

Professional Development Program

For Educators

Madonna University

WWW.MADONNA.EDU/PDP

UPDATED 2/26/15

Please refer to the PDP web page, <http://www.madonna.edu/PDP>, for details on the program. You will find that the answers to most of your general questions are located there. The FAQs page is a good place to start. Basic program information is located in the first section below.

For PD training programs which are offered by external organizations in partnership with our University please refer to the index below to locate the pertinent forms and information necessary for your specific PD training.

INDEX

Professional Development Program – Basic Information	2
Madonna University – Workshops and Classes	5
Art and Ideas Gallery	5
ASCD – Association for Supervision and Curriculum Development	6
BER – Bureau of Education and Research	6
CHARACTER COUNTS! - Josephson Institute	6
ed2go – Education to Go	7
Gesell Institute	9
ICT/ICAT – Instructional Consultation Teams	9
IT4Educators	10
MiBLSi	11
PBS TeacherLine	11
Reading Apprenticeship - RAISE	11
SDE – Staff Development for Educators	12

PROFESSIONAL DEVELOPMENT PROGRAM – BASIC INFORMATION



Visit us on Facebook:

<http://www.facebook.com/pages/Professional-Development-Program-Madonna-University/218001441553032>



Our Blog Site:

<https://sites.google.com/site/center4educationalexcellence/>

Graduate Credit Inquiries:

If you have any questions, please feel free to contact our Professional Development Program staff at Madonna University.

Director – John P. Sprys

Website: www.madonna.edu/PDP

Graduate Credit Email: PDP@madonna.edu

Administrative Assistant – Janice Centers

Phone: 734-432-5697

SCECHs Email: SCECH@madonna.edu

Credit vs. SCECHs?

<u>Graduate Credit</u>	<u>Michigan SCECHs</u>
Used for teacher certificate renewals; Salary step increases in some districts	Used for teacher certificate renewals
Valid nationally	Valid in Michigan
Requires reflective follow up paper (or alternate work product)	Requires sign-in/out at all sessions
15 contact hours* = 1 non-degree graduate credit (1 credit is equal to 30 SB-CEUs)	15 contact hours* = 15 SCECHs
90 contact hours* req'd to earn 6 credits for certificate renewal	180 contact hours* req'd to earn 180 SCECHs for certificate renewal
approx. \$150 per graduate credit	approx. \$10-\$20 per SB-CEU event

*Contact hours are defined as actual seat time in the presence of a facilitator. Lunches and breaks do not count towards these hours.

Professional Development Registration:

To register for a PDP course, you have two choices:

- 1) Visit our website (www.madonna.edu/PDP) and follow the "PDP Registration" link. You may use the credit card or e-check option for payment.
- 2) Visit our website (www.madonna.edu/PDP) and download our "PDP Registration Form." You can mail this form back to our office along with a check or money order.

Full payment is due at the time of registration

This program has a NO REFUND policy.

1 Non-Degree Graduate Credit = 15 Contact Hours = \$150.00 **

(**Please note: In some instances the tuition varies based on pricing set by our training partners. When the tuition is different from our standard rate, it is noted in the description details for that specific offering.)

Assignment Requirements:

The required essay template and grading rubric is located on our website at www.madonna.edu/PDP under "PDP Forms."

Required Paper Length:

1 Grad. Credit	15 Contact Hours	3-5 Pages
2 Grad. Credits	30 Contact Hours	6-10 Pages
3 Grad. Credits	45 Contact Hours	12-20 Pages

*Please note: PDP courses are graded on a pass/fail system. If you are in need of a letter grade, please submit this request to our office prior to turning in your required paperwork.

Assignment Submission:

Please submit logs, certificates of completion, essays, and any other required materials to the PDP staff at Madonna University. Our mailing address is:

Madonna University
College of Education – PDP
36600 Schoolcraft Rd
Livonia, MI 48150

*Please note: It takes approximately 2-4 weeks from the time we receive your paper for your credit to be posted to your transcript. Once your credit has been posted, you will be notified via email. Instructions on how to access official and non-official transcripts will be provided as well.

Assignment Deadlines:

You will have two university semesters to collect the required hours and complete your work. Therefore, you should adhere to the following schedule for work submissions:

Fall Courses	End of Semester: December 1	Submit Paper by: April 1
Winter Courses	End of Semester: April 1	Submit Paper by: August 1
Spring/Summer Courses	End of Semester: August 1	Submit Paper by: December 1

***Please note:** After two semesters, the university course will lapse and it is not possible to receive credit unless you have requested an extension in writing from our office.

What Counts:

<u>Type of Training</u>	<u>Does it Count for the PD Program?</u>	<u>Reason</u>
Staff Meetings/PLCs	Varies	Each building and district determines their own PLC guidelines and schedules
Local, State or National Conferences that relate to your field or position	Yes	n/a
Preparation and planning time needed to implement REQUIRED new curriculum or textbooks	No	Required as part of the terms of employment
Whole School In-services	Usually No	Required as part of the terms of employment - unless waiver form signed by supervisor (principal, superintendent)
Workshops or seminars offered by your local ISD that relate to your field or position	Yes	n/a
Mentoring	No	The training must be new knowledge that you obtain from an instructor or facilitator
Renewal of job-required certifications (e.g. CPR, First Aid, Water Safety)	No	Required as part of the terms of employment
Cooking class	Usually No	Only if you are a Consumer Sciences/Home Economics teacher and you will be implementing the knowledge learned in your classroom - then it would count
Online class or training	Varies	Only online training through one of our approved partners is accepted for credit
Time Spent Reading (homework, a book for a book study, etc...)	No	Considered "homework" which is not part of contact hours
Enrichment class that is not directly related to your field of instruction	No	Does not contribute to your professional development

Presenting at a conference	Yes/No	The time spent in preparation for presenting does not count. The actual contact hours you spend presenting do count.
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MADONNA UNIVERSITY – WORKSHOPS AND CLASSES

On Campus Workshops and Classes:
Livonia, Michigan

<http://www.madonna.edu/academics/colleges-and-schools/college-of-education/education/opportunities/updateapp/false>

ART AND IDEAS GALLERY

Graduate credit is available to participants in the Art and Ideas Gallery programs, <http://www.artandideasgallery.com/>. You may earn 1 semester hour of graduate credit for every 15 hours of training. Hours from numerous PD offerings may be combined to reach the 15 hours required for a credit.

To register for an Art and Ideas Gallery program:

Step One

- Go to: <http://www.artandideasgallery.com/> to view the complete list of programs. You will register through Art and Ideas Gallery and pay any applicable program fees.

Step Two

- Register for your PDP graduate credit on the Madonna website: https://ww4.madonna.edu/mucfweb/ssl_forms/PDPPartner/clients/MainForm.cfm.
- The credit tuition is \$150/credit, payable to Madonna University at the time of registration.
- The course numbers for Art and Ideas Gallery credit are below. Please check with Shaqe Kalaj to determine which course corresponds to your training.
Coaching Workshop – EDU 5862.09
One-on-One Creativity Coaching – EDU 5862.10
Art for Educators – EDU 5862.11
Inclusion & Art for Educators - EDU 5862.19
Writing for Educators – EDU 5862.34

Step Three

- Complete the Art and Ideas Gallery program(s). Make sure you have accrued at least 15 contact hours of training for each credit.

Step Four

- Download the Assignment Template from our website <http://www.madonna.edu/pdp> under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

Step Five

- Mail your Professional Development Program graduate credit course paper to our office for processing. Please see "[Basic Program Information](#)" for our mailing address and program resources.

ASCD – ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

You may earn graduate credit by participating in ASCD's online classes, onsite training sessions, and conferences. Complete information on program offerings can be found on ASCD's site: http://www.ascd.org/professional_development.aspx.

One graduate credit may be earned for every 15 hours of professional development training. You may combine different training sessions and topics to obtain the 15 hours. For example, if you attend a one-day workshop, you can add those training hours to other PD time you attend, until you reach the 15 hours necessary for the 1 graduate credit. The PDP graduate credit requires a reflective summary paper about the experience. The template for the paper is located on our website, <http://www.madonna.edu/pdp>, under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

To register, go to our website: <http://www.madonna.edu/pdp>. You must register within 2 weeks of beginning your professional development hours. For the current University semester, the course information is: **Education for Today's Classroom - EDU 5864.31**.

BER – BUREAU OF EDUCATION AND RESEARCH

BER (Bureau of Education and Research) offers workshops around the country. Educators may combine BER offerings to earn graduate credit. Michigan educators may earn SB-CEUs or graduate credit for BER workshops. One graduate credit may be earned for every 15 hours of professional development training. You may combine different training sessions and topics to obtain the 15 hours. For example, if you attend a one-day BER workshop (generally 5 contact hours of training), you can add those training hours to other PD time you attend, until you reach the 15 hours necessary for the 1 graduate credit.

For graduate credit, a reflective summary paper about the experience is required. The template for the paper is located on our website, <http://www.madonna.edu/pdp>, under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

To register, go to our website: <http://www.madonna.edu/pdp>. You must register within 2 weeks of beginning your professional development hours. The course information for the current University semester is **Education for Today's Classroom – EDU 5864.31**.

For more information on workshops available in your area as well as content, dates and locations, visit: <http://www.ber.org/>.

CHARACTER COUNTS! - JOSEPHSON INSTITUTE

Graduate credit is offered for participants in the CHARACTER COUNTS! Character Development Seminars. For locations and details, please refer to the Josephson Institute's website at: <http://charactercounts.org/training/cds-schedule.php>. You may earn two graduate credits for attendance at the 3-day seminar. You must attend all three days to accrue sufficient hours for two credits.

Additionally, a reflective summary paper about the experience is required. The template for the paper is located on our website, <http://www.madonna.edu/pdp>, under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

To register, go to our website: <http://www.madonna.edu/pdp>. You must register within 2 weeks of beginning your professional development hours. The course information for the CHARACTER COUNTS! is EDU 5860.81 - Character Development Seminar.

ED2GO – EDUCATION TO GO

Education to Go (ed2go) offers online classes for educators with monthly start dates. Michigan teachers who take these online courses have the option of applying for SCECHs or non-degree graduate credit. Educators in other states may apply for non-degree graduate credit only.

ed2go Graduate Credit Instructions:

Each ed2go online class is 24 contact hours of training. A graduate credit requires 15 contact hours. Therefore, one online class earns one non-degree graduate credit. The nine remaining contact hours can be kept on file to be applied to a future credit with the PDP program.

Step One

- Complete Your Online Registration, Payment, and Orientation Process through <http://www.ed2go.com/musbceu> (or your local ed2go provider if applicable). You will need to create a user name and password as part of the enrollment and orientation process. (Note: If you register for more than one class, you must complete an online enrollment and orientation for each.)

Step Two

- Register and Pay for Your Madonna University PDP non-degree graduate credit within 2 weeks of beginning the ed2go online course.
- PDP tuition is \$150 per credit - this is separate from your ed2go class registration fees.
- Use **EDU 5864.32 ed2go: Education for Today's Students** for all classes.
- Register/pay online or by mail by visiting www.madonna.edu/PDP. For registration/payment steps, please refer to the "[Basic Program Information](#)" section of this document.

Step Three

- Complete the online class (and continue to accumulate your hours until you reach the number necessary for the number of graduate credits if you register for more than one credit).

Step Four

- Download the Assignment Template from our website <http://www.madonna.edu/pdp> under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

Step Five

- Mail your Professional Development Program graduate credit course paper to our office for processing. Include the certificate(s) of completion that you receive from ed2go or other presenting organizations. Please see "[Basic Program Information](#)" for our mailing address and program resources.

ed2go Michigan SCECHs instructions:

Each ed2go online class found at www.ed2go.com/musbceu is approved by the Michigan State Board of Education for 24 SCECHs. To receive your SCECHs, the following steps must be completed. Failure to complete any of these requirements may forfeit your SCECHs.

Step One: Complete your Online Enrollment, Payment, and Orientation Process at <http://www.ed2go.com/musbceu/>.

- You will need to create a user name and password as part of the enrollment and orientation process. (Note: If you register for more than one class, you must complete online enrollment and orientation for each course.)

Step Two: Print orientation information for reference to your class, instructor and course materials.

- A link to your orientation information is in the “Getting Started with your Online Course” email.
- Your course enrollment will be verified by the Professional Development Program Office during regular business hours. Access to the classroom will be granted once you've met the above requirements.

Step Three: Inform the Professional Development Program Office that you are taking this course for SCECHs by sending an email to SCECH@madonna.edu **PRIOR TO** beginning your ed2go class.

- You will receive an email containing an SCECH Registration Application and step-by-step instructions.
- You must have these documents prior to starting your ed2go course.

Step Four: Complete the course in its entirety, earn a score of 80% or better on the final exam, and print a copy of your ed2go Certificate of Completion.

Step Five: Submit your SCECHs Registration Application, \$20 SCECHs fee (may be remitted in the form of a check or money order made payable to “Madonna University”), and a copy of your ed2go certificate of completion **within two weeks of the final exam being released**.

- Please see the “[Basic Program Information](#)” section for our mailing address.

Step Six: You **MUST** have a SCR Account with the state of Michigan in order for your SCECHs to be recorded and tracked.

- Visit http://www.solutionwhere.com/MI_sbceu/welcome.asp to be sure you have a SCR Account with your correct name, address, and email address. If you do not have an account, create one.
- The state uses your email address to identify each SCR Account. Therefore, please be sure to be consistent with the email address you use to register with the state, and the email address you provide to us.

*****Your email address MUST match in order for your SCECHs to be recorded.*****

Step Seven: The Professional Development Program Office will submit your name to the Michigan Department of Education's (MDE) Secure Central Registry (SCR).

- The MDE will email you information on completing a course evaluation. The evaluation must

be filled out within 30 days or you will forfeit your SCECHs.

- If you are not registered with the SCR you will receive an email from the MDE explaining how to register.
- For questions on the SCR call the MDE help desk at 517-327-5925.

GESELL INSTITUTE

We have partnered with the Gesell Institute to provide graduate credit for participants of the Gesell Developmental Observation Workshops. Information about the Gesell programs and the most current listing of training locations is located on the Gesell Institute web site:

<http://gesellinstitute.org/>.

Participants in the Gesell workshops may earn one graduate credit for attending the 3-day training sessions and writing a reflective summary paper about the experience. The template for the paper is located on our website at <http://www.madonna.edu/pdp> under "PDP Forms." Please see "[Basic Program Information](#)" for paper length requirements and due dates.

You must register within 2 weeks of the Gesell workshop. To register, go to our website: <http://www.madonna.edu/pdp>. The course information is as follows:

For the 2 1/2 - 6 yr old program: *Gesell Developmental Workshop Early I* - EDU 5860.71

For the 6 - 9 yr old program: *Gesell Developmental Workshop Middle I* - EDU 5860.70

ICT/ICAT – INSTRUCTIONAL CONSULTATION TEAMS

If you are interested in obtaining Graduate Credit for the upcoming ICT training sessions in Michigan school districts, please follow the steps below. If you live outside of Michigan and are attending the training through ICAT Resources, please contact ICAT directly at:

<http://icatresources.com/>.

Step One

Registration

- You must register within 2 weeks of the beginning your ICT training hours. To register, go to our website: <http://www.madonna.edu/pdp>. You will need to register for Fall, Winter and Spring/Summer semesters separately. You are expected to register when you begin the accrual of your ICT hours, not after you have completed the work.
- The course numbers for the current semester are: ICT I - EDU 5860.39, ICT II - EDU 5860.53, and ICT III - EDU 5860.67. The first time you register for PDP-ICT credit you would use ICT I, the second time you would use ICT II, and the third time you would use ICT III.
- Fifteen clock hours equals one hour of graduate credit. You may decide how many hours you want to register for based on the amount of contact time you estimate you will attend.

Step Two

Assignment

- Please note that the Madonna PDP assignment that is required for our standard courses is waived in lieu of the ICT-specific assignment as described below. You do not need to complete the Madonna PDP assignment in addition to the items listed below.
- To receive graduate credit you must choose one of the options below. A Time Log Sheet is

required for either option. As a guideline, you should submit approximately three to five pages per credit hour. You should also include research documentation from which this work was based upon (i.e. Todd & Sylvia's book, Instructional Match learning principle citations from your poster, etc.).

- Training buddy: You will take a case and type a summary of your experience, using the template at the end of this document. Length will depend upon how many credits for which you are registered. Please include a copy of the Student Documentation Form, as well as any CBA/Instructional Assessment notes.
- Team members: You will need to complete a case if you are a skilled case manager or conduct practice Instructional Assessments, as well as Reading Strategies. Please do more than one snapshot with a student and practice the trial teaching of a strategy in the Reading Dimension that you think you will need to focus on for your instruction.
- One credit = please do three Instructional Assessments, with Reading Strategies; Two credits = please do six Instructional Assessments, with Reading Strategies; Three credits = please do nine Instructional Assessments, with Reading Strategies.
- All forms and templates will be emailed to you upon request. Once you have registered for your ICT graduate credit, send an email to pdp@madonna.edu to notify us that you need copies of the Case Review Template, Instructional Assessments Template, and our PDP Assignment Cover Sheet and Hours Tally Sheet.

Step Three

Work Submission

- You will need to mail your work to our department. Please see "[Basic Program Information](#)" for paper requirements, due dates, and our mailing address.

IT4EDUCATORS

IT4Educators is dedicated to bringing you relevant, classroom-applicable online courses at an affordable cost! All courses are created by teachers with many years of experience in the technology integration field. Courses from IT4Educators are:

- Flexible - Work from any computer with Internet access.
- Self-Paced - Instructor-guided courses you complete on your own schedule.
- Affordably Priced - All online resources and materials are included.
- Aligned with State and National Curriculum Standards - Teachers use their classroom curriculum to create practical classroom materials aligned with ISTE's National Technology Standards.

Non-degree graduate credit is available for participants in IT4Educators online classes. Complete information on class offerings can be found on IT4Educators' website:

http://www.it4educators.com/main/courses_mu.aspx.

IT4Educators offers dozens of classes ranging from 1-3 semester credits. These credits are non-degree graduate credits which are designed to be used to satisfy the requirements of certificate renewal and salary increase. The tuition for IT4Educators' online classes is:

3 Semester Credit Courses - \$490

2 Semester Credit Courses - \$380

1 Semester Credit Courses - \$270

To register, go to the IT4Educators' website: http://www.it4educators.com/main/courses_mu.aspx. Course titles and numbers are located on their site. After registering/paying for a course with

IT4Educators, you will be provided with a Madonna registration form that must be completed and submitted back to IT4Educators. IT4Educators will remit your credit registration form to us as soon as possible. You do not need to make an additional payment to Madonna University.

In addition, for the IT4Educators' online classes, there is no additional assignment required for credit. Upon completion of your online class, IT4Educators will contact our University and confirm your participation and grade. We will notify you via email when your credit has been posted. The University requires 10 business days to process your registration, so please keep that timeframe in mind if you are working under a deadline for your transcripts.

MIBLSI

Participants in the MiBLSI program may earn one hour of graduate credit for every 15 clock hours of training. These hours may be completed during the course of two semesters. For course numbers and assignment details, please see the MiBLSi web page: <http://miblsi.cenmi.org/News/MadonnaGraduateCredit.aspx>.

PBS TEACHERLINE

To Earn Graduate Credit for your PBS TeacherLine Online Class:

1. Enroll in a PBS TeacherLine Online Course at <http://www.pbsteacherline.org>.
2. Once the course begins, you must register and pay for graduate credit from Madonna University by using the link provided within the online course (https://ww4.madonna.edu/mucfweb/ssl_forms/PBSTeacherLine/clients/MainForm.cfm). Graduate credit fees are an additional \$150 per credit to the PBS TeacherLine course fee. PBS TeacherLine courses are 15 hours (one credit), 30 hours (two credits) or 45 hours (three credits).
3. Complete the online class.
4. Contact the Madonna PDP department at PDP@madonna.edu to notify us that you have completed your PBS TeacherLine course. We will verify your course completion and grade through PBS. It takes approximately two weeks from the time we receive your course completion notification email for your credit to be posted to your transcript. We will notify you via email when your credit has been posted.

The current course list for PBS TeacherLine classes is available at the following link: <http://ww4.madonna.edu/Graduate/courselist.cfm>.

Please see "[Basic Program Information](#)" as a reference for inquires.

READING APPRENTICESHIP - RAISE

Non-degree graduate credit is available for educators participating in the WestEd Reading Apprenticeship training program. Please email us at PDP@madonna.edu for a copy of the Reading Apprenticeship course flyer and assignment template for your specific training. Please indicate whether you are involved with the RAISE cohorts or the traditional Reading Apprenticeship training.

To register, visit: https://ww4.madonna.edu/mucfweb/ssl_forms/PDPPartner/clients/MainForm.cfm

For your reference, the various courses are copied below:

RAISE: English-Language Arts (EDU 5862.16)
RAISE: Biology (EDU 5862.17)
RAISE: US History (EDU 5862.18)

RAISE: School-Based Implementation (5862.52)
RAISE: Institute (EDU 5862.72)

Reading Apprenticeship – Administrator (EDU 5863.06)
Reading Apprenticeship Site-Based Training (EDU 5863.65)

Reading Apprenticeship Academic Literacy (RAAL) (EDU 5863.04)
Leadership in Reading Apprenticeship (LIRA) (EDU 5863.07)
Leadership in Reading Apprenticeship (LIRA) – II (EDU 5863.08)

iRAISE: Internet-Based RA Improving Science Education (EDU 5863.66)
RA: Writing Connections (EDU 5864.13)
Writing Connections Implementation (5864.14)
Writing Connections Institute (EDU 5864.15)

Reading Apprenticeship I (EDU 5860.26)
Reading Apprenticeship II (EDU 5860.80)
Reading Apprenticeship III (EDU 5861.34)

SDE – STAFF DEVELOPMENT FOR EDUCATORS

Michigan teachers have the option of applying for SCECHs or graduate credit for SDE's training seminars, conferences and online classes. Educators in other states may apply for graduate credit for the SDE offerings. Complete information on program offerings can be found at:

<http://www.sde.com/browse-events.asp>.

*SDE Seminars and Conferences at Your Location (**not online classes**):

SCECHs – Michigan Only:

Michigan SCECHs are available for pre-approved offerings. Details on Michigan SCECHs will be distributed by SDE's representative at the actual training program.

Graduate Credit:

- Participants in the SDE professional development seminars and conferences may earn graduate credit for attending the sessions and writing a reflective paper about the experience. The template for the paper is located on our website, <http://www.madonna.edu/pdp>, under "PDP Forms."
- One graduate credit may be earned for every 15 contact hours of professional development training. You may combine different training sessions and topics to obtain the 15 hours. For example, if you attend a one-day SDE workshop (generally about 5 contact hours of training), you can add those training hours to other PD time you attend to reach the 15 hours necessary for the one graduate credit. A reflective essay is required describing how you might apply the knowledge in your work position.
- You must submit a copy of your SDE certificate of completion, along with your reflective

essay, to the Madonna PDP office to receive credit. Please see "[Basic Program Information](#)" for paper requirements, due dates, and our mailing address.

- To register for graduate credit, go to our website: <http://www.madonna.edu/pdp>. For your reference, the course information you will use for Madonna graduate course registration is as follows:
 - Early Learning Success Institute – “*Early Learning Success Institute*” (EDU 5860.64)
 - Singapore Math for US – “*Singapore Math*” (EDU 5860.68)
 - Differentiated Instruction Train-the-Trainer Institute – “*Differentiated Instruction Train-the-Trainer*” (EDU 6910.22)
 - Differentiated Instruction – “*Differentiated Instruction*” (EDU 5850.11)
 - Literacy events – “*Literacy Learning in the Classroom*” (EDU 5800.11)
 - Educating Kindergarteners – “*Educating Kindergarteners*” (EDU 5860.95)
 - Educating First Graders – “*Educating First Graders*” (EDU 5860.96)
 - All Other Local, Regional and National Events (other than those listed above) – “*SDE: Successful Educational Practices*” (EDU 5862.55)

*SDE Online Classes:

Graduate Credit:

Each SDE online class is 24 contact hours of training. A graduate credit requires 15 contact hours. Therefore, one online class earns one academic credit. The nine remaining contact hours can be applied to a future course, if you choose to do so.

Step One

- Complete Your Online Enrollment Form and Orientation Process through SDE's site.

Step Two

- Register and Pay for Your Madonna University PDP Graduate Credit within 2 weeks of beginning the SDE online course. PDP tuition is \$150 per credit - this is separate from your SDE class registration fees.
- Registration form: <http://www.madonna.edu/pdp>. Use **EDU 5864.31 – Education for Today's Classroom** for all classes.

Step Three

- Complete the online class (and continue to accumulate your hours until you reach the number necessary for the number of graduate credits if you register for more than one credit).

Step Four

- Download the Assignment Template from our website <http://www.madonna.edu/pdp> under "PDP Forms." For every 15 hours of professional development training, you should have a paper of 3-5 pages in length.

Step Five

- Mail your Professional Development Program graduate credit assignment to our office for processing. Include the certificate(s) of completion that you receive SDE or other presenting organizations. Please see "[Basic Program Information](#)" for paper requirements, due dates, and our mailing address.

Please see "[Basic Program Information](#)" as a resource for inquires.