Virginia Commonwealth University

VCU

PROFESSIONAL DEVELOPMENT CERTIFICATION PROGRAM
TRANSCRIPT CHECKLIST

- ★ This template is provided so you may track your progress toward completing the Professional Development Certification Program (PDCP).
- ★ Upon completion of each level of the PDCP, please forward a copy of this checklist to traindev@vcu.edu for verification.

Name: _____

Department: _____

Phone: _____ E-mail: _____

Course Name	**Date Completed**	**Length of Class**	**Quiz Score** (*where applicable*)
Sample: Personnel Administrator Training	***April 3, 2008***	***4 hours***	***90%***

Course Name	Date Completed	Length of Class	Quiz Score

PDCP Enrollment Date: _____

PDCP Level 1 (55 hours) – Date completed and copy of transcript sent to Training and Development: _____

PDCP Level 2 (25 hours = 80) – Date completed and copy of transcript sent to Training and Development: _____

PDCP Level 3 (30 hours = 110) – Date completed and copy of transcript sent to Training and Development: _____