

## **Personnel Development Program Data Collection System (PDPDCS) Quick Reference Guide for Scholars**

As a condition of receiving funding from a Personnel Development Program grant awarded by the U. S. Department of Education, Office of Special Education Programs (OSEP), all scholars are required to fulfill a two-year service obligation for each academic year of funding. Scholars who do not fulfill the service obligation must repay all or part of the funding received and may be subject to interest and fees.

The PDPDCS collects enrollment data as well as employment information from scholars to track their service obligation fulfillment. Scholars are expected to log into the Data Collection System website, <https://pdp.ed.gov/OSEP>, to certify that their enrollment data is accurate within 30 days after receiving the Welcome email, and as necessary thereafter, to update contact information and enter employment. Any changes to the information above must be updated on an annual basis.

For questions about your service obligation or the PDPDCS website contact the [PDPDCS Help Desk](#). When contacting the Help Desk be sure to provide your full name (including spelling) and grant number. Please save this information for future reference:

### **Help Desk Contact Information**

Hours: Monday-Friday 8am-8pm EST

Email: [serviceobligation@ed.gov](mailto:serviceobligation@ed.gov)

Phone: 1.800.285.6276

**How do scholars create their account in the PDPDCS?** After grantees submit scholar records in the PDPDCS, scholars are sent an automated welcome e-mail providing instructions on how to log into the system and activate their account. Upon first login, scholars should review and certify their contact information and service obligation details. If the scholar finds an error in their service obligation details, they should contact their project director.

### **How do scholars enter employment information in the PDPDCS?**

Scholars 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 PDPDCS at <https://pdp.ed.gov/OSEP/logon/Login>
2. On the "Scholar Main Menu" navigate to Section F. "Eligible Employment" and select the hyperlink "Add Employment Record." *Note: The "Add New*

*Employment Record” link is not displayed for scholars who have not yet completed one academic year of the grant training program.*

3. Scholars 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 scholars 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 the start date of the employment record CANNOT be before the date of one academic year of completion.**

Please note that *past* employment records cannot be edited by scholars once verified by the employer. Employment for current positions can be edited after the employer verifies or disputes the record, or the 30-day verification window expires.

Scholars are eligible to enter employment after the completion of one academic year of the program. For eligible employment criteria see FAQ #8 (<https://pdp.ed.gov/OSEP/Home/faq2006#6> “How do scholars fulfill their service obligation?”).

Once the Employment Record has been verified by the scholar’s employer, credit will be applied to the scholar’s total service obligation fulfilled to date. Scholars must login to the PDPDCS website 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 scholar’s total service obligation fulfilled, since the last date of verification.

For suggestions on improving this Quick Reference Guide for Scholars, please email [serviceobligation@ed.gov](mailto:serviceobligation@ed.gov) with “Quick Reference Guide for Scholars” in the subject line. We value your feedback. Thank you!