# 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: _______________________________________________________________________

Email: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Course name</th>
<th>Date completed</th>
<th>Length of class</th>
<th>Quiz score</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Example: Personnel Administrator Training</em></td>
<td>April 2017</td>
<td>4 hours</td>
<td>90%</td>
</tr>
</tbody>
</table>

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: ________________