



# Office of Special Education Programs Personnel Development Program Data Collection System (PDPDCS)

# Screenshots of Scholar Main Menu and Employment Forms as Viewed by a Scholar

This document depicts the screens a scholar will see as they navigate the Scholar Main Menu, Employment Record Form, and Deferral or Exception Request page within the PDPDCS. Since these pages are not accessible to grantees, this resource was created to help both scholars and grantees understand the scholar-specific interface. All data shown in the images is fictional and is provided solely to illustrate how to complete the forms.

If you have any questions about this resource or need help accessing the PDPDCS, please contact the Help Desk at <u>serviceobligation@ed.gov</u> or 1-800-285-6276. Staff are available from 8:00 AM – 8:00 PM Eastern Time, Monday – Friday.

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## Scholar Main Menu

#### Figure 1. Scholar Main Menu and Digital Agreements

	MAIN MENU   PDPDCS	HELPDESK   LOGOUT			
Scholar Main	Menu	•	Bird (mbloom+bb@anlar.com) tt Login: 3/12/2025 7:14:54 PM		
The information contained in this record was added by the Institution of Higher Education (IHE) at which you received your funded training. You are required to provide the PDPDCS with up-to-date contact information. To edit the information below, click on the "Edit My Information" link. To change your password, click on the "Change My Password" link. For security reasons you must contact PDPDCS at 1-800-285-6276 or serviceobligation@ed.gov to change your name and Social Security Number.					
You will be logged out of the system after 30 minutes of inactivity. A warning message will appear after 25 minutes of inactivity.					
SCHOLAR DIGI	TAL AGREEMENTS				
This section lists your agreement(s) that are either pending further action, indicated with an alert icon, or that have been approved and finalized. Click 'View' in the Agreement column to navigate to an agreement awaiting your review or feedback. Approved and signed agreements are available for download in PDF format.					
Grant Number	Agreement	Status	Date Last Modified		
T456T190001	Pre-Scholarship Agreement - Download 📳	Approved	6/12/2023		
T456T190001	Exit Certification - View	Pending Scholar Signature 🔔	8/7/2024		

### Figure 2. Notice of Intent Banner (only visible for completed/graduated scholars)

Notice of Intent (MUST BE COMPLETED WITHIN 30 DAYS OF PROGRAM EXIT) - Click here to indicate your intent to complete the service obligation or cash payback requirement. Please continue to update your selection every 6 months or as needed until your obligation is fulfilled.

### Figure 3. Section A. Identifying Information

A. IDENTIFYING INFORMATION Change My Password   Edit My Information		
Name:         Big Bird         Scholar last login: 3/12/2025 7:15:03 P		
* First Name:	Middle Name:	* Last Name:
Big		Bird
Maiden Name, if applicable:	* Social Security Number:	Date of Birth:
	***-**-5615	6/12/1989
* Primary E-mail Address:	* Verify Primary E-mail Address:	
mbloom+bb@anlar.com	mbloom+bb@anlar.com	bigbird@sesame.com
Alternate E-mail Address:	Verify Alternate E-mail Address:	
	·	



<b>B. CONTACT INFORMATION</b>			
Permanent Address			
* Address:	Address Line 2:		
123 Main Street			
* City:	* State:	* Zip Code:	
Sesame Street	District of Columbia	12345	
* Phone:	Cell Phone:		
(546) 411-6515			
Secondary Address			
Address:	Address Line 2:		
City:	State:	Zip Code:	
Other Phone:	Fax:		

## Figure 4. Section B. Contact Information

## Figure 5. Section C. Alternate Contact Information

C. ALTERNATE CONTACT INFORMATION			
First Name:	Last Name:		
Oscar	Grouch		
Email Address:	Verify Email Address:		
oscar@sesame.com	oscar@sesame.com		
Address:	Address Line 2:		
456 Main Street			
City:	State:	Zip Code:	
Sesame Street	District of Columbia	87489	
Home Phone:	Other Phone:		
(456) 156-1651	(541) 654-1561		



## Figure 6. Section D. Grant Training Program

Grant #1 Michelle's Test Univer	sity Developing Personnel	Grant:T456T190001		
D1. TRAINING PROGRAM				
Please verify that the information provided by your Institution of Higher Education (IHE) is correct. If any of the items do not match your records, please contact your IHE. We also encourage you to contact PDPDCS at 1-800-285-6276 or serviceobligation@ed.gov so that a ticket can be created concerning this matter. Your IHE may have to contact PDPDCS to edit your record.				
IHE: Michelle's Test University	Project Title: Developing Personnel	Grant Number: T456T190001		
Exit/Completion Date: 7/31/2024		Date of Completion of One Academic Year: 1/1/2022		
Date Record Created by IHE: 6/12/2	023			
EDUCATION INFORMATION				
<ol> <li>Degree(s) or certificate(s) or endorsement(s) you held when you entered this grant-supported training:</li> <li>Bachelor's Degree</li> </ol>				
<ul> <li>2. Degree(s) or certificate(s) or endorsement(s) you received as a result of completing this grant-supported training:</li> <li>None</li> </ul>				
TRAINING AREAS				
<ol> <li>Training area(s) that best describes the focus of your degree(s):</li> <li>Teaching of Visual Impairments (TVI)</li> <li>Orientation &amp; Mobility</li> </ol>				

## Figure 7. Section E. Service Obligation Status

#### E1. SERVICE OBLIGATION STATUS

The service obligation information below is current as of your IHE's last update on . These totals are expected to increase if you are currently receiving funding or expect to receive more funding prior to the completion of your program; therefore this may not be your final service obligation in months and dollars. When you complete or exit the program, your IHE will update your record with your final service obligation details. If you have questions regarding this information, please contact your IHE.

Accumulated Academic Years of Funding:	2.5	Total Funding Received:	\$6,000.00
Total Service Obligation Owed:	60 months	Total Grace Period Provided per Program Requirements/Regulations:	60 months
Program Completion Status:	Graduated/Completed	Service Obligation Status:	Fulfillment in Progress
Total Service Obligation Fulfilled to Date (if applicable):	13 months	Remaining Service Obligation:	47 months
Total Time Remaining for Completion of Service Obligation:	99 months	Remaining Amount of Funding Owed:	\$4,700.00
		Date by Which Service Obligation Must be Completed:	6/13/2033
Click here to view a copy of your pre-sc	holarship agreement.		



## Figure 8. Notice of Intent Question\*

Notice of Intent [MUST BE COMPLETED WITHIN 30 DAYS OF PROGRAM COMPLETION]
Select one option below to indicate your intent to complete the service obligation or monetary repayment requirement. Please
continue to update your selection every 6 months or as needed until your obligation is fulfilled.
I have graduated and/or completed at least one academic year of my program and will fulfill my obligation through service. I understand by selecting this option I agree to report my employment information in Section F. and have it verified, every 6 months until my service obligation has been fulfilled.
I have submitted employment and it has been verified.
O My current employment has not been verified by my employer. I will follow up with my employer or resubmit the record if it has been over 30 days since the date of submission.
O I have accepted an offer of employment that meets the criteria for eligible employment outlined in PDPDCS FAQ 8. I will submit that employment in the PDPDCS once my employment begins.
O I have not yet submitted my current employment but will do so in the next 30 days. I understand that if the PDPDCS does not receive
regular employment status reports, I will be referred to ED for repayment. I have reviewed PDPDCS FAQ 22.
$\odot$ I am not currently fulfilling my obligation through service.
I understand that if the PDPDCS does not receive regular employment submissions, I will be referred to the U.S. Department of
Education for monetary repayment. I have reviewed PDPDCS FAQ 22.
$^{igodol}$ I am submitting a deferral or exception request.
I understand by selecting this option, I will need to provide the information in Section G. below. I have reviewed PDPDCS FAQs 24-26.
$\bigcirc$ I elect to repay my obligation through monetary repayment.
I understand by selecting this option, I am electing to enter monetary repayment. Subsequently, I will be referred to the U.S. Department
of Education's Accounts Receivable Bank Management Division (ARBMD) for processing.
Save and Submit

\*For more information about this section, please see the <u>Notice of Intent FAQ Resource</u>.



## Figure 9. Section F. Eligible Employment

F. ELIGIBLE E	MPLOYMENT				ployers ployment Record loyment Records
provide compe	yment must: 1) fulfill at least one of th ensation; and 3) if serving children, the DEA 2004 Sec. 602(3).	•		.,	1 A A
	employment records can be submi eligible. See FAQ 8 for more informati			n. You will receive an error me	essage if the
Your employer update your cu	e submitted an employment record, P will have 30 days from the date of su urrent employment record during your tance if changes are needed.	Ibmission to verify	or dispute t	he information in the record. Y	ou cannot
disputed, sele	ment was disputed, you will be notifie ct the "View All Employment Records' itatus column next to the employment	link located in Se	ction F., the		•
to your total se last verification employer for a	ployer has verified your employment ervice obligation fulfilled to date. <b>Cred</b> on. To update your service obligation nother verification. We recommend u has been fulfilled.	it will not continue to the current date	<b>e to be app</b> , you must i	blied beyond the date of you resubmit the employment reco	r employer's rd to your
on the name o time), you mus	r current employment record prior to s f your current employer in Section F. st add an end date to the current reco existing employment record will supe	If aspects of your p rd and create a ne	osition cha w record to	nge (e.g., your full-time positio reflect the change in status. S	n becomes par
CURRENT OR	MOST RECENT EMPLOYMENT				
Employer				Update Co	urrent Employme
Supervisor:	Super Visor mbloom@anlar.com	Start Date:	6/1/2021	Date Record Submitted:	3/19/2025
HR:	Mister Smith mister@smith.com	End Date:		Employment Status:	Verified

## Figure 10. Section G. Deferrals and Exceptions

G. DEFERRALS AND EXCEPTIONS	
	Request Deferral / Exception
No deferrals or exceptions entered.	



# **Employment Record Form**

#### Figure 11. Employment Organization Name and Information

#### **EMPLOYMENT INFORMATION**

The questions relating to your employment affect your service obligation fulfillment status. You must answer every question to the best of your ability. Providing information that you know to be false may be punishable by law (False Claims Act, 31 USC § 3729).

#### **EMPLOYER INFORMATION**

You must provide the name, address, and phone number of the employer organization for this position. You must list **at least one** supervisor or human resources manager who can verify your employment and provide his or her e-mail address. You will be asked on the next page to indicate which person should be sent your employment record for verification. Lastly, you must indicate the type of employer organization for this employment position. Required items are marked with an asterisk. If your employment position is outside of the United States, please contact the PDPDCS Helpdesk to report your employment information.

Organization Name:* Department Name:	My Employer (e.g., name of school district, name of Special Education Departme (e.g., school name, government depart		
Organization Address			
Address Line 1:*		Address Line 2:	
456 Median Street			
City:*		State:*	Zip Code:*
Washington		District of Columbia 🗸	12312
Phone:*		Fax:	
(234) 234-2344			
TTY:			
Organization Web site addr	ess (Ensure the Web site has th	ne prefix "http://".):	
https://www.ed.gov/about/e	ed-		



SUPERVISOR				
Please provide the name of a supervisor who o	can verify this employment information.			
First Name:	Last Name:			
Super	Visor			
Supervisor's Business Address				
Address Line 1:	Address Line 2:			
456-A Median Street				
City:	State: Zip Code:			
Washington	District of Columbia   12312			
Phone:	Mobile Phone:			
(555) 555-5555				
Email:	Verify Email:			
supervisor@employer.com	supervisor@employer.com			
Alternate Email:	Verify Alt. Email:			
supervisor2@employer.com	supervisor2@employer.com			
Fax:	TTY:			

## Figure 12. Supervisor Name and Contact Information



HUMAN RESOURCE MANAGER			
Please provide the name of a human resources manager who can verify this employment information.			
First Name:	First Name: Last Name:		
Mister	Smith		
Human Resource Manager Business Address			
Address Line 1:	Address Line 2:		
789 Mode Ave.			
City:	State: Zip Code:		
Washington	District of Columbia		
Phone:	Mobile Phone:		
(666) 666-6666			
Email:	Verify Email:		
mister@smith.com	mister@smith.com		
Alternate Email:	Verify Alt. Email:		
Fax:	TTY:		

## Figure 13. Human Resource Manager Name and Contact Information

## Figure 14. Organization Type

ORGANIZATION TYPE	
What type of organization is this? *	
Public Schools (including Charters)	
O Residential School	
O For-profit or Commercial Organization	
C Federal Government Agency	
State Government Agency	
C Local Government Agency	
O Private School	
O Hospital, medical office, or clinics	
College/University	
O Non-profit Organization	
O Other, please specify	
Next>>	



#### Figure 15. Employment Start (and End) Dates

#### **EMPLOYMENT INFORMATION**

Please note that past employment records cannot be edited once submitted for verification. Your employer will have 30 days from the date of submission to verify or dispute your employment information for this position. Current employment records can be edited. Your employer must verify your employment in order for you to receive credit towards fulfilling your service obligation. You will receive credit for current employment up to the date of last update for verified employment records. You cannot update your current employment record until your employer verifies or disputes the record or the 30-day verification window expires. Note that according to 2006 Regulations §304.30(f)(2), you are not eligible to receive credit for work completed prior to the date when you completed one academic year of training. Internships are not eligible employment.

Question #8 does not affect your service obligation fulfillment status. This question is for measuring program performance at the Office of Special Education Programs.

To save a record for later completion, please click the "Save For Later" button at the bottom of the page.

1. * Is this your current employment?	No	
	○ Yes	
* When did this job begin?		
6/1/2021		
When did this job end?		
12/15/2024		
Please note: According to program reg	ulations, scholars may begin work in eligible employment following the completion of one	
academic year of training. Therefore, the PDPDCS only allows for start dates of an employment position after the completion of one		
academic year of training 6/1/2021 .		

#### Figure 16. Type of Position

1	2. * Which of the following best describes this position?		
	$^{igodoldoldoldoldoldoldoldoldoldoldoldoldol$		
	$\odot$ Higher Education (e.g., faculty, research assistant, practicum coordinator)		
	$^{igodoldoldoldoldoldoldoldoldoldoldoldoldol$		
	Speech Language Pathologist		
	○ Administrator/Coordinator/Supervisor (including the capacity of a principal)		
	O School Psychologist		
	O Occupational Therapist		
	$\odot$ Interpreter for the Deaf		
	$\odot$ Teacher of the Visually Impaired		
	O Physical Therapist		
	◯ Audiologist		
	○ Adapted Physical Educator		
	O School Counselor		
	○ Applied Behavior Analyst		
	○ Rehabilitation Counselor		
	O Social Worker		
	O Other (please specify)		



## Figure 17. Full- or Part-Time Status and Substitute Teaching Questions

3.	3. * Is this a full or part time position?		
	Full time (As defined by your Employer and must be 30 hours or more per week)		
	$\odot$ This is a summer position		
	This position has summers off		
	$\odot$ This is a year round position		
	O Part time		
	If this employment is part-time, on average, how many hours do you work per week at this job?		
4.	* Is this position a substitute teaching position?		
	No		
	○ Yes		

## Figure 18. Position Focus Area(s)

5. * Select the area that best describes the PRIMARY focus of this employment position. If appropriate, select up		
	additional OTHER FOCUS AREAS to provide more detailed information about this employment position.	

Training Area	Primary Focus	Other Focus Area	
Special Education (General)	0		
Early Intervention/Early Childhood Special Education	0		
Speech Language Pathology	۲		
School Psychology	0		
Occupational Therapy	0		
Educational Interpreter	0		
Teaching of Visual Impairments (TVI)	0		
Physical Therapy	0		
Audiology	0	✓	
Adapted Physical Education	0		
School Counseling	0		
Orientation & Mobility	0		
Deaf Education	0		
Applied Behavior Analysis (ABA)	0		
Rehabilitation Counseling	0		
Social Work	0		
Other (For Leadership Grantees)	0		
If the special education and related services areas above are not appropriate for the training focus of your employment, please provide a brief			
description of the area of focus for this employment.			



#### Figure 19. Disability Categories

6. \* Indicate the disability category(s) of the children you currently support. Select all that apply. If your employment position does not focus on a specific disability category, please select "All disabilities."

□ All disabilities
Autism
Deaf-blindness
Deafness
Developmental delay
Emotional disturbance
Hearing impairment
Intellectual disabilities
If yes, does this include children with significant cognitive impairement?
○ Yes
No
□ Multiple disabilities
Orthopedic impairment
Other health impairment
Specific learning disability
Speech/language impairment
Traumatic brain injury
Visual Impairment, including blindness

### Figure 20. Employment Eligibility\*



\*Scholars will only see either questions 7a and 7b or question 7c depending on their selected position type.



#### Figure 21. Certification or Licensure



#### Figure 22. Employer Contact to Complete Verification Form and Certifying Statement

9. \* Please select the Supervisor or HR Manager to whom you wish to send this information for verification (Select at least one).
If Super Visor (supervisor@employer.com)
If Mister Smith (mister@smith.com)
I certify that all of the information I have provided is true and correct to the best of my knowledge. I understand that if I purposely give false or misleading information, I may be fined in an amount not less than \$5,000 and not greater than \$10,000, plus 3 times the amount of damages the Government sustains due to my false statement. - False Claims Act, 31 USC § 3729.

Save and Submit Sa

Save for Later



# **Deferrals and Exceptions Form**

#### Figure 23. Blank Deferral/Exception Form

According to the 2005 Program Requirements (Sec.G.) and 2006 Program Regulations (§ 304.31) available on the PDPDCS Web site (https://pdp.ed.gov/OSEP/Home/Regulation), you may apply for an "exception or deferral to performance or repayment under the agreement" you signed with your university in return for funding. Requests are reviewed by the PDPDCS and the Office of Special Education Programs.

Scholars are required to submit supporting documentation with their deferral or exception request. Evidence to support a deferral request must include official documentation from the appropriate entity, such as an Institution of Higher Education (IHE), the armed services, or volunteer organization. Evidence to support an exception request must also contain official documentation, such as a death certificate or a statement from a medical professional, as appropriate.

Please refer to frequently asked question #26 FAQs 23-26, available on the PDPDCS Web site for additional information. You can upload an electronic version of the documentation below or you may mail or fax the documentation to the PDPDCS Helpdesk at 1600 Research Blvd, RA 2173, Rockville, MD 20850 or 888-252-6960.

#### SELECT GRANT

Please select the grant or grants for which you need a deferral or exception from the list below and complete the remaining fields as required. Note: You may only apply for a deferral or an exception for grants that you are no longer enrolled in. For any questions or additional information, please contact the PDPDCS Help Desk at 1-800-285-6276 or by email at serviceobligation@ed.gov.

T456T190001 - Developing Personnel 🗸

#### REASON FOR EXCEPTION

I am unable to continue a course of study, perform the service obligation, or repay all or part of the funding received because of a permanent disability.

#### REASON FOR DEFERRAL

- I am engaging in a full-time course of study at an institution of higher education.
- I am serving on active duty as a member of the armed services of the United States.
- I am serving as a volunteer in the Peace Corps or Domestic Volunteer Service.

#### SUPPORTING DOCUMENTATION

Please upload the appropriate documentation to support your exception or deferral request. Depending on the file size of the attachment, the upload process may take up several minutes. Acceptable file types include .doc, .docx, and .pdf. Please note that file names or titles cannot have spaces. You may use underscores: for example, John\_Doe\_deferral\_request.doc.

You may upload an electronic copy of the required documentation or you may mail or fax the documents to the PDPDCS Help Desk at 1600 Research Blvd., RB 2268, Rockville, MD, 20850 or 888-252-6960.

File to upload: Choose Files No file chosen

To upload multiple files: Hold down the Control key (Windows) or Command key (Mac) to select multiple files at once and then click Open or Upload.



## Figure 24. Options for Submitting a Deferral

RE/	REASON FOR DEFERRAL			
۲	I am engaging in a full-time course of study at an institution of higher education.			
You may request an educational deferment of your service payback if you are continuing as a full-time student without interruption, in a program leading to a degree in an accredited Institution of Higher Education (IHE). You must request this deferment within the 12-month grace period after leaving the your program.				
You	You must also provide the following information:			
1)	1) What is the start date of your most recent full-time degree or certificate program? [1/1/2024] (Deferral start date)		1/1/2024	
2)	When is your full-time enrollment scheduled to end? (Deferral end date)		12/31/2026	
۲	I am serving on active duty as a member of the armed services of the United States.			
	When will active duty begin? (Deferral start date)	1/1/2024		
	When is active duty scheduled to end? (Deferral end date)	12/31/2026		
۲	I am serving as a volunteer in the Peace Corps or Domestic Volunteer Service.			
	Select the type of volunteer service:			
	<ul> <li>Peace Corps</li> <li>Domestic Volunteer Service</li> </ul>			
	When did your volunteer service begin? (Deferral start date)	1/1/2024		
	When is this service scheduled to end? (Deferral end date)	12/31/2026		

Note - Scholars should only select one reason per deferral request; all three options are shown for illustrative purposes only.

