



## Professional Development Assistance Program (PDAP) Acknowledgement Form

This acknowledgement form is required for every PDAP request in Workday, except Wellness expense reimbursement requests.

Upon completion, please upload your PDAP acknowledgement form with your Spend Authorization and Expense Report documentation.

### Employee Information

Name	M#	Type of Request
		<input type="checkbox"/> <b>Reimbursement</b> (Spend Authorization/Expense Report)

### Activity Details

Activity Type	Activity Start Date	Activity End Date
PT Faculty Professional Development		
<b>Spend Category</b>	<b>5540 – Part Time Faculty Prof Development</b>	
<b>Activity Code</b>		
<b>PDAP Criteria</b>	<input type="checkbox"/> Job-related for current position at MC <input type="checkbox"/> Preparing for higher level duties or another career at MC <input type="checkbox"/> Requirement in a job-related degree-seeking program	

### Employee Acknowledgement

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 35001C, 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 a PDAP course, seminar, conference, or program before completion ([P&P 35001C, XIX, A, 5, c](#)).

Employee Signature

Date