Workplace Specialist PDP Guidelines and Forms

Both old and new PDP's should be provided to the WS teacher's CTE director for authorization. Both forms **must** have the appropriate authorization lines signed by both the teacher and the director (not other administrator). All supporting documentation (verifying activities completed) as indicated by the PDP point chart **must** be provided to the CTE director prior to review and authorization of completed PDP's. Only listing the activities without official verifying documents will not be sufficient. Do not send any PDP's to the former university representatives!

Point Chart and License Application Information PointChart

Point Conversions:

1 contact hour = 1 point

1 CRU = 2 contact hours = 1 point

1 CEU = 1 contact hour = 1 point

1 Semester credit hour = 15 contact hours = 15 points

1 Quarter credit hour = 10 contact hours = 10 points

Alternative conversion for the above established policies will require supporting documentation.

PDP Forms and Helpful Information Links

The items below are acceptable for help with PDP and are to be used as guidelines.

REPA PDP Form

REPA PDP change request form

*If the electronic signature on the above documents fail in your Adobe Reader, Please print and sign it manually. Then you may turn it in to your CTE Director.

Categories for Activities

Common Mistakes on PDPs

Objectives & Activity Descriptions

URLs of Interest