



TAPT OFFICIAL WORKSHEET

Required Courses for the Official Level of Professional Certification

Please be sure to read **ALL** required qualifications in addition to the course credit requirements to ensure you qualify for the Official Level of Professional Certification.

Name: _____ 90 hours of required courses:

#	Hours:	Required PDC Courses	Course Credit	Date Taken	Upcoming Date
1.	30	01 Introduction	6		
		08 Personnel Management	6		
		11 Special Transportation	6		
		22 Documentation	6		
		23 Intro to Leadership	6		
2.	3 (From one of)	30.5; 33.5A,B,C; 37.5; 37.5B	3		
3.	6 (From one of)	05 or 05A Routing	6		
4.	6 (From one of)	02, 14, 14A Student Management	6		
5.	6 (From one of)	03 or 12B Purchasing or Budgeting	6		
6.	6 (From one of)	10, 24, 35, 40	6		
7.	6 (From one of)	12, 12A State Reporting	6		
8.	9 (From three of)	Any 3 of the 23.5 3-hour Leadership series	9		

9.	18	18 hours of any courses in addition to those listed above. <i>See below.</i>	18		
10.	None	00 or 0.5 Required	No course hours given.		
		TOTAL Course Hours:	90		

Classes taken longer than 7 years from the date of application are no longer viable for course credit.

Electives: Elective course hours may be taken from any course already not used as required. For instance, PDC 01 or 11 could not be electives due to being required. However, if you have taken both 05 and 05A and only need one of those, then the other could be counted as an elective.

Exit Exam Enrollment Request: Upon completion, submit the **Exit Exam Enrollment form** and a Letter of Recommendation dated and signed on District letterhead. After successful completion of the Exit Exam at the conference, you will receive your grade and you will have 60 days to submit your application and fee for your Certification. Your Certificate will be emailed to you. Please be sure to review the Maintenance Requirements for keeping your status Active.

Best Wishes!!

Marisa Weisinger, Executive Secretary and PDC Class and Certification Coordinator.

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