



**TAPT PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM**  
**Application to Enroll in TAPT Administrator Exit Exam (PDC 15A.5)**

**Please review the requirements for Administrator Professional Certification in Section Two of this Handbook.**

TAPT Members wishing to enroll in the Exit Exam should have a well-rounded knowledge of all school district transportation operations and must be vetted to confirm all qualifications and course credit requirements have been met.

Upon receipt of this application and required documents, the Executive Secretary will review your transcripts, confirm your membership and upon approval, notify you regarding your eligibility to register for enrollment in the Exit Exam.

**Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**District:** \_\_\_\_\_ **Position:** \_\_\_\_\_

- I am a current TAPT Member and will be a current Member at the time of the Exit Exam. I understand that I must annually renew my Membership and meet the Continuing Education Requirements as set forth in the PDC Handbook to maintain my Professional Certification
- I understand that I must have acquired the Official level of Professional Certification as a pre-requisite to applying for the Administrator level. Certificate # \_\_\_\_\_
- I meet the years of service requirements as specified in the PDC Handbook for the Administrator level of professional certification.
- I have **attached:** (1) Dated Letter of Recommendation from my Immediate Supervisor verifying that I meet the qualifications for the Administrator level of Professional Certification; (2) Professional Reference; (3) District Organizational Chart.
- I understand that the Exit Exam will be conducted as a written and oral exam and may require presentations, essays, and group activities. The Exam will cover the basic transportation operational knowledge required of a top administrator of a school district transportation department.
- I understand that I must pass the Exit Exam with at least an 85% passing grade; that the exam will be graded after the exam event; that I will be notified individually with my grade; and that I may retake the exam one time at no charge at a later PDC class event should I not complete the exam successfully. Re-schedule opportunities will be made available by email to those desiring a retake.

