



**PMI-NAC Chapter Meeting**  
**October 16, 2008**  
**11:30 – 1:00 PM**  
**Holiday Inn – Research Park**

**Topic: Personal Time Management**

**Speaker: Larry J. Hawkins, D.Sc., PMP**

**Certificate of Attendance**

**Name:** \_\_\_\_\_

**PMI Member Number:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Professional Development Units Reporting Instructions**

If you are a PMP, you can report one PDU online at:  
[http://tel.occe.ou.edu/pmi/PMI\\_Member/PDUlogin.php3](http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3).

Here is the information you will need. For more detailed instructions, see the back of this form.

Be sure to keep this certificate in your personal records for verification in the event your submission is audited.

<b>PDU Self Report Form Item</b>	<b>PDU Self Report Form Item Data</b>
Category Type	3
Option Type	Option 2 – Search on “North Alabama”
Provider Name	PMI North Alabama Chapter
Event Type	1 to 2 PDU Event
Course or Event Title	See Topic Above
Activity Date	See Above
PDU's Earned	1

## Detailed Instructions for Reporting Chapter Meeting PDUs Online

1. Go to [http://tel.occe.ou.edu/pmi/PMI\\_Member/PDUlogin.php3](http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3)
2. Enter your PMI identification number and your PMP Cert Number, and then the first four characters of your last name as your password.
3. Select the "**PMI PDU Self Report Form**" radio button and click on "**LOGIN.**"
4. When asked "**What activity do you wish to claim?**" select Category 3 on the pull-down menu and click on "**Continue.**"
5. At the next screen, using option 2, enter "north alabama" in the text box, then click on the "**Find Provider**" button.
6. At the next screen, click on the "**PMI North Alabama Chapter**" link.
7. At the next screen, click on the "**1 to 2 PDU Event**" button.
8. At the next screen, fill out the ***PDU Activity Report*** form, using information from your Certificate of Attendance and click the "**Preview**" button