



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

AUG 13 2018

Dear Colleague,

According to the U.S. Department of Education regulations governing the Personnel Development Program (PDP) service obligation provisions outlined in 34 CFR §304.23, PDP grantees are required to provide scholars with Pre-Scholarship Agreement and Exit Certification forms that include all terms and conditions which PDP scholars must meet to receive scholarship funding. This letter is intended to clearly outline expectations for grantees and ensure informed consent for scholars.

Since 2012, the U.S. Department of Education (Department) has required all PDP grantees to use the Office of Management and Budget (OMB) approved Pre-Scholarship Agreement and Exit Certification forms, specifically OMB No: 1820-0686 (Expiration: 08/31/2020). These forms are located at <https://pdp.ed.gov/OSEP/Home/Agreements>. Grantees also must give scholars copies of both (a) the service obligation regulations, 34 CFR Part 304 (<https://pdp.ed.gov/OSEP/Regulation/ProgramRegs2006>); and (b) the Frequently Asked Questions (FAQs) (<https://pdp.ed.gov/OSEP/Home/faq2006>).

Grantees and scholars must complete and sign the Pre-Scholarship Agreement in hard copy within 30 days of enrollment in the personnel preparation program and prior to scholars receiving any financial support from federal funds. Grantees and scholars must complete and sign the Exit Certification in hard copy within 30 days of each scholar exiting the personnel preparation program; due to either program completion or withdrawal. Both parties should retain a copy of signed documents for their records. After redacting social security numbers, grantees must scan and upload the electronic files of signed Pre-Scholarship Agreement and Exit Certification forms at <https://pdp.ed.gov/OSEP/logon/Login> within 30 days of enrollment or exit from the program.

Please note that, in accordance with 2 CFR §200.333, grantees are responsible for maintaining Pre-Scholarship Agreements and Exit Certifications for no less than three years after the grant has ended and until all scholars have fulfilled their service obligations. Note that grantees (i.e., the university as fiscal agent) may be responsible for repayment of grant funds in cases where they do not have a signed Pre-Scholarship Agreement (OMB No: 1820-0686; Exp: 08/31/2020) or Exit Certification (OMB No: 1820-0686; Exp: 08/31/2020) for each scholar. If that occurs, the Department will notify the grantee of its determination of noncompliance and refer the matter to the Accounts Receivable and Bank Management Group (ARBMG) at the Department. ARBMG will work with the grantee regarding repayment.

Information about service obligation can be found at <https://pdp.ed.gov/OSEP>. If you have additional questions, please contact the Personnel Development Program Data Collection System (PDPDCS) Help Desk at 1-800-285-6276 or serviceobligation@ed.gov. Thank you for your attention to these important program regulations.

Sincerely,

Lawrence J. Wexler, Ed. D.

Director

Research to Practice Division

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