

SCHOLAR PORTION OF

PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM FREQUENTLY ASKED QUESTIONS FOR GRANTS AWARDED IN FISCAL YEAR 2005 AND LATER

(from PDPDCS link <https://pdp.ed.gov/OSEP/Home/dcsfaq>)

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Introduction to the Personnel Development Program Data Collection System (PDPDCS) FAQs

In 2012, OSEP established the Personnel Development Program Data Collection System (PDPDCS). The main objective of PDPDCS is to collect and analyze data on scholars funded by PDP grants for use in reporting PDP program performance measures required by the Government Performance and Results Act (1993) and to track the service obligations of scholars funded by PDP grants awarded in federal fiscal year 2005 and any year thereafter. In order to facilitate this process OSEP developed the Personnel Development Program Data Collection System (PDPDCS) a secure, online database to collect scholar contact and service obligation information for tracking the fulfillment of service obligations.

The U.S. Department of Education (ED) developed the following guidance document in response to questions frequently asked by grantees, scholars, and employers, regarding the PDPDCS. This document does not cover all aspects of the service obligation regulations and requirements or the PDPDCS and should not be used alone. The service obligation regulations and requirements are available on the PDPDCS website at <https://pdp.ed.gov/OSEP/Home/Regulation>. For additional assistance,

you may contact the PDPDCS Help Desk (<https://pdp.ed.gov/OSEP/Home/contactus>) Monday through Friday from 8 a.m. until 8 p.m. ET by calling 1-800-2856276 or via e-mail at serviceobligation@ed.gov.

General Information

1. What is the Personnel Development Program Data Collection System (PDPDCS)?

The Personnel Development Program Data Collection System (PDPDCS) (<https://pdp.ed.gov/OSEP>), is a secure, online database to collect training information on scholars and track the fulfillment of service obligations. The PDPDCS has three types of users: Institutions of Higher Education (IHEs) (grantees), scholars and employers. Grantees are responsible for entering the contact information, training and service obligation details of funded scholars. Scholars enter their updated contact and employment information in the PDPDCS and employers access the PDPDCS to verify the employment of scholars.

2. How can you learn more about the PDPDCS?

The PDPDCS is funded by the Office of Special Education Programs (OSEP), <http://www2.ed.gov/about/offices/list/osers/osep/index.html>, at the U.S. Department of Education (ED), <http://www2.ed.gov/about/landing.jhtml>. PDPDCS provides regulatory and technical assistance to end-users through the Help Desk.

Website Access

3. How do I change my password if I forget my password or my password has expired?

Click on "Forgot Password?" located on the login screen. You will be prompted to enter your email address. You will then be sent an email with a secure link and "Authorization Key." The secure link will direct you to a page in the PDPDCS where you will enter the "Authorization Key" provided in the e-mail and create a new password.

4. I tried to log in to the website and it said my account is locked. Why did this happen and how can I gain access to my account again?

For security purposes, the accounts lock after the username or password has been entered incorrectly three times. Your account will be unlocked after one hour and you will be able to resume login.

5. I was logged on to the PDPDCS and left my desk for a half hour. Why wasn't I able to continue entering data when I returned?

For security purposes, if there is no activity during the length of the timeout interval of 30 minutes or more, the system will automatically log you out.

Scholars Operational

For more information on scholars' service obligation requirements and how to access the PDPDCS please visit <https://pdp.ed.gov/OSEP/Scholar>.

6. 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 them with instructions on how to log into the system and create their account. The instructions are also found below:

- 1 Click the secure link within the e-mail.
- 2 The secure link will direct you to a page in the PDPDCS where you will enter the "Authorization Key" provided in the e-mail.
- 3 On this page you will also create your password.
- 4 When the password has been created, click "Register."

- 5 You will then be directed to the login page.
- 6 Enter your e-mail address and the password you created.
- 7 The first time you log in you will see the "Rules of Behavior for Department of Education-Sponsored Website" page. Review the information and agree to the terms by clicking on "I Agree to the Terms" at the bottom of the page.
- 8 Review and certify your contact and service obligation details.
- 9 If you find an error in your account in the PDPDCS, please contact your project director.

Once scholars have created their PDPDCS account they may log into the PDPDCS at <https://pdp.ed.gov/OSEP/logon/Login>. Scholars will use their e-mail address and the password they specified when creating their PDPDCS account.

7. How do scholars enter employment information in the PDPDCS?

Scholars enter their employment information by completing the Employment Record Form in the PDPDCS. Note, only scholars who have completed at LEAST one academic year of the grant training program will have the ability to enter and submit employment records.

To enter an Employment Record follow the instructions 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 New Employment Record." 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 parts. The first asks for contact information of the employer and the second asks for details of 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. Employers have 30 days from the date of submission to verify or dispute the information on the record. **NOTE THAT PAST EMPLOYMENT RECORDS CANNOT BE EDITED BY SCHOLARS ONCE VERIFIED BY THE EMPLOYER. EMPLOYMENT RECORD FORMS FOR CURRENT POSITIONS CAN BE EDITED AFTER THE EMPLOYER VERIFIES OR DISPUTES THE RECORD OR THE EMPLOYERS' 30-DAY VERIFICATION WINDOW HAS EXPIRED.**

8. How do scholars working in a classroom receive one-year of credit for a 9-month school year?

Scholars fulfilling their service obligation in a classroom position (i.e., teacher or service provider) receive one year of service obligation credit for working in a classroom for one school year. Scholars' will automatically receive one year of credit for verified employment records that cover a duration of a school year (nine, ten, eleven, or twelve months) that are working in a school organization type of employer.

Grantee Operational (#9 thru #25 deleted)

Employer Operational

For more information on the Personnel Development Grant Program, please visit <https://pdp.ed.gov/OSEP/Employer>.

26. How do employers complete the verification process?

Once a scholar submits an employment record through the PDPDCS, an automated notification e-mail is sent to the employer requesting verification. The e-mail includes a link to the Employer Verification Form. The employment verification process must be completed within the PDPDCS to ensure the confidentiality and integrity of data reported. If employers are unable to complete the employment verification online within the PDPDCS, employers should contact the PDPDCS Help Desk at serviceobligation@ed.gov. See <https://pdp.ed.gov/OSEP/contactus> for additional information.