

# ***PDC FAQ's***

## ***Definitions***

### **What is a PDC?**

Professional Development Credits (PDC) can be used in lieu of graduate study up to 60% of the additional credit hours required for lane movement. The information can be found on pgs. 29-31 of our 2003-2006 contract.

### **What is a contact hour?**

A contact hour is equal to one clock hour.

### **What is a Professional Development Credit (PDC)?**

One PDC is defined as:

1. 15-18 contact hours of participation
2. in an organized continuing education experience
3. under responsible sponsorship,
4. capable direction
5. and qualified instruction.

### **What is considered timely?**

A request is considered timely if submitted within 60 days of the activity or event.

### **How do I calculate PDC's based on contact hours?**

Per the 2003-2006 contract, PDC's will be awarded on this scale:

3-6 contact hours	.25 PDC credits
7-10 contact hours	.50 PDC credits
11-14 contact hours	.75 PDC credits
15-18 contact hours	1.00 PDC credits

### **What program formats qualify for PDC credit?**

The following formats qualify. As always, if you are unsure, please get approval BEFORE attending.

Undergraduate Class - For credit and a grade - a group formally organized for face-to-face instruction, which meets regularly and usually extends over an entire session or intersession.

Professional Seminar - Usually consists of small group of people with similar interests who discuss a special topic under the direction of an expert in the field. A seminar is more likely to be a one-time offering although it may meet for more than one day. \*

Professional Workshop - Usually meet for a continuous period of time during one or more days. A workshop generally combines instruction with laboratory or hands-on activities with an emphasis on skills training rather than general principles. \*

Institute - Similar to a conference but more tightly structured to provide a more systematic development of its theme. The emphasis is usually more on providing instruction in principles and techniques than on general information. Participants usually already have some competence in the subject matter. Many institute programs meet on a regular or annual basis. \*

Non-Credit Course - A course or activity carrying no academic credit applicable toward a degree, certificate or other formal award. Corporations or nonprofit organizations may offer noncredit courses.

\* Includes Fine Arts master class programs.

### **Process**

#### **If there anything I need to bring to the Professional Development activity or event?**

It is recommended that you pick up a packet with the Forms (PDC1, PDC2, and PDC3) to bring to the event. The worksheet provides an outline for completing the narrative.

#### **Do I need to review this activity with my Dean in order have the committee approve my PDC requests?**

It is highly recommended. If the activity was not reviewed by the dean, the PDC committee is more likely to reject the application.

#### **Can the committee reject my PDC request even though it has been approved by my dean as a professional development activity?**

Yes. The Dean cannot approve nor deny PDC credit.

#### **How long do I have to submit the PDC paperwork?**

You have 60 days to submit the documentation to one of the co-chairs.

#### **What do I need to provide after completing an undergraduate class?**

You will need to provide an official transcript to Human Resources.

#### **When taking a credit class is there a minimum grade requirement?**

Yes, the grade must be a 'B' or higher.

#### **What forms do I need to complete and submit?**

Requests must be submitted on the Professional Development Credit Completion Forms. These are available in your Dean's office.

### **Lane Change**

#### **When does my lane change become effective?**

The change becomes effective at the start of the following semester or within the first two weeks of the term. As long as official transcripts and PDC request has been submitted timely.

#### **If my documentation is submitted in a timely way, but for some reason the approving committee does not process the information promptly, will my lane change pay increase be made retroactive?**

Yes

**If I am currently in column F (MA Incl 90 hrs), can I use PDC's to advance to the last column G (Doct)?**

No, PDC's cannot be used to move into the PhD lane.

### **Timeline**

**When does my documentation have to be turned in?**

Requests are considered timely if submitted within 60 days of the Professional Development activity. In order for a summer activity to count towards fall lane change, the documentation must be submitted prior to the semester or within the first two weeks.

**What is the timeline for this process?**

The committee will meet during the 11th week of classes. Applicants will be notified of the status by the end of the 12th week.

**How long does it take the PDC Committee to notify applicants about the approval decision?**

Candidates will be notified as soon as the committee comes to a decision.