



LEARNING MANAGEMENT SYSTEM (LMS) **REQUESTING PROFESSIONAL DEVELOPMENT UNITS (PDUS) FOR PROJECT MANAGEMENT COURSES IN THE LMS**

Did you know that the LMS contains more than 3,000 FREE online courses? These courses are called SkillSoft courses that can also be used to obtain Professional Development Units (PDUs) that apply toward Project Manager Professional (PMP) re-certification. This QRG provides instructions for requesting Project Management Institute (PMI) PDUs after successfully completing a SkillSoft Project Management course in the LMS.

NOTE: For instructions for how to find and register for these courses in the LMS, refer to the [Finding Free Online Courses \(TS85-L\)](#) QRG.

PDU certificate requirements:

- Course pre-assessments cannot be used when taking courses for Continuing Professional Education (CPE) points.
- Courses must be completed in full, meaning all topics must be accessed and the course marked as Successful in the LMS.
- Courses must be completed within one year of first access.
- An Overall High course score of 70% or greater.

1. Go to <http://www.skillsoft.com/certificaterequest/>
2. Read the entire form and enter all the required information. You will need to provide proof of course completion as part of the process. Specific details regarding the proof of completion and the submission process are listed in the instructions on the certificate request page.

3. Click the **Submit a single Certificate Request** button at the bottom of the page.

**Submit
Certificate
Request
button**

Send copies of your learner progress report using one of the following methods:

EMAIL: certificaterequests@skillsoft.com

FAX: 506-454-5565

Postal Mail:
Skillsoft Corporation
Attn: Certification Processing
20 Knowledge Park Drive
Fredericton, New Brunswick Canada E3C 2P5

Please allow for up to 7 business days for your certificate to process.

In addition, your feedback is very important to us, and we ask that you complete and submit a [course evaluation form](#).

Note: If you have completed a course that you believe is eligible for continuing education credit and you do not find it among the courses listed above, please contact certificaterequests@skillsoft.com for assistance.

Figure 1 – Submit Certificate Request button

4. You will receive a certificate similar to the following by e-mail:



Figure 2 – Sample SkillSoft certificate of completion

5. The PDUs can then be added at the PMI website at www.pmi.org

For more information about SkillSoft courses and PDU requirements, go to:
http://www.skillsoft.com/about/credit_programs/credential_programs/pmi.asp

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>