



**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.
- ★ Refer to this link for more information regarding the PDCP: <http://www.hr.vcu.edu/training/professional.html>.

Name: _____

Department: _____

Phone: _____ E-mail: _____

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

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: _____