

# The Office of Indian Education (OIE) Professional Development Program Data Collection System (PDPDCS)

## USING THE OIE PDPDCS: INFORMATION FOR EMPLOYERS

### What is the Professional Development Program?

The U.S. Department of Education, Office of Indian Education, awards Professional Development (PD) program grants to eligible entities in order to increase the number of qualified Indian individuals in professions that serve Indian people; provide training to qualified Indian individuals to become teachers, administrators, teacher aides, social workers, ancillary educational personnel; and to improve the skills of qualified Indian individuals who serve in the education field.

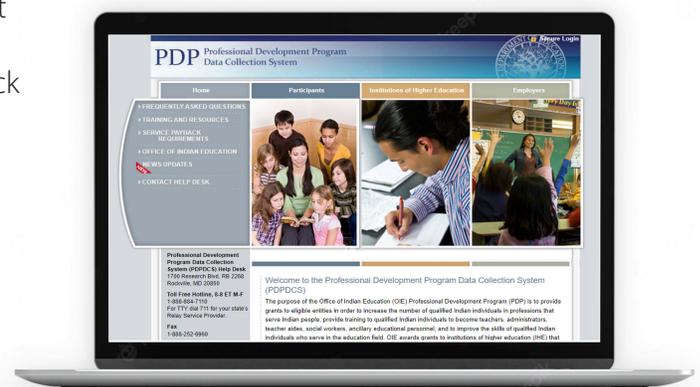
Participants who receive funding are required to complete a work payback obligation for each month of support, or repay all or part of the cost of such assistance. Participants fulfill their payback obligation through eligible employment that is related to their training received and benefits Indian people according to the program regulations in [34 CFR §263.1-12](#).

### What is the Professional Development Program Data Collection System?

The [Professional Development Program Data Collection System \(PDPDCS\)](#) is responsible for tracking the payback obligations of participants funded by PD program grants. Participants are required to report their employment information to PDPDCS annually. PDPDCS sends emails requesting that participants' employers verify their employment.

### Why do participants need their employment verified in the PDPDCS?

Employers are asked to verify participants' employment information to ensure it is accurate and complete. Participants will not receive credit towards their payback obligation unless their employment is verified in the PDPDCS by their employer. *If a participant fails to fulfill their payback obligation, they must repay the amount of scholarship assistance not satisfied through employment.* Thus, it is critical that employers verify participants' employment. For more information on the service requirements for participants, please visit the [PDPDCS website FAQs](#).



## As an employer, how do I use the PDPDCS?

When participants submit their employment information into the PDPDCS, an email is sent from [paybackobligations@ed.gov](mailto:paybackobligations@ed.gov) to either their Human Resources contact, their Supervisor, or both contacts. If the email is sent to both contacts, only one person must verify employment. As an employer contact, please check your junk mail and spam and make sure that [paybackobligations@ed.gov](mailto:paybackobligations@ed.gov) is on your approved receiving mail list.

Upon receiving the employment verification email titled, "Verification of Employment to Fulfill Federal Service Payback – [Participant's Name]," please read the directions in the email and then click the unique link in the third paragraph that will take you to the employment verification page for the participant. The link expires 30 days from when it was sent.

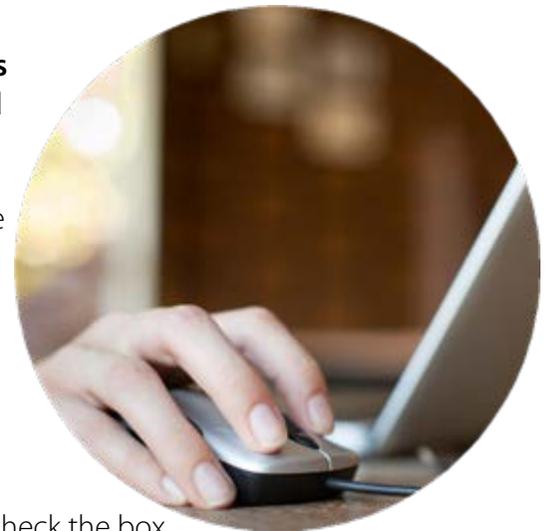
After clicking the link in the employment verification email, you will be directed to Employment Verification page on the PDPDCS website. Please use the following directions to verify employment:

**1** Please read through the "Rules of Behavior," check the box next to **"By agreeing to these Rules of Behavior, employers agree to maintain confidentiality of this information."** and then click the Submit button at the bottom of the page.

**2** On the next page, you will find the contact information for the organization as well as the contact information for you as either a Supervisor or HR Manager. Please verify the information provided or enter the correct information. Then enter your name at the bottom of the page in the box under **"Name of person completing this form:"** and click Submit.

**3** After clicking Submit, you will find a list of questions that the participant has answered. Please review the information and check the box for **"Disagree"** if any of the answers are inaccurate, then click Submit. If you agree with all of the answers, do not check any boxes, and click Submit to verify the participant's employment.

**4** If you disagreed with any of the participant's answers, you will be taken to another page, Employment Verification Page 3, to explain why you disputed the participant's information. The participant will receive an email noting that the information has been disputed so that they may correct and update the information and resubmit for verification.



### More Questions?



If you have any further questions regarding the PDPDCS Employment Verification process, or the Professional Development Program itself, please contact the Help Desk by emailing [paybackobligations@ed.gov](mailto:paybackobligations@ed.gov) or calling 1-888-884-7110. The Help Desk is staffed from 8 AM–8 PM ET Monday-Friday.