

PDP Application Checklist

Please use this checklist to ensure a complete application:

REMEMBER: Initial Application is due anytime during the year, but must reach us by December 31st to be considered for May certification. Renewal applications must be submitted by December 31st of the year prior to expiration.

Have you enclosed:

___ **Your completed Professional Development Plan application?** Be sure to fill out completely.

___ **The appropriate fee?** Make checks payable to NCATA PDP. NCATA cannot review applications without the correct fee enclosed. (See Application Fees table above.)

___ **Your membership dues?** Please be sure to keep your membership current to avoid a delay in your approval. You can join online at www.teacherassistants.org or send in a membership application (available on the web site). The membership fee is *in addition* to the PDP fee. We will not review applications of non-members.

___ **An official transcript?** An Official Transcript must document ALL college courses. Official transcripts must be requested from your college and be sent to NCATA in their original, unsealed envelope. No student copies will be accepted (though applicants can include the original, unsealed envelope with their PDP application). (Note that continuing education courses taken through a community college do not have to be documented by an Official Transcript. They are usually characterized by having no letter grade, but recorded in units or clock hours. This type of transcript or record of courses taken may be mailed with your other documentation.)

___ **An education form?** This form MUST be completed if applying for INITIAL admission OR if your educational information has changed (for example, if you have received a degree since your initial application).

___ **Acceptable CEU/Contact Hour(s) Documentation?** This might include:

- Continuing Education History Reports WITH your principal's signature, title, and date. Check with your school or district's central office to get a copy of your continuing education history report. History Reports, Continuing Education Reports, or Umbrella Forms will NOW be accepted as long as class names, hours and dates are listed.
- Individual Certificates of Completion for each course. Each document must include credit hours earned, signature and title of instructor or principal, and teacher assistant's name. Do not send documents that do not show hours earned. Use the *Certificate of Completion* worksheet in this packet if you do not have certificates for all of your courses.

___ **Attach copies (not originals) of all documentation.** All documents submitted become a part of the applicants permanent file maintained by NCATA – they will not be returned.

___ **All signatures** needed for application and Certificates of Completion/CEU history reports.

___ **Mail the complete application along with application fee to:**

NCATA
PDP
PO Box 334
Welcome, NC 27374

A receipt of application & fee is emailed to you. Other notification is sent if application is incomplete.

For those submitting INITIAL applications, be sure to include:

- ___ Your Effective Teacher Training Documentation or Alternative Course(s) Documentation (Recommended only when you initially apply.) ETT is now recommended but is not required.
- ___ A copy of your High School Diploma, GED, or other proof of graduation. (Not required for college level certificates.)
- ___ Completed Application including education page.