓘ	<input type="text"/>
Title ⓘ	<input type="text"/>
Description ⓘ	<div><p>B <i>I</i> <u>U</u> ☰ ☰</p><div style="border: 1px solid #ccc; height: 100px;"></div><p>0 / 5000 characters</p></div>
URL (optional)	<input type="text"/>
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 ⓘ

PMP [®]	<input type="text" value="0.00"/>
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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.*