

**Office of Indian Education (OIE)
Professional Development Program
Data Collection System (PDPDCS)**

PARTICIPANT CHECKLIST

This document lists the steps that each OIE participant must take upon receiving funding from the OIE Professional Development Program (PDP), as required under program regulations **34 CFR §263.9**, including tasks that must be completed annually through fulfillment of the service payback obligation. Please retain a copy of this checklist for your records.

WHILE ENROLLED

Steps	Task	Completed	Important Information
Step 1	Sign digital Service Payback Agreement (SPA)		<ul style="list-style-type: none"> a. If the Project Director uses a digital version of the SPA, you will receive an email from the PDPDCS (paybackobligations@ed.gov) instructing you to login and sign the agreement. b. If the Project Director chooses to use an ink-based payback agreement, you will receive a Welcome email from the PDPDCS after you have signed the paper SPA and the Project Director uploads it to the system.
Step 2	Maintain accurate contact information in the PDPDCS while in the program and during service payback.		<p>Login to your account in the PDPDCS (https://pdp.ed.gov/OIE) annually to ensure your contact information is up to date. Make sure that the email address associated with your account is one that you check frequently.</p> <ul style="list-style-type: none"> a. You may need to utilize the "Forgot password?" function (https://pdp.ed.gov/OIE/login/resetpassword) if a password reset is needed to login. b. If it has been 13 or more months since you last logged into the PDPDCS, you will need to contact the PDPDCS Help Desk to have your account reinstated.

UPON GRADUATION/EXIT WITHOUT COMPLETION FROM THE PROGRAM

Step 3	Complete the Notice of Intent in the PDPDCS within 30 days of program exit.		<p>Login to your account in the PDPDCS within 30 days of program completion or exit to indicate your intent to pursue one of the following:</p> <ul style="list-style-type: none"> a. Work-related payback b. Cash payback c. Request an educational deferment due to full-time enrollment in a degree-granting program.
Step 4	Make note of your grace period and mark your calendar!		Your graduation/exit prior to completion date marks the beginning of your 12-month grace period. Eligible employment should start immediately after the grace period ends. You may report eligible employment during your grace period, but not prior to graduation/exit.

SUBMITTING/UPDATING EMPLOYMENT

Steps	Task	Completed	Important Information
Step 5	Begin reporting employment in the PDPDCS.		<ol style="list-style-type: none">You may report eligible employment after graduating or exiting the program (if exiting prior to completion).The employment start date must be after graduation or exit date. If the position was held while you were still enrolled in the program, you can only count the time worked after graduating/exiting the program.
Step 6	Communicate with your employer(s).		<p>Once you submit an employment record in the system, your employer will receive an automated verification request email.</p> <ol style="list-style-type: none">Follow up with your employer(s) to ensure they received the verification email from our paybackobligations@ed.gov address. Please note that you will not receive credit until your employment is verified.You will be notified via email once your employer reviews the employment record.
Step 7	Check for disputed employment.		<ol style="list-style-type: none">If your employer verifies the record, your service obligation status will be updated to reflect the verified employment and amount of service fulfilled.If the employer disputes the record, you will be notified via email with a request to login to your account in PDPDCS to review the disputed details. The dispute log captures the employer's suggested answer. You can make the suggested edits and resubmit the record.
Step 8	Update your employment data every 6 months.		<p>Participants are required to login to PDPDCS and update employment every 6 months until the service payback is fulfilled.</p> <ol style="list-style-type: none">Your status and credit will not automatically update. The amount of credit received will only reflect the time fulfilled as of the date employment was last verified.If you have remained in the same position, you can access the existing employment record, make any necessary changes or updates (such as updating your employer's contact information), and submit it for verification. Step by step instructions can be found in the Quick Reference Guide for Participants.If you wish to report a new position, you must first add an end date to the existing employment record (the system will not allow you to submit two records with overlapping dates). Then, you must create and submit a new record for the new position.

CASH REPAYMENT

Step 9	Request voluntary cash repayment.		If you wish to enter voluntary cash repayment, please contact our Help Desk staff at paybackobligations@ed.gov or 1-888-884-7110.
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Available Resources:

- [Participant Quick Reference Guide](#)
- [OIE PDPDCS Frequently Asked Questions \(FAQs\)](#)



More Questions?

If you have any questions about this document or other PDPDCS processes, please contact the Help Desk at paybackobligations@ed.gov or 1-888-884-7110. The Help Desk is staffed Monday–Friday, 8 am–8 pm ET.