

**TAPT**  
**ADMINISTRATOR PROFESSIONAL CERTIFICATION COURSE REQUIREMENT WORKSHEET**

- No course credit for any class taken seven years or more prior to application.
- This is only a worksheet to help you track your course credit hours.
- **Please review the complete guidelines in the PDC Handbook.**
- The Official level must be achieved before applying for Administrator level.

**NAME:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

| <b>Required:</b>       | <b>Course Selections:</b><br><b>Circle PDC taken.</b>   | <b>Date Taken:</b> | <b>Need or Date:</b> |
|------------------------|---|--------------------|----------------------|
|                        | 01 Introduction to Transportation<br>11A Special Transportation: Behavioral Challenges<br>12A Advanced State Reporting<br>14A Student Management: 3 D Approach<br>23F Leadership: Ethics<br>26 Technology<br>23L Leadership: Strengths Based Employee Capacity<br>40 Compliance, Assessment, Evaluation |                    |                      |
| Select one:            | 05A 16 or 29  |                    |                      |
| Select one:            | 08B Staffing, Assessment & Restructure for Growth<br>08C Recruiting, Selecting, Onboarding  |                    |                      |
| Select three:          | Leadership: 23.5D, 23.5E, 23.5J or 23.5M  |                    |                      |
| Select two:            | 30.5 or 32.5 or 39.5A   |                    |                      |
| Select two:            | 37B.5 Business Skills<br>37C.5 Business Skills<br>22A.5 Advanced Documentation  |                    |                      |
| Select one:            | 07 or 17 Risk Management or Workers Comp<br>(Must be different from the Official)   |                    |                      |
| Select one:            | 18 or 36 Legal Issues/Liability   |                    |                      |
| 6 Hours Electives      | Any course not listed above.  |                    |                      |
| Either one:            | 00 or 0.5 Orientation to TAPT   |                    |                      |
| <b>TOTAL: 99 HOURS</b> |   |                    |                      |

For questions: [Marisa@tapt.com](mailto:Marisa@tapt.com)