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 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 and it is not valid unless completed in its entirely and signed and dated by the employee.

Upon completion, please submit your PDAP Affidavit for Course Completion to PDAPRequests@montgomerycollege.edu, or upload with your Spend Authorization and Expense Report documentation.

Employee Information

Name	M#

Activity Details

Activity Code	Activity Start Date	Activity End Date
PT Faculty Professional Development		
Spend Category	**5540** – 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	
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**