

Professional Development Program Data Collection System (PDPDCS) Quick Reference Guide for Participants

As a condition of receiving funding from a PDP grant awarded by the U. S. Department of Education, Office of Indian Education (OIE), all participants agree to fulfill a one month service payback obligation for each month of funding. Participants who do not fulfill the service payback obligation must repay all funding received and may be charged interest and fees. The PDPDCS collects enrollment data as well as employment information from participants to track their service payback obligation fulfillment. Participants are expected to log into the PDPDCS website, <https://pdp.ed.gov/OIE>, to certify that their enrollment data is accurate and semi-annually, to update contact information and enter employment information.

This Quick Reference Guide provides brief instructions for logging into the system and adding a new employment record. For questions about your service payback obligation or the PDPDCS website contact the Help Desk. When contacting the Help Desk be sure to provide your full name and grant number. Please save this information for future reference:

Help Desk Information

Hours: M-F 8am-8pm ET

Email: paybackobligations@ed.gov

Phone: 1.888.884.7110

How do participants create their account in the PDPDCS?

After grantees submit participant records in the PDPDCS, participants are sent an automated e-mail providing instructions on how to log into the system and activate their account. Upon first login, participants should review and certify their contact information and service payback obligation details.

How do participants enter employment information in the PDPDCS?

Participants enter employment information by completing the Employment Record Form(s) in the PDPDCS. Instructions for adding a new employment record are provided below:

1. Log into the PDP DCS at <https://pdp.ed.gov/OIE/logon/Login>
2. On the "Participant Main Menu" navigate to Section F. "Eligible Employment" and select the hyperlink "Add Employment Record."
3. Participants will be directed to the Employment Record Form.

The Employment Record Form contains two sections. The first section asks for contact information of the employer, and the second section asks for details about the position. The employment record may be saved and edited at a later date by selecting "Save for Later" at the bottom of the form. To submit an Employment Record Form(s) participants must select "Save and Submit" at the bottom of the form. Once an employment record is submitted, an automated notification e-mail is sent to the employer requesting verification.

Please note that participants cannot edit submitted Employment Record Form(s) during the employer's 30-day verification period until the employer verifies or disputes the record, or the 30-day verification window expires.

Participants are eligible to enter employment after the completion of the program. For eligible employment criteria see Frequently Asked Question (FAQ) #5 (https://pdp.ed.gov/OIE/Content/pdf/OIE_DCS_FAQs.pdf “How do participants fulfill their service payback obligation?”).

Please note that the start date of the employment record CANNOT be before the date of completion.

Once the Employment Record has been verified by the participant’s employer, credit will be applied to the participant’s total service payback obligation fulfilled to date. Participants must login to the PDPDCS website semi-annually to update or re-submit their current employment record(s) to their employer(s) for verification in order for credit to be applied to the participant’s total service payback obligation fulfilled since the last date of verification.

For suggestions on improving this Quick Reference Guide for Participants, please email paybackobligations@ed.gov with “Quick Reference Guide for Participants” in the subject line. We value your feedback. Thank you!