MONTGOMERY COLLEGE

Professional Development Assistance Program (PDAP)
Affidavit for Course Completion

To remain eligible for continued financial benefits under PDAP, employees must submit proof of satisfactory completion for any course, seminar, conference, and/or workshop covered by PDAP benefits. In addition, a passing grade is required for all PDAP-covered credit courses.

If you are not provided with documentation from the educational institution or organization upon completion of any PDAP-covered course, seminar, conference, and/or workshop, then this affidavit may be used to satisfy this requirement. It is not valid unless completed entirely, signed, and dated by the employee.

Upon completion, please submit your PDAP Affidavit with your Expense Report documentation, or send the form to PDAPRequests@montgomerycollege.edu.

Employee Information

Name	MC ID#

Activity Details

Spend Category		Activity Start Date	Activity End Date
PDAP – Part Time Faculty Prof Development			
PDAP Criteria	☐ Job-related for current position at MC ☐ Preparing for higher level duties or another career at MC ☐ Requirement in a job-related degree-seeking program		
Activity Code		Final Grade for Credit Course (if applicable)	

Employee Certification

My signature below confirms that the information provided above is truthful and accurate and that I did in fact attend and complete the attendance requirements for the PDAP course, seminar, conference, and/or workshop listed above.

_____ _____

Employee Signature **Date**

FOR HRSTM USE ONLY

Fiscal Year: _____ **Request#:** _____ **Date of HRSTM Receival/Review:** _____