

TAPT

ADMINISTRATOR PROFESSIONAL CERTIFICATION COURSE REQUIREMENT WORKSHEET

- No course credit for any class taken seven years or more prior to application.
- This is only a worksheet to help you track your course credit hours.
- **Please review the complete guidelines in the PDC Handbook.**
- The Official level must be achieved before applying for Administrator level.

NAME: _____ DISTRICT: _____

Required:	Course Selections: Circle PDC taken.	Date Taken:	Need or Date:
	01 Introduction to Transportation 11A Special Transportation: Behavioral Challenges 12A Advanced State Reporting 14A Student Management: 3 D Approach 23F Leadership: Ethics 26 Technology 23L Leadership: Strengths Based Employee Capacity 40 Compliance, Assessment, Evaluation 39.5A Foundations for Success		
Select one:	05A 16 or 29		
Select one:	08B Staffing, Assessment & Restructure for Growth 08C Recruiting, Selecting, Onboarding		
Select three:	Leadership: 23.5D, 23.5E, 23.5J or 23.5M		
Select one:	30.5 or 32.5 Communication/Public Image		
Select two:	37B.5 Business Skills 37C.5 Business Skills 22A.5 Advanced Documentation		
Select one:	07 or 17 Risk Management or Workers Comp (Must be different from the Official)		
Select one:	13 or 13A Presentation Skills		
Select one:	18 or 36 Legal Issues/Liability		
Either one:	00 or 0.5 Orientation to TAPT		
TOTAL: 99 HOURS			

For questions: Marisa@tapt.com