



**TAPT PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM**  
**Application to Enroll in TAPT Official Exit Exam (PDC 15)**

**Before submitting this form, please review the requirements for Official Professional Certification in Section Two of this Handbook.**

Active or Associate TAPT Members wishing to enroll in the Exit Exam should have a well-rounded knowledge of all school district transportation operations and must be vetted to confirm all qualifications and course credit requirements have been met.

Upon receipt of this application and required documents, the Executive Secretary will review your transcripts, confirm your membership and upon approval, notify you regarding your eligibility to register for enrollment in the Exit Exam.

**Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**District:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I am a current Active or Associate TAPT Member and will be a current Member at the time of the Exit Exam.
- I understand that I must annually renew my Active or Associate Membership and meet the Continuing Education Requirements EVERY THREE YEARS as set forth in the PDC Handbook to maintain my Professional Certification
- I have **attached** a Letter of Recommendation from my Immediate Supervisor verifying that I meet the qualifications for the Official level of Professional Certification and could qualify for a position as a top administrator in the transportation department. (Signed, dated and on District Letterhead)
- I understand that the Exit Exam will be conducted as a written and oral exam and may require presentations, essays, and group activities. The Exam will cover the basic transportation operational knowledge required of a top administrator of a school district transportation department.
- I understand that I must pass the Exit Exam with at least a 70% passing grade; that the exam will be graded after the exam event; that I will be notified individually with my grade; and that I may retake the exam one time at no charge at a later PDC class event should I not complete the exam successfully. Re-schedule opportunities will be made available by email to those desiring a retake.
- I understand that I must submit the application for Official Professional Certification with my processing fee within 60 days of successful completion; after that time additional fees may be required or retake of the Exam.

