

## How it works

The Professional Development Program is relevant, convenient and nationally recognized.

For \$150\* per credit, earn 1 Graduate Credit by clocking 15 actual hours of professional development course attendance.

\*In some instances, tuition varies based on pricing set by our training partners. Tuition different from our standard rate is noted in the Program Details for that specific offering.

Simply attend pre-approved workshops, conferences, and seminars at the local, state or national level. While these 15 hours do not need to cover the same activity or topic, they must all represent content above and beyond your job requirements and provide you with relevant, professional development for your career path as an educator.

### Example

8 clock hours: Local Workshop  
+ 7 clock hours: State or National Conference

#### **15 clock hours**

+ Log and Reflective Paper

#### **1 Graduate Credit**

Homework, breaks, lunch hours and communication time with classmates do not count toward credit. In addition, credit for Professional Development Program courses is on a pass/fail system.\*

\*If you need a letter grade for your course, you must notify our office in writing via e-mail at the time of registration: [pdp@madonna.edu](mailto:pdp@madonna.edu).

### Organizations interested in setting up credit

Organizations interested in offering Madonna University graduate credit to participants in their professional development programs should submit the [Course Proposal Form](#).

### Frequently Asked Questions

#### **Who do I contact for the PDP program?**

Feel free to contact our Professional Development Program staff:

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

Anne Morris, Program Director  
Janice Centers, Program Secretary  
**Phone:** 734-432-5697  
**Website:** [www.madonna.edu/PDP](http://www.madonna.edu/PDP)  
**Graduate Credit E-mail:** [PDP@madonna.edu](mailto:PDP@madonna.edu)  
**SB-CEUs E-mail:** [SBCEU@madonna.edu](mailto:SBCEU@madonna.edu)

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**Frequently Asked Questions (continued)**
**What counts as professional development for graduate credit?**

The professional development training must be over and above your regular job responsibilities and it must add to your professional growth. See our chart below for more information.

<b>Type of Training</b>	<b>Does it Count?</b>	<b>Reason</b>
Staff Meetings/PLCs	No	Required as part of the terms of employment
Local, State or National Conferences that relate to your field or position	Yes	n/a
Preparation and planning time needed to implement 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 will count
Online class or training	No	Contact hours need to be face-to-face with instructor or facilitator
Time Spent Reading a book for a book study	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

**Who is eligible?**

Educators who hold a Professional (Permanent) Certificate, practicing administrators, or other education support staff may participate in this program.

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**Frequently Asked Questions (continued)****What is the cost for PDP courses?**

The tuition for the Professional Development Program is \$150 per graduate credit hour. Payment in full is due at the time of registration. Tuition is non-refundable.

**Is it possible to withdraw from a PDP course? May I get a tuition refund?**

If it is necessary, you can withdraw from a PDP course. However, the PDP course tuition is non-refundable. Before withdrawing, please contact us to discuss your options. Remember, you have two academic terms to complete your PD hours and assignment.

**Registration****Is there a deadline for registering?**

Yes, you must register within two weeks of beginning the professional development training. You may register ahead of time for any anticipated professional development that you plan to attend in the upcoming months. However, hours accrued prior to two weeks before the date that registration is submitted will not be counted.

**How do I register?**

You have two choices:

- 1) Register [online](#) using a credit card or e-check.
- 2) Download the [PDP Registration Form](#), print, complete and mail it back to our office along with a check or money order for your full tuition.

**How do I register online?**

Go to our website: [www.madonna.edu/pdp](http://www.madonna.edu/pdp) and click the **Register Online** button on the right. Complete the registration form and click **Submit**. From there, you will be taken to the online payment screen (Visa is NOT accepted, we apologize). When registering online, you must also pay at the same time. You cannot register online and then mail in payment. If you would like to pay by check, please mail it in with a printed and completed registration form.

**How do I get a User ID and PIN for online payments?**

When you register for the first time with Madonna University, your ID and PIN is created and sent to you via U.S. mail. If you don't receive this information, please contact the [Registrar's Office](#) at 734-432-5400.

**How do I make payment online after leaving the registration site?**

As a returning student, log in to [MY Portal](#) using your Madonna Student ID and PIN. This is where you will make payment and access your grades. You will not be able to register for PDP credit here, though.

As a new student, go to [www.madonna.edu](http://www.madonna.edu) and click **Parents/Family** on the right. To pay by credit card, click the **CASHNet** button on the right. We accept MasterCard, American Express, Discover and Diner's Club. You will be charged a 2.9 percent fee on the amount you charge. Next you will need to create a new account. Please do not use any spaces or special characters when creating this account. Once you are in the system, scroll down and click **Education Program: Professional Development**. Follow the prompts to make your payment.

If you would like to pay by electronic check, (takes the money directly from your checking account with no service fees), go to [www.madonna.edu](http://www.madonna.edu) and click **Parents/Family** on the right. Click the e-Check button on the right. Click the link: **Click here to login if you know the login but do not have the Password**. On the next page, log in with your student ID and your last name. Or contact Janice Centers at 734-432-5697 for an ID and Password.

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### Frequently Asked Questions (continued)

#### Assignments

##### What are the assignment requirements?

Unless otherwise noted for your specific course, you are required to keep a log of your professional development hours, as well as reflect on your experiences through a graduate level paper with sources professionally notated in APA or MLA Style. Professional Development Program papers are to be submitted together at the end of the training for grading and receipt of graduate credit. Use the [Assignment Template and Grading Rubric](#) template outlining project.

Required paper lengths are as follows:

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

##### My training instructor/facilitator indicated that my Madonna assignment is "Waived." What does that mean?

In some cases, organizations have made arrangements with our department to use their program assignment in lieu of our PDP assignment. In such cases, the organization's assignment has been evaluated and determined to be of sufficient quality to fulfill the requirements of graduate level work. When you receive notice that your Madonna PDP assignment has been waived for your course, you must still submit a copy of your program assignment to our department for grading by following the same procedures listed above.

##### When is my assignment due?

You have two university terms to complete your work. Therefore, you should adhere to the following schedule for work submissions:

Fall Courses	End of term: December 1	Submit Paper by: <b>April 1</b>
Winter Courses	End of term: April 1	Submit Paper by: <b>August 1</b>
Spring/Summer Courses	End of term: August 1	Submit Paper by: <b>December 1</b>

**\*Note:** after two terms, the university course lapses and it is not possible to receive credit after that point. If you need an extension due to an ongoing program you are attending that covers more than two university semesters, you need to make arrangements by contacting Anne Morris, Program Director, at [pdp@madonna.edu](mailto:pdp@madonna.edu).

##### Should I submit each training session's assignment as I complete it?

No. Keep all of your assignments together and submit them as one package when you have completed all hours necessary for your course completion requirements.

##### Where do I submit my completed assignments?

Mail all materials to:  
 Madonna University  
 College of Education - PDP  
 36600 Schoolcraft Road  
 Livonia, MI 48150

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**Frequently Asked Questions (continued)****May I fax or e-mail my completed assignments?**

No, completed assignments must be mailed to our office. The cover sheet of the assignment must have an original signature.

**Will I receive a letter grade for my PD course?**

No. The PDP courses are recorded as pass/fail. They are not part of a planned program of graduate work, and therefore they do not generally receive a letter grade for your transcript.

**\*Note:** If your school district or state requires a letter grade, you must notify our office in writing via e-mail prior to registration and submitting your assignment: [pdp@madonna.edu](mailto:pdp@madonna.edu).

**How soon after I submit my assignment will I receive a grade?**

Please allow two to four weeks for the processing and grading of all papers before inquiring about the status of your grade. You will not receive a grade report in the mail. All grades can be viewed online.

**How do I request an expedited grade for certificate renewal or employer deadlines?**

Contact Anne Morris, Program Director, at [pdp@madonna.edu](mailto:pdp@madonna.edu) to request an expedited grading of your work.

**Transcripts****How do I view or print out my unofficial transcripts?**

Log in to [MY Portal](#) using your Madonna Student ID and PIN. Unofficial transcripts are available on the *Students* tab under *Course Information*.

**How do I request my official transcript?**

Go to the online [Registrar's Office](#) to order an official transcript.

**How do I change my address, e-mail address, phone number, etc.?**

Log in to [MY Portal](#) using your Madonna Student ID and PIN. Click *Personal Info* to the right of your name.