



TAPT PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM
Application to Enroll in TAPT Official Exit Exam (PDC 15)

Before submitting this form, please review the requirements for Official Professional Certification in Section Two of this Handbook.

ACTIVE level 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 Director 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:** _____

Email Address: _____ **Date:** _____

- I am a current "ACTIVE" level TAPT Member and will be a current Member at the time of the Exit Exam.
- I understand that I must annually renew my Active Membership and meet the Continuing Education Requirements **EVERY THREE YEARS** as set forth in the PDC Handbook to maintain my Professional Certification
- I have **attached** a Letter of Recommendation from my Immediate Supervisor verifying that I meet the qualifications for the Official level of Professional Certification and could qualify for a position as a top administrator in the transportation department. (Signed, dated and on District Letterhead)
- 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 a 70% 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.
- I understand that I must submit the application for Official Professional Certification with my processing fee within 60 days of successful completion; after that time additional fees may be required or retake of the Exam.
- I understand that I must hold a high school diploma or GED.

I have listed my course credits below and verify that all courses were completed within the last seven years.
Note: No need to attach certificates unless the certificate is for a course taken outside of TAPT. If taken off-site of TAPT please remember to include the course credit fee.

List required courses below or attach worksheet.

Circle PDC # attended.

PDC #	Course Title	Date Completed	Course credit
0.5/00	Orientation to TAPT (Required)		0
01			6
08			6
11			6
22			6
23			6
23.5_			3
23.5_			3
23.5_			3
30.5/33.5/37.5			3
05 or 05A			6
02 or 14 or 14A			6
03 or 12B			6
10/24/35 or 40			6
12 or 12A			6
	List 18 hours of electives below.		
		Total:	90 Hours

Email this completed form and Letter of Recommendation signed, dated and on District Letterhead to the Executive Director. Marisa@tapt.com **Must be submitted before conference registration deadline date.**

Do not submit copies of certificates unless requesting course credit fee for a course taken outside of TAPT. See this handbook for guidelines and course credit fees.

I have reviewed the qualifications in Section Two of the PDC Handbook for the Official Level of Professional Certification.

Signature: _____ Date: _____

Devised 09/19; Revised 10/19; 01/2021; 01/2023; 08/23.