



Professional Development Assistance Program (PDAP) Acknowledgement Form

This PDAP Acknowledgement Form is required once per fiscal year. Upon completion, **please submit in Workday with your first PDAP request of the fiscal year.** You are not required to resubmit this agreement with any subsequent PDAP requests. Upload with your **Expense Report**. Reimbursement is required for all approved PDAP Travel and eligible wellness expenses.

Employee Information

Name	M#	Fiscal Year

Employee Certification

Participation in the Professional Development Assistance Program (PDAP) requires acknowledgement of the program rules and limitations as listed in the PDAP Resource Guide, which is available on the [Educational Assistance Program \(EAP\) and Professional Development Assistance Program \(PDAP\) website](#).

By submitting requests for reimbursement for eligible expenses during the fiscal year listed above, I acknowledge that I understand eligible expenses and will follow program criteria, have successfully read the PDAP Resource Guide and/or taken available training, and affirm that I will comply with directives from the Office of Human Resources and Strategic Talent Management to ensure my request(s) are processed accurately and in a timely manner.

My signature below confirms I understand the conditions and obligations for requesting and accepting PDAP benefits under [College P&P 35001, Compensation Programs \(XIX, A\)](#), including but not limited to:

- Satisfactory completion is obtaining any certificate, grade, or designation other than failure according to the standards established by the institution or organization attended. Withdrawing from a course is not considered satisfactory completion ([P&P 35001, XIX, A, 2, e](#)).
- I must submit proof of satisfactory completion of any course, seminar, conference, and/or workshop covered by PDAP benefits. It is my responsibility to notify Montgomery College of any changes to my attendance and that I am responsible for reimbursing the College in full should I not receive a satisfactory grade and/or withdraw from an PDAP course, seminar, conference, or program before completion ([P&P 35001, XIX, A, 5, c](#)).
- If I am requesting any eligible wellness expense reimbursements up to the monthly limit, then I am responsible for paying the taxes on the taxable income through payroll withholding on a quarterly basis ([IRS Tax Benefits for Education: Information Center](#)).

Employee Signature

Date