



TAPT PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM

Application to Enroll in TAPT Official Exit Exam (PDC 15)

This form must be filled out and submitted by the person wishing to enroll in the Exit Exam.
Review the requirements for Official Professional Certification in Section Two of this Handbook.

ACTIVE level 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 Director 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" level TAPT Member and will be a current Member at the time of the Exit Exam.
- ☐ I understand that I must annually renew my Active 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.
- ☐ 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.
- ☐ I understand that I must hold a high school diploma or GED. (State name of High School or College.)

I have listed my course credits below and verify that all courses were completed within the last seven years.

Note: Only attach certificates for a course taken outside of TAPT. Include a money order for the course credit fee.

PDC #	Course Title	Date Completed	Course credit
0.5/00	Orientation to TAPT (Required)		0
01	Introduction to Transportation		6
03	Purchasing		6
05	Routing and Scheduling		6
08	Personnel Management		6
11	Special Transportation		6
12	State Reporting		6
12B	Budgeting		6
22	Documentation		6
23	Introduction to Leadership		6
07 or 17	Risk Management or Wage and Labor Laws		6
23.5 _____			3
23.5 _____			3
30.5/32.5/33.5 A, B, C	List One		3
02 or 14	Student Management		6
10/35 or 40	List One		6
39.5A or 37.5	List One		3
6 Hours of Elective Courses	List one 6 hour or two 3-hour classes other than above.		6
		Total:	90 Hours

Email this completed form and Letter of Recommendation signed, dated and on District Letterhead to the Executive Director. Marisa@tapt.com **Must be submitted before conference registration deadline date.**

Do not submit copies of certificates unless requesting course credit fee for a course taken outside of TAPT. See this handbook for guidelines and course credit fees.

☐ *I have reviewed the qualifications in Section Two of the PDC Handbook for the Official Level of Professional Certification and feel that I qualify to be a top-level administrator.*

Signature: _____ Date: _____

District: _____

Devised 09/19; Revised 10/19; 01/2021; 01/2023; 08/23;9-1-2025.

Classes taken longer than 7 years from the date of application are no longer viable for course credit.

Electives: Elective course hours may be taken from any course already not used as required. For instance, PDC 01 or 11 could not be electives due to being required. However, if you have taken both 05 and 05A and only need one of those, then the other could be counted as an elective.

Exit Exam Enrollment Request: Upon completion, submit the **Exit Exam Enrollment form** and a Letter of Recommendation dated and signed on District letterhead.

After successful completion of the Exit Exam at the conference, you will receive your grade via email, and you will have **60 days** to submit your application and fee for your Professional Certification.

If you are not successful the first time, you may take one complimentary Retake during the February PDC Event.

Your Certificate will be emailed to you. Please be sure to review the Maintenance Requirements for keeping your status Active.

Best Wishes!!

Marisa Weisinger,

Executive Director and PDC Class and Certification Coordinator.

Marisa@tapt.com

Revised 09-01-2025.