



Arab Council  
of Project Management



# PDU

CATEGORY  
STRUCTURE  
& POLICIES

A step towards  
**Better Project Management**

[WWW.ARABCOPM.ORG](http://WWW.ARABCOPM.ORG)

# PDU - CATEGORY STRUCTURE AND POLICIES

Each professional development activity yields one PDU for one hour spent engaged in the activity. The new six PDU categories at Arab COPM fall into two sub categories:

- ⊗ Learning Categories
- ⊗ Contributing Categories

## LEARNING CATEGORIES

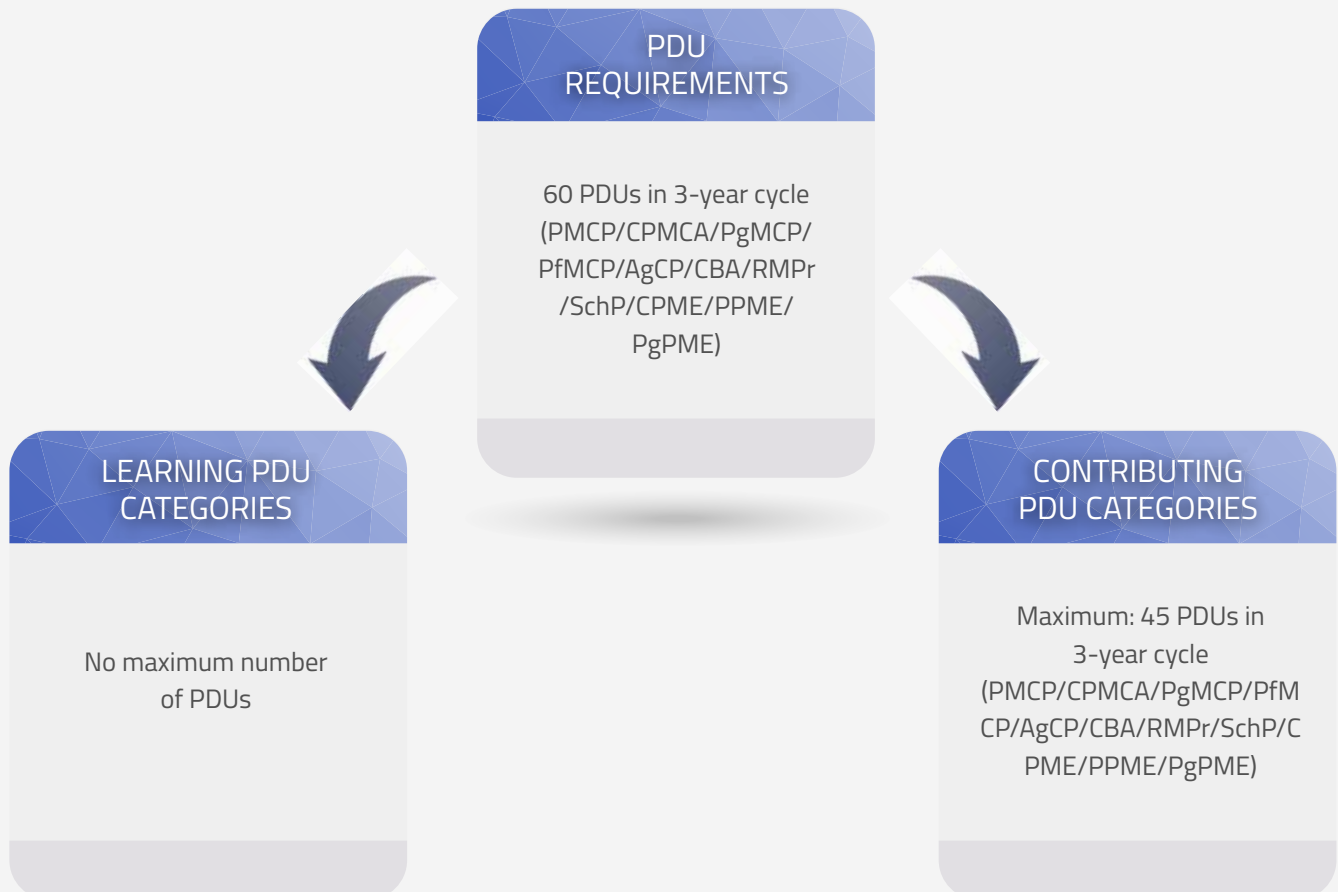
- ⊗ Courses offered by Arab COPM partners (affiliate institutes and project management communities)
- ⊗ Education extension program
- ⊗ Independent research & study

## CONTRIBUTING CATEGORIES

- ⊗ Innovation & knowledge sharing
- ⊗ Volunteer Initiatives
- ⊗ Project management professionals



# PDU STRUCTURE



# PDU CATEGORIES & ASSOCIATED POLICIES

PDU CATEGORY	CATEGORY POLICY
<b>LEARNING CATEGORIES</b>	
<p><b>CATEGORY A</b>  <b>Courses Offered by Arab COPM Partners (affiliate institutes and project management communities)</b></p>	<p>Earn PDUs by attending educational courses offered by Arab COPM or its partners and affiliate institutes. These partners and institutes adhere to quality criteria established by Arab COPM and are solely authorized to issue PDU certificates to attendees.</p> <p>Ask a Arab COPM representative for the list of partners and affiliates who can also be identified through their logo. Examples of partners and affiliate institutes include schools, consultants, corporate training departments, professional associations, government agencies and Arab COPM chapters. You can also earn PDUs by attending events (seminars, conferences, etc.) offered by Arab COPM, Arab COPM chapters and communities of practice. These event listings can be found on Arab COPM's events calendar or on the websites of your specific chapter or the community of practice to which you belong.</p>
	<p>1 hour of instruction related to project management, program management, project risk, project scheduling or agile project management equals 1 PDU. You can report PDUs in 0.25, 0.50 and 0.75 increments.</p>
<p><b>Documentation required upon Arab COPM audit/request:</b></p>	
<p><b>CATEGORY B</b>  <b>Education Extension Program</b></p>	<p>You can earn PDUs by:</p> <p>Completing an academic course being offered by a university or college  OR  By attending relevant educational courses offered by training organizations NOT registered with Arab COPM. This may include training (or a Webinar) offered by your employer, another professional or membership association, or a training organization. When only a portion of a course relates to your credential area of expertise, calculate PDUs by the percentage of the overall curriculum focused on the topic.  Report each course separately. Entire degree programs will not be recognized for PDU credits, only individual courses.</p>
<p><b>PDU Rules</b></p>	<p>1 hour of instruction related to project management, program management, project risk, project scheduling or agile project management equals 1 PDU. You can report PDUs in 0.25, 0.50 and 0.75 increments</p>
<p><b>Documentation required upon Arab COPM audit/request:</b></p>	

# PDU CATEGORIES & ASSOCIATED POLICIES

PDU CATEGORY	CATEGORY POLICY
LEARNING CATEGORIES	
<p><b>CATEGORY C</b>  <b>Independent Research &amp; Study</b></p>	<p>Earn PDUs for self-directed learning activities which are individualized learning events involving personally conducted research or study. Learning may include informal activities such as:</p> <ul style="list-style-type: none"> <li>&gt; Reading articles, books, or instructional manuals;</li> <li>&gt; Watching videos, using interactive CD-ROMs, podcasts or other source material;</li> <li>&gt; Having formal discussions with colleagues, coworkers, clients or consultants;</li> <li>&gt; Being coached or mentored by a colleague, coworker or consultant (If you served as a coach or ment or to someone else, please report that activity under Category E, "Volunteer initiatives.")</li> </ul> <p>Qualifying activities must be relevant to project management, project risk, project scheduling, or program management, meet a specified purpose, and use knowledgeable resources.</p>
	<p>1 PDU is awarded for every 1 hour spent in a self-directed learning activity listed in this category.</p> <p>PDU restrictions for the Self-Directed Learning category are as follows:</p> <ul style="list-style-type: none"> <li>&gt; PMCP/CPMCA/PgMCP/PfMCP/AgCP/CBA/RMPPr/SchP/CPME/PPME/PgPME credential holders can earn no more than 30 PDUs in the Self-Directed Learning category per cycle</li> <li>&gt; Other certification holders can earn no more than 15 PDUs in the Self-Directed Learning Category per cycle.</li> </ul>
<p><b>Documentation required upon Arab COPM audit/request:</b></p>	<p>Evidence supporting your reported learning project, including notes from and dates of discussion or reading.</p>



# PDU CATEGORIES & ASSOCIATED POLICIES

PDU CATEGORY	CATEGORY POLICY
CONTRIBUTING CATEGORIES	
<p><b>CATEGORY D</b></p> <p><b>Innovation &amp; Knowledge Sharing</b></p>	<p>Earn PDUs for creating new knowledge for the topic related to your credential area of expertise (project management, program management, project risk, project scheduling or agile project management). Qualifying activities include:</p> <ul style="list-style-type: none"> <li>&gt; Authoring (co-authoring) a project management textbook</li> <li>&gt; Authoring (co-authoring) a peer-reviewed article</li> <li>&gt; Authoring (co-authoring) a non-peer-reviewed article</li> <li>&gt; Authoring (co-authoring) an article for Arab COPM's Knowledge Shelf</li> <li>&gt; Authoring an article for relevant electronic newsletters</li> <li>&gt; Authoring of article on an official organization, professional, or company blog</li> <li>&gt; Presenting in a webinar</li> <li>&gt; Presenting in a podcast</li> <li>&gt; Creating a course or developing course content for project management related courses</li> <li>&gt; Serving as a speaker</li> <li>&gt; Serving as a moderator of a relevant discussion</li> <li>&gt; Serving as a subject matter expert for a panel discussion</li> </ul> <p>The PDUs claimed in this category count against the maximum of 45 PDUs (for the PMCP/CPMCA/PgMCP/PfMCP/AgCP/CBA/RMPPr/SchP/CPME/PPME/PgPME credentials) or 20 PDUs (for other credentials) allowed for the "contributing categories" (Categories D, E, and F).</p>
<p><b>PDU Rules</b></p>	<p>1 PDU is awarded per 1 hour of activity in this category</p>
<p><b>Documentation required upon Arab COPM audit/request:</b></p>	<p>Copies of publications, sample educational materials or course agendas.</p>



# PDU CATEGORIES & ASSOCIATED POLICIES

PDU CATEGORY	CATEGORY POLICY
CONTRIBUTING CATEGORIES	
<p><b>CATEGORY E</b></p> <p><b>Volunteer Initiatives</b></p>	<p>Earn PDUs by providing volunteer, non-compensated project management, program management, project risk, project scheduling or agile project management services to non-employer or non-client customer groups.</p> <p>Examples of Qualifying activities include:</p> <ol style="list-style-type: none"><li>1. Serve as an elected volunteer officer for a project management organization (including Arab COPM chapters and communities of practice) for a minimum of 3 months. This work must be done for a legally recognized non-profit, not-for profit, or charitable groups and organizations.</li><li>2. Serve as a volunteer/appointed committee member for a project management organization (including Arab COPM chapters and communities of practice) for a minimum of 3 months. This work must be done for a legally recognized non-profit, not-for-profit, or charitable groups and organizations.</li><li>3. Providing project management related volunteer services to Arab COPM or another professional project management association. This work must be done for a legally recognized non-profit, not-for-profit, or charitable groups and organizations. Examples may include: Volunteering at a Arab COPM global congress, Serving on a Arab COPM Members Advisory Board, Working on Arab COPM standards, Participating in activities for Arab COPM's Certification Department, or Participating in Arab COPM research activities. View volunteer opportunities online to see how you can earn PDUs in this category.</li><li>4. Provide volunteer project management-related services to: a community or charitable group, This work must meet the definition of a project as outlined in A Guide to the Project Management Body of Knowledge. a group of college students for educational purposes, or for being a coach or mentor on project management topics The PDUs claimed in this category count against the maximum of 45 PDUs (for the PMCP/CPMCA/PgMCP/PfMCP/AgCP/CBA/RMPPr/SchP/CPME/PPME/PgPME credentials) or 20 PDUs (for other credentials) allowed for the "contributing categories" (Categories D, E, and F).</li></ol>
<p><b>PDU Rules</b></p>	<p>1 PDU is awarded for 1 hour of volunteer (non-compensated) service. To claim PDUs for service as an elected officer or appointed committee member, you must serve in the role for a minimum of three months.</p>

# PDU CATEGORIES & ASSOCIATED POLICIES

PDU CATEGORY	CATEGORY POLICY
<b>LEARNING CATEGORIES</b>	
<p>Documentation required upon Arab COPM audit/request:</p>	<p>If volunteer initiatives: letter or certificate from the organization served acknowledging you for leading project tasks or participating as part of a project team. If coaching or mentoring services: evidence supporting your coaching or mentoring arrangement, including notes from and dates of discussion or reading.</p>
<p><b>CATEGORY F</b> Project Management Professionals</p>	<p>Earn PDUs for working as a project manager in your field of expertise (project management, program management, project risk management, project scheduling management or agile project management).</p>
<p>PDU Rules</p>	<p>If you have been working as a project manager (project risk management professional, project scheduling professional, agile certified professional, program manager) for a minimum of 6 months within a 12 month period, you can earn a total of:</p> <ul style="list-style-type: none"> <li>&gt; 15 PDUs per cycle if you hold the PMCP/CPMCA/PgMCP/PfMCP/AgCP/CBA/RMPPr/SchP/CPME/PPME/PgPME credential(s)</li> <li>&gt; 7.5 PDUs per cycle if you hold other credential(s)</li> </ul> <p>You may claim:</p> <ul style="list-style-type: none"> <li>&gt; 5 PDUs per 12-month period if you hold the PMBP/CPMBA/PgMBP/BPMACP/BPMCBA/BPMRMP/BPMSP/CPME/PPME/PgPME credential(s)</li> <li>&gt; 2.5 PDUs per 12-month period if you hold any other certification(s)</li> </ul> <p>Claims for the Category F professional development units (PDUs) are measured on a 12-month period basis. Category F PDUs are based on work completed within the project management field during the calendar year, not time spent on an individual project. The projects that you may be involved in will serve as verification for the time you are reporting in case of audit. If you have worked as a project manager for multiple organizations throughout the duration of the claim, please list the organization you worked with the longest as the activity provider.</p> <p>If you are submitting PDU claims under this category, please submit either one (1) separate claim for each year in which they were earned for 5 PDUs each or you may also combine all three years into one (1) claim for a total of 15 PDUs.</p> <p>The PDUs claimed in this category count against the maximum of 45 PDUs (for the PMCP/CPMCA/PgMCP/PfMCP/AgCP/CBA/RMPPr/SchP/CPME/PPME/PgPME credentials) or 20 PDUs (for others) allowed for the "Contributing categories" (Categories D, E, and F).</p>
<p>Documentation required upon Arab COPM audit/request:</p>	



## Get in Touch

For More Information About the PDU Structure & Categories



Call Us Toll Free: **1-855-694-3357**



Email Us: **[info@arabcpm.org](mailto:info@arabcpm.org)**



**Arab Council**  
of Project Management