OSEP

OFFICE OF SPECIAL EDUCATION PROGRAMS
Office of Special Education and Rehabilitative Services

PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)

DATA COLLECTION PRESENTATION

February 2021

Training Agenda

- Changes to the PDPDCS
  - Digital Pre-Scholarship Agreement (PSA)
  - Reporting Language
- Required actions for data submission
- Protecting scholar data
- Available resources to grantees and scholars

CHANGES TO THE PDPDCS: DIGITAL PRE-SCHOLARSHIP AGREEMENT (PSA)

Changes to PDPDCS: Digital PSA

A digital version of the Pre-Scholarship Agreement (PSA) is **now available on the PDPDCS**.

- The same information is required for the digital PSA as the current Word/PDF PSA process.

- Using the digital PSA process is optional; however, it is strongly encouraged.

- Digital Exit Certifications (EC) will be available in late spring.
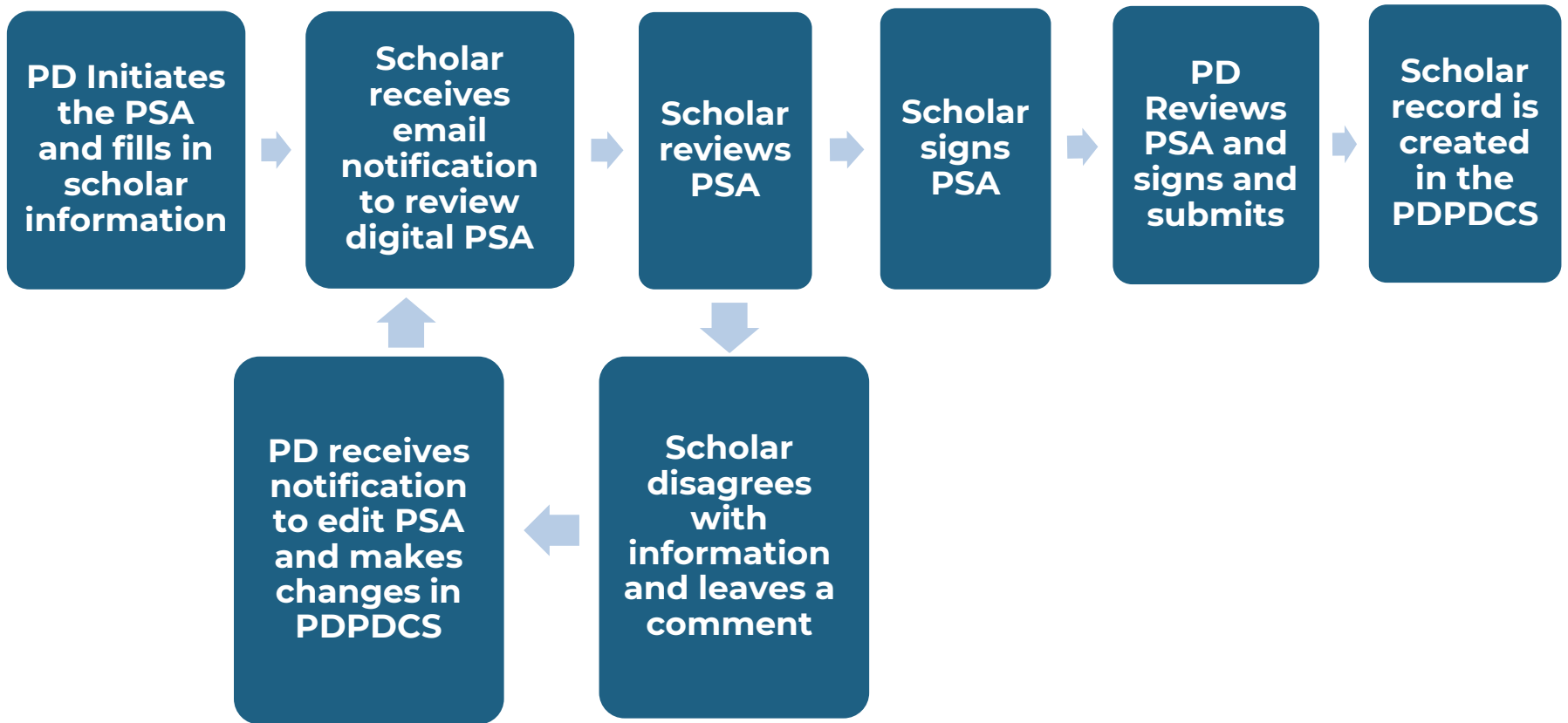
Changes to PDPDCS: Digital PSA (cont.)

Digital agreements will:

- Decrease data input burden on grantees

- Reduce security incidents, and

- Ensure alignment between agreements and the scholar record.

Digital PSA Process

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│ PD Initiates │ →   │   Scholar    │ →   │   Scholar    │ →   │   Scholar    │ →   │      PD      │ →   │   Scholar    │
│ the PSA and  │     │   receives   │     │   reviews    │     │ signs PSA    │     │   Reviews    │     │  record is   │
│ fills in     │     │    email     │     │     PSA      │     │              │     │  PSA and     │     │  created in  │
│  scholar     │     │ notification │     │              │     │              │     │  signs and   │     │     the      │
│ information  │     │  to review   │     │              │     │              │     │   submits    │     │   PDPDCS     │
│              │     │ digital PSA  │     │              │     │              │     │              │     │              │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
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PD Initiates the PSA and fills in scholar information

Scholar receives email notification to review digital PSA

Scholar reviews PSA

Scholar signs PSA

PD Reviews PSA and signs and submits

Scholar record is created in the PDPDCS

PD receives notification to edit PSA and makes changes in PDPDCS

Scholar disagrees with information and leaves a comment

7 Steps to Submit a Digital PSA:

1. Project Director (PDs) enters scholar data into the PDPDCS including contact information, enrollment date, and estimated funding.

2. PD submits the digital PSA to the scholar for review
   - If scholar disagrees with any information, they will provide a message explaining the discrepancy and return the PSA to the PD.

3. PD revises the PSA to address scholar comments (if necessary).

4. Repeat step 2 (if revisions are made).

5. Once they agree, the scholar will sign the agreement and submit to the PD for final review.

6. PD reviews and signs the agreement.

7. PDPDCS uses the information in the agreement to create a scholar record. PD must still review and finalize the scholar record.

Digital PSA: Starting the Process

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: T123T180009

Add New Scholar Record and Pre-Scholarship Agreement (digital version)

Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)

View Pending and Approved Pre-Scholarship Agreements

View All Scholar Records

Digital PSA: Instructions

SERVICE OBLIGATION PRE-SCHOLARSHIP AGREEMENT

Digital Pre-Scholarship Agreement Instructions

Please complete the form below for your new scholar. This information will be used to generate a digital version of the Pre-Scholarship Agreement and the scholar's record within the PDPDCS. Once you complete the information and submit the agreement, the system will generate an email notification to your scholar that their Pre-Scholarship Agreement is ready for review.

The scholar will review the agreement and may approve and sign the document. Or, if the scholar disagrees with any information, they may make any necessary changes to the contact information within the agreement with the exception of specific read-only fields, such as their social security number and grant funding information. The scholar will provide a description of the edits made or other changes needed in the message log at the bottom of the page. Once submitted, you will be notified to review the proposed changes and update the agreement or, if approved, to sign and finalize the agreement.

Once both parties agree and finalize the agreement the information will be used to create the new scholar's record in the PDPDCS. All approved Pre-Scholarship Agreements are available for download in PDF format.

Grant Award Number:

Paperwork Burden Statement

Privacy Act Notice

Digital PSA: Contact Information

* Required fields necessary to submit a record.

A. IDENTIFYING INFORMATION

* First Name:	Middle Name:	* Last Name:
Example		Scholar

Maiden Name, if applicable:	* Social Security Number:	* Date of Birth:
	222-44-6546	12/1/1991

* Primary E-mail Address:	* Verify Primary E-mail Address :
example@example.com	example@example.com

Do not use a university email address.

Alternative E-mail Address:	Verify Alternative E-mail Address:

B. CONTACT INFORMATION

Permanent Address

* Address:	Address Line 2:
123 Muffin St.	

* City:	* State:	* Zip Code:
Washington	District of Columbia	20001

* Home Phone:	Cell Phone:
(123) 456-7891	(987) 654-3211

C. ALTERNATE CONTACT INFORMATION

Address and contact information for a relative or other person through which the PDPDCS Help Desk may contact the scholar, if necessary.

First Name:	Last Name:	Relationship:
Mother	Example	Mother

E-mail Address:	Verify Primary E-mail Address:
mom@mom.com	mom@mom.com

Address:	Address Line 2:
456 Muffin St.	

City:	State:	Zip Code:
Washington	District of Columbia	20001

Home Phone:	Other Phone:
(999) 999-9999	

Digital PSA: Grant and Enrollment Information

D. GRANT AND ENROLLMENT INFORMATION

Grant

Grantee:

MichelleDepartment

Grant Award Number:

H325K18

Project Title:

Quality 2

Project Director:

Chase Marshall

* Course of Study or Program:

Example Program

* Date of Scholarship Assistance and Service Obligation Meeting:

12/1/2020

* Estimated Total Amount of Training in Academic Years:

2

* Estimated Total Amount of Funding That Will Be Provided:

$ 10000

* Date of Enrollment:

12/21/2020

* Please provide the date the scholar enrolled in the OSEP-funded training program, which may or may not have been the date the scholar began receiving funding through the grant.

Digital PSA: Service Obligation Regulations

Section E information includes:
- Amount of time required per academic year of scholarship assistance
- Definition of eligible employment for service obligation
- When to begin service obligation and deadline for fulfillment
- How to receive credit for service obligation
- How to enter repayment (referred or voluntary)
- Required documents for review

E. SERVICE OBLIGATION REQUIREMENTS FOR SCHOLAR

Your Scholar will review and agree to the Service Obligation Regulations as outlined in statements (a) through (l) below.

a) Upon exiting the training program, I must subsequently maintain eligible employment: 1) on a full-time or full-time equivalent basis; and 2) for a period of at least two years for every academic year for which scholarship assistance was received;

b) I understand that eligible employment is defined as a position in which:

    1) The employment position is a paid position. The position is not funded by the Office of Special Education Program's Personnel Development Grant Program.

    2) The work completed as part of an internship, practicum, or any other work-related requirement necessary to complete my preparation program cannot be used toward my service obligation fulfillment.

    3) The employment position must meet the criteria for direct service or indirect service.

        a. If providing direct service, the employment positions must meet the following criteria:

            i. At least 51 percent of the infants, toddlers, and children to whom the individual provides services are receiving special education, related services, or early intervention services from the individual; or

            ii. The individual spends at least 51 percent of his or her time providing special education, related services, or early intervention services to infants, toddlers, and children with disabilities; and

            iii. If serving children, the children served must fall under the definition of eligible children as described in section 602(3) of IDEA (see IDEA section 602(3), https://pdp.ed.gov/OSEP/Regulation/ProgramRegsIDEA602#childdisability for the IDEA definition).

        b. If providing indirect service, the employment position must meet the following criteria:

            i. If the position involves supervision including in the capacity of a principal, teaching at the postsecondary level, research, policy, technical assistance, program development, or administration, the individual spends at least 51 percent of his or her time performing work related to the training for which a scholarship was received under section 662 of the Act available on the PDPDCS website at: https://pdp.ed.gov/OSEP/Regulation/ProgramRegsIDEA662.

c) I understand that I may begin eligible employment subsequent to completion of the training program or the completion of one academic year of the training for which my scholarship assistance was received;

d) I understand that I will receive credit toward service obligation only after my employer has verified my eligible employment and that I have a responsibility for obtaining verification of eligible employment;

e) I must complete the service obligation within the period ending not more than the sum of the number of years required (at least two years for every academic year for which scholarship assistance was received), plus five additional years, from the date I complete the training (§304.30(f)(1));

f) The U.S. Department of Education may grant a deferral or an exception to the service obligation or repayment requirements upon request (§304.23(a)), if I can provide sufficient evidence to substantiate eligibility;

g) Within 30 days of completion of my training, I will inform the U.S. Department of Education of my intention to (1) complete my service obligation through eligible employment (by logging into the Personnel Development Program Data Collection System (PDPDCS) at https://pdp.ed.gov/OSEP) or (2) repay the total amount of funding received (by contacting the PDPDCS Help Desk at serviceobligation@ed.gov or 1-800-285-6276);

h) I understand that, under section 304.30(j)(4), I will enter repayment status and be referred for repayment to the U.S. Department of Education, Accounts Receivable and Bank Management Division when:

    1) I inform the grantee representative or the U.S. Department of Education that I do not plan to fulfill the service obligation under this agreement;

    2) I fail to begin or maintain employment making it impossible to complete the service obligation within the number of years required; or

    3) I discontinue enrollment in the course of study at the educational institution or agency designated in my scholarship; (Note: This provision does not apply if I have completed at least one year of a program that is more than one year in duration.);

i) I have completed the Certification of Eligibility for Federal Assistance form (ED 80- 0016);

j) I understand there is no guarantee of federal funding for the duration of my training;

k) I have received and read the Frequently Asked Questions; and

l) I agree to comply with the requirement to provide the information necessary to the U.S. Department of Education to track my service obligation, including social security number, address, employment setting, and employment status (§304.30(h)(i)).

Digital PSA: Message Log

F. MESSAGE LOG

If needed, please use the comment field below to communicate any concerns or questions regarding the accuracy of the data contained in the above agreement. All messages will be displayed to both grantee and scholar.

Message for Scholar:

Scholar, I have included the information I received from you. Please indicate if you see any issues or errors.

Reminder: Once submitted, the system will generate an email notification to your scholar that their Pre-Scholarship Agreement is ready for review. The scholar will review the agreement and choose to approve and sign the document or disagree with any information as entered. If the scholar disagrees with any information, they may edit the contact information and/or provide comments regarding the view-only information and return the form for another review.

Once the agreement has been finalized and signed by the scholar, you will have the opportunity to countersign and create the scholar record by accessing the "View All Pending and Approved Pre-scholarship Agreements" page.

Click 'Save for Later' to finish entering the information at a later time. Click 'Submit For Review' to submit the agreement to your scholar for review. Once submitted, the system will generate an email notification to your scholar that their Pre-Scholarship Agreement is ready for review. Once the agreement has been finalized and signed by the scholar, you will have the opportunity to countersign and create the scholar record by accessing the "View Pending and Approved Pre-Scholarship Agreements" page.

Submit For Review   Save for Later

Digital PSA: Submitted Agreement

Your document has been submitted and your scholar has been notified. The scholar will either approve and sign the agreement or return it unsigned with necessary revisions identified during their review. Select View Pending and Approved Pre-Scholarship Agreements to check the status of your digital submission.

Return to View All Scholar Records

GRANT PROFILE SUMMARY

Click on the grant number below to assign a Secondary User or update grant information.

Grant Award Number	Project Director/Principal Investigator	Secondary User	Start Date	End Date
H325K18(	Chase Marshall		1/1/2018	12/31/2022

Digital PSA: Pending and Approved Agreements

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: H325K12

Add New Scholar Record and Pre-Scholarship Agreement (digital version)
Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)
View Pending and Approved Pre-Scholarship Agreements
View All Scholar Records

Pre-Scholarship Agreements for Grant: H325K12

The section below displays the status of all Pre-Scholarship Agreements that are either pending further action or that have been finalized. Any agreement with a status of 'Pending Grantee Review' or 'Pending Grantee Signature' is awaiting your review or feedback. All finalized Pre-Scholarship Agreements are available for download in PDF format.

Name	Agreement	Status	Date Last Modified		
Chad Test	View Document	Saved for Later ⚠	9/6/2019		Remove
Chad Test	View Document	Pending Scholar Signature	1/1/2020		Remove
Tom Test	View Document	Pending Scholar Signature	1/1/2020		Remove
Adam Stanley	View Document	Pending Grantee Signature ⚠	8/14/2020		Remove
Mike Russo	View Document	Pending Scholar Review	11/9/2020		Remove

Digital PSA: Signature

SCHOLAR SIGNATURE

Scholar Acceptance Signature

Patrick Star

Scholar Signature Date: 1/28/2021

GRANTEE SIGNATURE

Grantee Acceptance Signature

The Pre-Scholarship Agreement is a legal binding document that includes the terms and conditions that you must meet as part of the Personnel Development Program Regulations outlined in 34 CFR §304.30. By your signature below, you certify that you have reviewed and agree with the information in Sections A, B, C, D, and E.

Electronic Signatures. This Agreement may be executed by providing an electronic signature under the terms of the Electronic Signatures Act, 15 U.S.C. SS 7001 et.seq., and shall constitute original signatures binding on all parties.

Please type your name in the text box below to sign the document. Signature must match the Department Superuser as listed in the PDPDCS.

Project Director

Approval Signature:

Project Director

Approval Signature Date: 2/18/2021

Digital or Physical Pre-Scholarship Agreement?

Digital PSA:

- Enter scholar information into the PDPDCS

- Scholar reviews information and indicates any issues

- Both parties communicate through the PDPDCS until both approve and sign

- Scholar info is automatically entered into PDPDCS from PSA

Physical PSA:

- Scholar and IHE meet to discuss agreement and sign paperwork

- IHE enters scholar information into PDPDCS and uploads a signed **redacted** copy of the PSA

Exit Certifications (EC) Reminder

Instructions for completing Exit Certification items 3, 4 and 5

3. **Accumulated academic years of funding:** _____
   Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. **Total service obligation in months:*** _____
   This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.

5. **Total amount of funding this scholar received directly from this OSEP-supported training grant (See 34 CFR §304.21(a) and (b) for allowable costs):** _____
   Enter the amount of funding in dollars and cents.

PSA and Exit Certification (EC) Timelines

	PSA	EC
When do scholars and grantees sign the agreement?	To **officially enroll** in the grant-supported program, scholars must sign and complete a PSA.	To **officially exit** from the program, scholars must sign and complete an EC.
When do I upload or submit the agreement?	Upload or submit within 30 days of the scholar receiving funding and enrollment.	Upload within 30 days of the scholar's exit.

CHANGES TO THE PDPDCS: REPORTING LANGUAGE

Why did we update the reporting language?

- Every three years, the Office of Special Education Programs (OSEP) must review and update the regulatory compliance measures for the PDPDCS.

- The reporting language was updated to better align with IDEA terminology.

- Some duplicative or unnecessary questions were removed.

What overall changes were made?

1. **The special education and related services** have been divided into two separate questions: Training Area and Child with Disability (CWD) categories

2. **The training areas, CWD categories and employment options** have been revised to better align with IDEA terminology

3. **Burdensome questions** were reduced, such as measure of knowledge and skills.

4. **The employment/organization options** were updated to align with training categories.

What specific changes were made?

- **Pre-Entry and Enrolled Employment Type** (Section F, Questions 2 and 5 and Section H)
- **Training Focus Area** (Section G, Question 4)
- **Measure of Knowledge and Skills** (Section J, Question 3)
- **Scholar Side Changes:**
  - Employment Focus Area
  - Required Certification (if applicable)
  - Organization Type
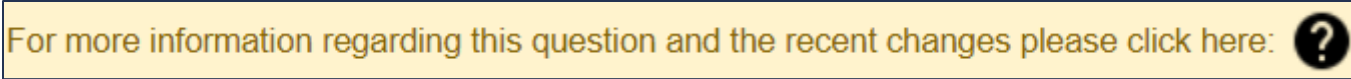
New Reporting Options Display

- For all updated PDPDCS questions: The **previously selected option(s) will be displayed in a yellow alert box** until a new option is selected and the record is submitted.

- **Yellow alert boxes will remain if you do not update a selection.** Required selections must be updated for all enrolled scholars. For optional questions, you are not required to make the updates. You may update these optional questions at anytime while the scholar is still enrolled.

What does this mean for my scholars?

- Grantees will need to update these sections for their currently enrolled or enrolled, no longer funded scholars.
  - If an update is required, a <mark>yellow notification box</mark> will appear. The next set of slides will include examples of these notifications.
  - Click the question mark icon within the notification box for more information:

    For more information regarding this question and the recent changes please click here: ❓

- No changes are needed for graduated or exited scholars.
- Newly added scholars will not be affected.

Comparison Tables for Reporting Changes

The next five slides have tables displaying the changes made for each section. This includes the previous option and what it has been changed to. When making a selection for a scholar, please choose the option that most accurately reflects the scholar's training area or employment.

Pre-entry and enrolled employment type changes

Previous Employment Area	New Employment Area
Special education teacher (including positions in inclusive settings, e.g., as a co-teacher)	Special education teacher
Early interventionist, early childhood special educator, or early childhood educator	Early interventionist (EI) or early childhood special educator (ECSP)
Special education paraprofessional/aide	Paraprofessional
Early intervention, early childhood special education, or early childhood paraprofessional/aide	Paraprofessional
Administrator/coordinator/supervisor (including the capacity of a principal)	Administrator/coordinator/supervisor (including the capacity of a principal)
Instructional specialist	Instructional specialist
Higher education (e.g., faculty, research assistant, practicum coordinator)	Higher education (e.g., faculty, research assistant, practicum coordinator)
Other, within education (please specify)	Other, within education (please specify)

Special Education Training Area and Related Services Language Changes

Previous Training Area	Primary Focus Area	Other Focus Area
Deafness and/or hard-of-hearing	Deaf Education	Deafness, Hearing Impairment (2 categories)
Early intervention/ early childhood special education/early childhood	Early intervention/early childhood special education	N/A
Emotional disturbance/behavioral disorders	N/A	Emotional Disturbance
General special education, cross-categorical, generic, multi-categorical, or non-categorical	Special Education (General)	N/A
General special education, mild or moderate	Special Education (General)	N/A
Intellectual disability: Mild/moderate	N/A	Intellectual Disabilities
Low-incidence disabilities/multiple disabilities/severe intellectual disabilities	N/A	Multiple Disabilities
Physical impairment/orthopedic impairment	N/A	Orthopedic Impairment
Psychology	School Psychology	N/A
Speech/language	Speech Language Pathology	N/A
Visual impairment and/or blindness	Teaching of visual impairments (TVI)	Visual Impairment, including blindness
N/A – Added Term	N/A – Added Term	All disabilities
N/A – Added Term	Applied Behavior Analysis (ABA)	N/A – Added Term

Special Education Training Area and Related Services Removed Terms

Previous Training Area
Combined studies: General education and special education
Counseling
Educational diagnostician
Intellectual disability: Severe
Music therapy
Nursing
Paraprofessional
Special education for youth in correctional facilities
Therapeutic recreation
Work experience coordinator (employment transition specialist)

Employment Type Removed Terms

Removed Terms
Related or supportive service provider delivering early intervention or early childhood special education services
Related or supportive service provider in a school setting
Related or supportive service provider in a non-school setting (e.g., child find services)

Employment Organization Type Changes (Scholar Side Only)

Previous Organization Type	New Organization Type
Public School	Public Schools (including Charters
Residential School	*Removed Term*
N/A (added organization type)	Early Intervention/Early Childhood Program
For-profit or Commercial Organization	For-profit or Commercial Organization *(no change)*
Federal Government Agency	Federal Government Agency *(no change)*
State Government Agency	State Government Agency *(no change)*
Local Government Agency	Local Government Agency *(no change)*
Private School	Private School *(no change)*
Hospital	Hospital, medical office, or clinics
College/University	College/University *(no change)*
Non-profit Organization	Non-profit Organization *(no change)*
Other, please specify	Other, please specify *(no change)*

Training Categories Helpful Notes

- **Many training categories will be the same, however some categories will be listed under the Child with Disability (CWD) category**. In this is the case, you will be required to select the most appropriate training area from the remaining list.

- If your program or the scholar's pre-entry training does not have a specific CWD category, you may select "All Disability Categories."

Next Steps for Grantees

- **Required Updates:**
    - For **currently enrolled scholars**, grantees MUST update Section G. Current Training Program Information, Questions 4a. primary focus AND 4b. CWD category.

- **Optional Updates:**
    - For **currently enrolled scholars**, grantees may update pre-entry training, pre-entry CWD category, and employment type questions. We strongly encouraged you to do so.
    - For **graduated or exited scholars,** grantees are not required to make updates. If you would like to do so, you must contact the Helpdesk with the requested changes to the records.

ACTIONS TO COMPLETE IN
THE PDPDCS

Overview of Activities to Complete in the PDPDCS

1. Log into the PDPDCS and verify secondary user
2. Review your data summary
3. Add any new scholars
4. Update Section G
5. Update Section H
6. Update Section I
7. Enter exit information for scholars no longer enrolled (Section J)
8. Review and submit all data by April 2nd deadline

When do I need to update my scholars' records?

Step ①: Log into the PDPDCS and verify secondary user

Log in and review the secondary users assigned to your grant.

| Home | Scholars | Grantees | Employers |

GRANT PROFILE SUMMARY

Click on the grant number below to assign a Secondary User or update grant information.

Grant Award Number	Project Director/Principal Investigator	Secondary User	Start Date	End Date
TESTK110508	Amy Bitterman	Karen Schroll	5/12/2009	10/17/2014

Step ①: Log into the PDPDCS and verify secondary user (cont.)

Step ② : Review your data summary

Remind scholars to login to the PDPDCS at least every 6 months.

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: TESTK140000

Add New Scholar Record and Pre-Scholarship Agreement (digital version)
Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)
View Pending and Approved Pre-Scholarship Agreements
View All Scholar Records

Proposed	Record Entry Status			Program Completion Status			
Number of Scholars	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	41	25	16	0	8	1	13

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
5	11	4	3	0	0	0

Step ③: Add new scholars

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: TESTK140000

Add New Scholar Record and Pre-Scholarship Agreement (digital version)
Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)
View Pending and Approved Pre-Scholarship Agreements
View All Scholar Records

Proposed	Record Entry Status			Program Completion Status			
Number of Scholars	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	41	25	16	0	8	1	13

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
5	11	4	3	0	0	0

Step ④ : Update Section G

Note: Section G, Items 5 and 6 must be completed annually for scholars until they exit prior to completing the program or graduate/complete the program. Please complete these items for each year the scholar was actively enrolled in the program, even if he/she did not receive funding through the grant that year. A scholar is considered actively enrolled in the program if the scholar is working toward the degree/certificate/endorsement your OSEP-supported grant was designed to support. An actively enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

5. * During the current or most recent grant budget period, was this scholar considered by your institution to be a full-time or part-time scholar?

Budget Period	Full-time scholar, even if the scholar worked full-time or part-time	Part-time scholar (anything less than full-time)	Not enrolled in the program
2018 (01/01/2018-12/31/2018)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2019 (01/01/2019-12/31/2019)	◉ Full-time scholar	○ Part-time scholar	○ Not enrolled in the program
2020 (01/01/2020-12/31/2020)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program
2021 (01/01/2021-12/31/2021)	○ Full-time scholar	○ Part-time scholar	◉ Not enrolled in the program

6. * Specify the total amount of funding this scholar received directly from this OSEP-supported training grant during the current or most recent grant budget period. In calculating the total amount, include any training stipend funds used for tuition and fees, scholar stipends, books, travel in conjunction with training assignments, and other associated training expenses. Please enter $0 for a scholar who was enrolled in the grant program but did not receive funding during the current budget period.

Budget Period	Scholar Funding Amount
2018 (01/01/2018-12/31/2018)	$ 0
2019 (01/01/2019-12/31/2019)	$ 20,000
2020 (01/01/2020-12/31/2020)	$ 0
2021 (01/01/2021-12/31/2021)	$ 0
Total	$ 20,000

Step ⑤ : Update Section H

H. EMPLOYMENT INFORMATION DURING OSEP GRANT PROGRAM

* Please enter information about the scholar's employment during each budget period that the scholar was enrolled in the program, regardless whether or not funding was received that year. A scholar is considered enrolled in the program if the scholar is working toward the degree/certificate/endorsement your OSEP-supported grant was designed to support. An enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

Budget Period	Employment Information
2018 (01/01/2018-12/31/2018)	Employed: ○ Yes ○ No ● Not enrolled in the program
2019 (01/01/2019-12/31/2019)	Employed: ● Yes ○ No ○ Not enrolled in the program Average number of hours per week of employment: 10 (Round to the nearest hour) Is this position: Different or new position ▼ (Note: If this position is the same position held before entry, please select the response above.) Choose one type of employment that best describes this scholar's position: School Counselor ▼
2020 (01/01/2020-12/31/2020)	Employed: ○ Yes ○ No ● Not enrolled in the program
2021 (01/01/2021-12/31/2021)	Employed: ○ Yes ○ No ● Not enrolled in the program

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Step ⑥ : Update Section I for enrolled scholars

I. SCHOLAR STATUS

Please indicate the appropriate program status of the scholar below. You must complete all subquestions for the option selected.

1. *** Scholar program status:**
Select the most appropriate option below.

- 🔘 The scholar is still enrolled in the program and is currently receiving OSEP funding.
- ⚪ The scholar is still enrolled in the program but is no longer receiving OSEP funding.
- ⚪ The scholar exited/graduated/completed the program.
- ⚪ The scholar exited without graduating/completing the program.

2. *** Program Duration:**
Select the most appropriate option below.

- ⚪ This program is less than one academic year in duration.
- ⚪ This program is one academic year or more in duration, but the scholar has not yet completed one academic year of training.
- 🔘 This program is one academic year or more in duration and the scholar completed one academic year of training on

`5/31/2020` (mm/dd/yyyy).

(This date should be based on the date the scholar enrolled in the training program, which may or may not be the date the scholar began receiving funding through the grant.)

3. *** Accumulated academic years of funding:** `1.5`

Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. **Total service obligation in months:** `36`

This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.

5. **Date by which service obligation must be completed:** 10/1/2027

This date was calculated by adding the total service obligation (accumulated academic years of funding multiplied by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support) and the additional five years to the date to complete or exit the training.

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Step ⑦ : Enter exit information for scholars no longer enrolled

I. SCHOLAR STATUS

Please indicate the appropriate program status of the scholar below. You must complete all subquestions for the option selected.

1. *** Scholar program status:**
Select the most appropriate option below.

○ The scholar is still enrolled in the program and is currently receiving OSEP funding.
○ The scholar is still enrolled in the program but is no longer receiving OSEP funding.
● The scholar exited/graduated/completed the program.
　　* Please enter the date of exit/graduation/completion.

　　| 5/31/2020 |　(mm/dd/yyyy)

　　Please note: The Exit Certification must be completed, signed and uploaded into PDPDCS within 30 days of exit from the program.

○ The scholar exited without graduating/completing the program.

2. *** Program Duration:**
Select the most appropriate option below.

○ This program is less than one academic year in duration.
● This program is one academic year or more in duration and the scholar completed one academic year of training on

| 5/31/2020 |　(mm/dd/yyyy).

(This date should be based on the date the scholar enrolled in the training program, which may or may not be the date the scholar began receiving funding through the grant.)

3. *** Accumulated academic years of funding:** | 1.2 |

Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. **Total service obligation in months:** | 28.8 |

This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.

5. **Date by which service obligation must be completed:** 10/1/2027

This date was calculated by adding the total service obligation (accumulated academic years of funding multiplied by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support) and the additional five years to the date to complete or exit the training.

J. SCHOLAR EXIT INFORMATION

1. *** What degree(s) or certificate(s) or endorsement(s) did this scholar receive as a result of completing this OSEP grant-supported training:** *(Check all that apply)*

- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☑ Master's Degree
- ☐ Educational Specialist
- ☐ Doctoral degree
- ☐ Postdoctoral degree
- ☐ State or professional credential/certificate
- ☐ State-issued endorsement

2a. *** Select the training area that best describes the PRIMARY focus of the degree/certificate/endorsement that this scholar received from this OSEP grant-supported training. If appropriate, select up to three additional OTHER FOCUS AREAS to provide more detailed information about the scholar's focus of training.**

Training Area	Primary Focus	Other Focus Area
Special education (General)	○	☐
Early intervention/early childhood special education	○	☐
Speech language pathology	○	☐
School psychology	○	☐
Occupational therapy	○	☐
Interpreter/ASL	◉	☐
Teaching of visual impairments (TVI)	○	☐
Physical therapy	○	☐
Audiology	○	☐
Adapted physical education	○	☐
School counseling	○	☐
Orientation & mobility	○	☑
Deaf education	○	☐
Applied Behavior Analysis (ABA)	○	☐
Assistive technology	○	☑
Bilingual special education/ESL/TESOL	○	☐
Rehabilitation counseling	○	☐
Secondary transition	○	☐
Social work	○	☐
Other (For Leadership Grantees)	○	☐

Notice to 325D (Leadership) grantees: If the special education and related services areas above are not appropriate for the training focus of your grant, please provide a brief description of the scholar's degree(s) or certificate(s) or endorsements(s) below.

Step ⑦: Enter exit information for scholars no longer enrolled (cont.)

3. * Did the scholar take an exam or measure to demonstrate knowledge and skills prior to completing this OSEP-funded training program?

- ⦿ Yes
- ◯ No
- ◯ Don't know

4a. Please select the exam or measure the scholar took to demonstrate knowledge and skills.
- ◯ Grantee specific measure
- ⦿ National organization test for licensure or certification
- ◯ PRAXIS II
- ◯ State specific test for licensure or certification
- ◯ Other test [   ]

5a. Did the scholar pass this exam or measure?
- ⦿ Yes
- ◯ No
- ◯ Don't know
- ◯ Not applicable, our state does not set a passing score.

6a. Did the scholar take any other exam(s) or measure(s) to demonstrate knowledge and skills prior to completing this OSEP-funded training program?
- ◯ Yes
- ⦿ No
- ◯ Don't know

Federal Regulations:

According to 34 CFR 75.253(a)(3), the timely submission of this report is one of the factors that the Secretary will consider in determining whether to continue your project's funding for the next fiscal year
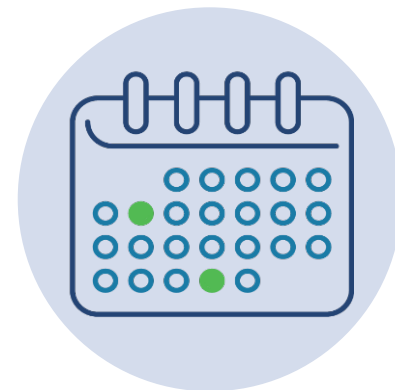
According to section 75.217(d)(3)(ii), the Secretary can consider the failure to submit scholar data in a timely fashion in determining your project's ability to obtain future grants from the Office of Special Education Programs or under any other Department program.
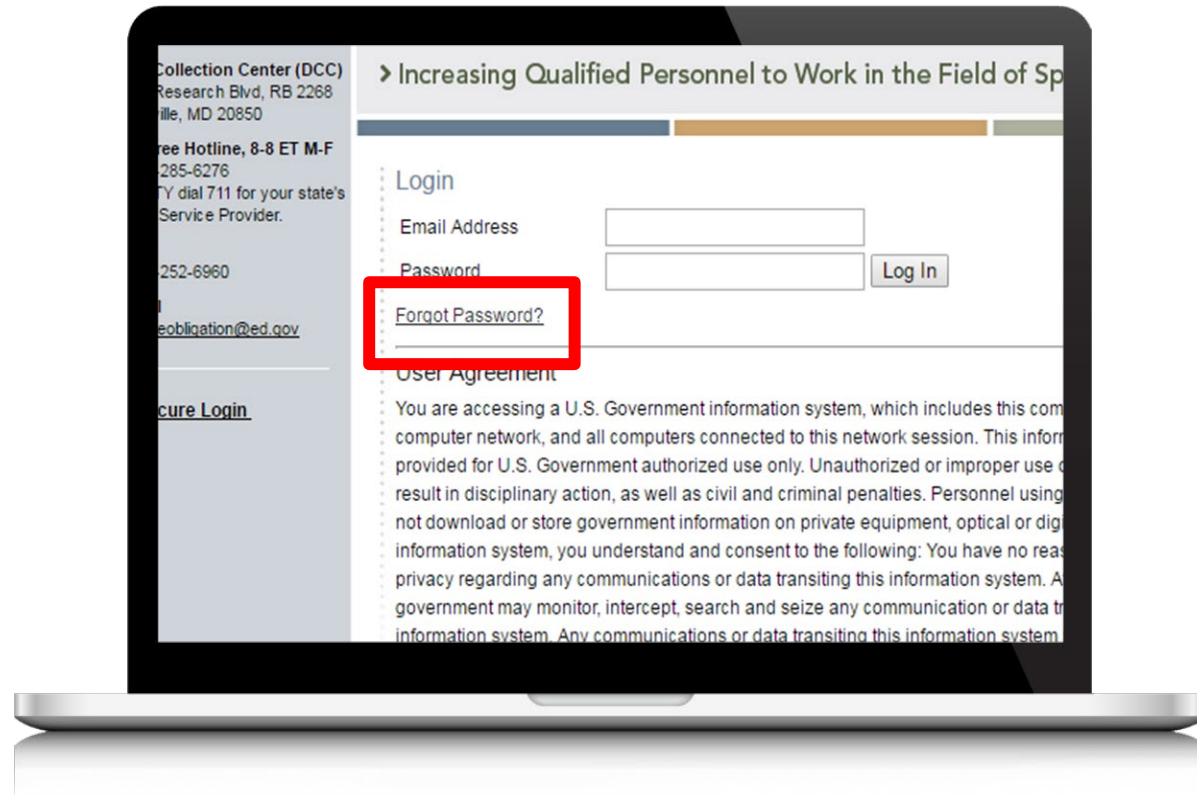
PDPDCS DATA SUBMISSION FAQS

How do I reset my password?

Use the "Forgot Password" link on the login page.

Signing into the PDPDCS using MFA

Each time you sign into the PDPDCS from any device you will need to complete these 3 steps:

1. Enter your username and password in the PDPDCS.

2. Open the Google Authenticator app on your smartphone and take note of the 6-digit security code generated by the app.*

3. Enter the 6-digit security code into the PDPDCS when prompted by the system (prompt will occur after you enter your username and password).
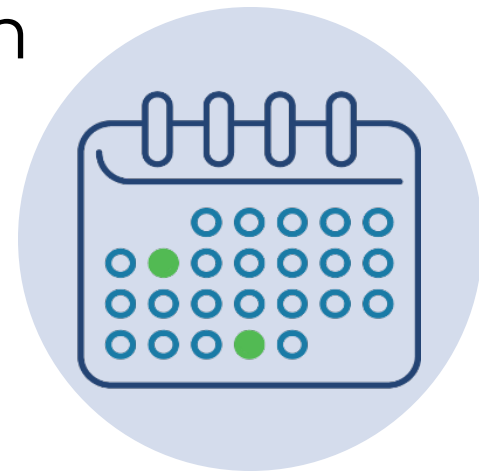
Remember: Each code is only valid for thirty seconds

How often should I be logging into the PDPDCS?

Grantees must update information in PDPDCS for all scholars within 30 days of:

- Enrolling and funding a scholar*,
- A change in status of a scholar, or
- The end of your grant's fiscal year.

*Enter currently enrolled/funded scholars within 30 days of gaining access to the PDPDCS.

Why aren't I (or my scholars) receiving emails from the PDPDCS?

To ensure you and your scholars receive all system notifications:

- Add serviceobligation@ed.gov to your contact list
- Check your email settings to be sure emails from this account are not marked as spam
- Enter a non-IHE email address for each scholar

Why should I add a secondary user?

Secondary users can assist project directors by entering information about scholars into the PDPDCS.

Note:

- Project Directors are ultimately responsible for all data entries.
- Only two people per grant are permitted access.
- Secondary users are given a unique login.
- Secondary users also receive PDPDCS reminder emails and notifications.

How do I know if my scholars have logged into the PDPDCS?

SCHOLAR INFORMATION

Below is a summary of the scholar records entered for each grant. To add a new scholar to a grant, click on the "Add New Scholar" link. To view a list of all scholars entered into the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: TESTK110508

Add New Scholar Record
View All Scholar Records

Proposed	Record Entry Status			Program Completion Status			
Number of Scholars	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	14	14	0	0	1	7	6

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
2	10	1	0	0	0	1

My scholar is still enrolled. Should I submit his/her record?

J. SCHOLAR EXIT INFORMATION (NOT NEEDED)

K. SERVICE OBLIGATION INFORMATION AND EXIT CERTIFICATION (NOT NEEDED)

L. INFORMATION VERIFICATION

- Saving and **Submitting** Records: To save a record for Mure editing or completion, click on the Save for Later button. This will create a pending record. When you have completed entry for a scholar, check the box below. Then, click on the Save and Submit button. When the record is "submitted" for a scholar who has exited or completed the program, it *CANNOT* be edited. To edit those submitted records, please contact the PDPDCS Help Desk. Records submitted for currently enrolled scholars can be edited.

☐

Yes, all information available for this scholar has been entered. 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.
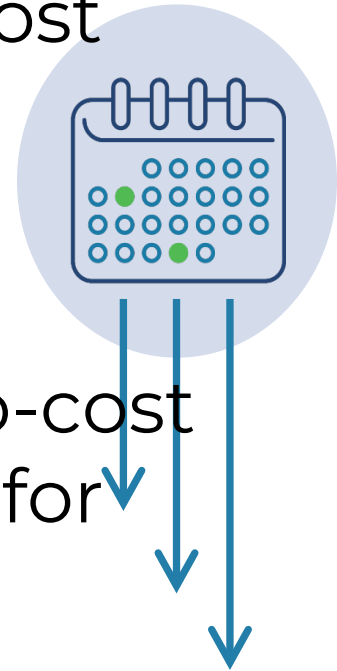
Save and Submitji   Save for Later

What is a No Cost Extension?

- Grantees can request a one-time, no-cost extension to allow more time (up to 12 months) for scholars to complete the preparation program.

- Grantees can also request a second, no-cost extension if even more time is needed for scholars to complete the program.
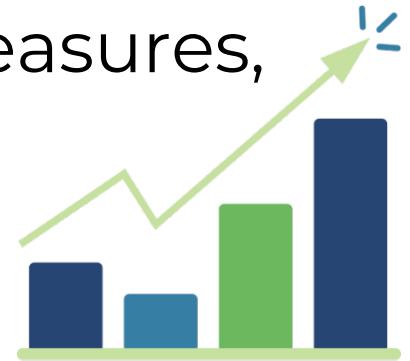
How does OSEP use the data that grantees report?

Grantee data is used to:

- Support program performance measures,
- Track scholar's service obligation requirements,
- Refer scholars to ARBMD for cash payback when scholars do not comply with service obligation regulations; and
- Inform OSEP for internal reports, grant monitoring, and program improvement activities.

What do I need to tell scholars?

Clearly explain the following to your scholars before they accept funding:

1. Exiting prior to one academic year of enrollment requires a cash payback (no option for fulfillment through service).

2. After one academic year scholars may begin fulfilling their obligation through service.

3. Scholars should update employment information every 6 months–1 year to display accurate count of service obligation.

What do I need to tell scholars? (cont.)

- Scholars are responsible for ensuring their submitted employment gets reviewed and verified by their employer.

- Scholars who do not have their employment verified by the time their service obligation must be fulfilled will be referred to ARBMD for cash payback.

AVOIDING SECURITY INCIDENTS

Security Incidents: Exposing Scholar PII

A security incident occurs if personally identifiable information (PII) is potentially viewable to unrelated parties. Examples from PDPDCS:

- Uploading an unredacted *Pre-Scholarship Agreement* (*PSA*) to the wrong scholar record

- Sending an unencrypted *PSA* or PII in an email to the PDPDCS Help Desk

Impacts of Security Incidents

Every security incident that occurs requires significant resources from the Department to mitigate the impact:

- **PDPDCS staff must notify the Department's Education Security Operation Center (EDSOC),** document the incident, and work to expunge the file or email from the PDPDCS or email servers.

- Additional interviews, investigations, and mitigation strategies might be necessary if an unauthorized individual viewed the PII.

- **PDPDCS Staff must review all other scholar records** and documentation associated with the grantee to ensure other security incidents have not occurred.

Impacts of Security Incidents (cont.)

Grantees and Project Directors also are impacted by these security incidents:

- Grantees will be required to resubmit scholar documentation and complete security incident report documentation and participate in investigation interviews as needed;

- Project Directors and Secondary Users will be required to participate in a security training to understand the proper handling of scholar PII and the consequences of data breaches; and,

- The grant will be placed on a security incident list tracked by PDPDCS and OSEP staff. **If further incidents occur, the grant and university could be placed on high-risk status, impacting their ability to receive future federal funding.**

Avoiding Security Incidents (cont.)

1. Develop a file upload checklist to review the scholar agreement for the correct name, ensure the SSN is redacted, and the file name is correct.

2. Implement a file naming convention to avoid uploading the wrong file to a scholar's record: PSA_J_DOE.pdf.

3. Always encrypt files being sent by email, including to the PDPDCS Help Desk.

4. Review all files after uploading to the PDPDCS to ensure the agreements have been uploaded to the correct scholar.

RESOURCES AND SUPPORT

PDPDCS Resources

- PDPDCS Frequently Asked Questions (https://pdp.ed.gov/OSEP/Home/dcsfaq)

- PDPDCS resources (https://pdp.ed.gov/OSEP/Home/Training) include:

  - Webinar Recordings

  - Digital PSA information

  - Scholars Reference Guide

  - MFA Training PPT/Video

  - Screenshots of PDPDCS

  - Tip Sheets for Employers
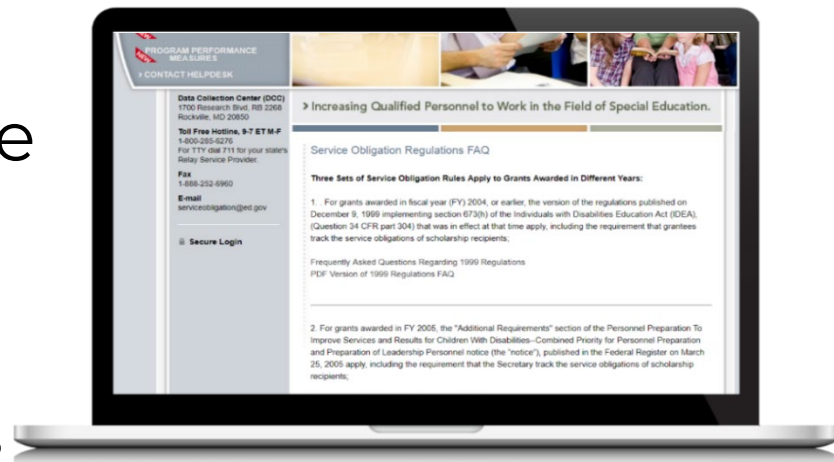
PDPDCS Resources (cont.)

Service obligation resources for grantees and scholars:

- Pre-Scholarship Agreements (PSA) and Exit Certifications (EC) (https://pdp.ed.gov/OSEP/Home/Agreements/)

- 2006 Service Obligation Regulations (https://pdp.ed.gov/OSEP/Regulation/ProgramRegs2006)

- Regulatory Frequently Asked Questions available at: (https://pdp.ed.gov/OSEP/Home/regulatoryfaqs)

Questions and Discussion

More questions?

PDPDCS Help Desk

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

For TTY dial 711 for your state's Relay Service Provider

serviceobligation@ed.gov