

Exit Certification Fact Sheet

What is an Exit Certification?

Effective for grants awarded in calendar year 2025 and beyond ([34 CFR 263.12\(c\)](#)), the U.S. Department of Education has implemented a new regulatory requirement mandating the completion of an Exit Certification for all Professional Development Program (PDP) participants upon their departure from the program. This requirement is intended to strengthen program integrity and reinforce mutual accountability between grantees and participants.

The Exit Certification fulfills several critical functions:

- It serves as a formal mechanism for verifying the accuracy of key program completion data, including training history, financial assistance received, and service obligations.
- It acts as an official notification of the participant's exit from the program.
- It secures written acknowledgment from the participant confirming their understanding of the total funding received and the terms of their required service commitment.

Why is an Exit Certification needed?

The Exit Certification ensures that both the grantee and the participant are aligned on the participant's responsibilities. It supports compliance with federal regulations governing service-based scholarship programs and provides a documented record of the participant's exit and obligations.

What information is listed on the Exit Certification?

At the time of program exit, the grantee must provide the participant with the following information:

- (1) The name of the institution where the participant received pre-service training and the award number of the Federal grant that provided the scholarship.
- (2) The number of months the participant needs to work in an LEA that serves a high proportion of Indian students to satisfy the payback requirements in [§ 263.9](#).
- (3) The total amount of financial assistance received.

(4) The participant's field of study and the obligation of the participant to perform the service obligation with employment that meets the requirements in [§ 263.9\(b\)](#).

Where can I find the Exit Certification?

A PDF copy of the Exit Certification is available in the Professional Development Program Data Collection System (PDPDCS) under the section titled “Service Payback Requirements.” A download link is provided within the system. This form is approved by the Office of Management and Budget (OMB Control Number: 1810-0698, Expiration: 01/31/2028) and must not be modified.

The screenshot displays the PDPDCS website interface. At the top, there are four navigation tabs: Home, Participants, Institutions of Higher Education, and Employers. Below the tabs is a sidebar menu with the following items: FREQUENTLY ASKED QUESTIONS, TRAINING AND RESOURCES, SERVICE PAYBACK REQUIREMENTS (highlighted in yellow), OFFICE OF INDIAN EDUCATION, NEWS UPDATES (with a 'NEW' badge), and CONTACT HELP DESK. The main content area features three images: a group of students and a teacher, a student writing in a notebook, and a teacher in a classroom. Below the images, the 'Service Payback Requirements' section is visible, containing the following links: 'Click here to view the OIE Professional Development Program regulations', 'Click here to download the Service Payback Agreement', and 'Click here to download the Exit Certification' (highlighted in yellow). The footer of the page provides contact information for the PDPDCS Help Desk, including a toll-free hotline, TTY, fax, and email address, and notes that the help desk is closed on all federal holidays.

Where do I upload this document?

Grantees are required to retain a copy of the fully executed Exit Certification and upload it to the participant’s record in Section J: Exit Certification within the PDPDCS.

J. EXIT CERTIFICATION

* Please upload a scanned copy of the completed and signed Exit Certification for this participant within 30 days of exit from the program (either prior to completion or at completion of the program).

OIE requires grantees to use the U.S. Department of Education's OMB-approved form for the Exit Certification form. The grantee representative and participant must complete and upload a scanned copy of the signed document. The grantee representative signature must be the individual reflected in Box 3 of the Grant Award Notification (GAN).

DO NOT upload blank or unsigned agreements.

File to upload: No file chosen

Files cannot exceed 6 MB. If your files on the form are larger than 6 MB you should compress the files or alter your scanning resolution. Best file sizes can be achieved by ensuring that your scanner is set to a resolution no larger than 300 dpi. As well, set your scanner to "Black & White" or "Grayscale." Several compression tools are available, including PDF Optimizer for those users who have Adobe Acrobat 7 or later. Depending on the size of the file, the upload process may take several minutes. Acceptable file types include .doc, .docx, and .pdf. For assistance, please contact the Help Desk at 1-888-884-7110 or paybackobligations@ed.gov.

For any other questions, please contact the Help Desk: The Help Desk is available Monday – Friday 8:00 AM – 8:00 PM EST. Email: Paybackobligations@ed.gov Phone: 1-888-884-7110