



USING THE PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS): EMPLOYERS

What is the Personnel Development Program?

The U.S. Department of Education, Office of Special Education Programs, awards Personnel Development Program (PDP) grants to universities to fund scholars who are preparing to provide special education and related services to children and youth with disabilities. Scholars who receive funding are required to complete a service obligation for two years for each year of support, or repay all or part of the cost of such assistance. Scholars fulfill their service obligation through eligible employment by providing indirect or direct services to students with disabilities.

Eligible employment must 1) fulfill at least one of the requirements listed in [Sec.F\(e\) of the 2005 Requirements](#) or [§304.30\(e\) of the 2006 Program Regulations](#); 2) provide compensation; and 3) if serving children, the children served must fall under the definition of eligible children as described in [IDEA 2004 Sec. 602\(3\)](#).



What is the Personnel Development Program Data Collection System?

The Personnel Development Program Data Collection System (PDPDCS) is responsible for tracking the service obligations of scholars funded by grants awarded in 2005 and any year thereafter. Scholars are required to report their employment information to PDPDCS annually. PDPDCS sends emails requesting that scholars' employers verify their employment.

Why Do Scholars Need Their Employment Verified in the PDPDCS?

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



How Do You Use the PDPDCS?

When scholars submit their employment information into the PDPDCS, an email is sent from serviceobligation@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 serviceobligation@ed.gov is on your approved receiving mail list.

Upon receiving the employment verification email titled, "Verification of Employment to Fulfill Service Obligation – [Scholar'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 scholar. The link will expire 30 days from when it was sent.

After clicking the link in the employment verification email you will be directed to "Rules of Behavior" 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 "I agree to the terms," 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 that everything is correct, 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 scholar has answered. Please choose *Agree* or *Disagree* for each question. You will also need to rate the effectiveness of the scholar in his or her position. At the bottom of the page, please read the certifying statement, check the box next to the statement, and click Submit.
- 4** If you disagreed with any of the statements, you will be taken to another page, Employment Verification Page 3, to explain why you disputed the scholar's information. The scholar will receive an email noting that the information has been disputed so that the scholar 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 Personnel Development Program itself, please contact the Help Desk by emailing serviceobligation@ed.gov or calling 1-800-285-6276. The Help Desk is staffed from 8 AM–8 PM Monday-Friday.