

OMB Control Number: 1810-0698  
Expiration: 1/31/2028

## Exit Certification

### for Support and Training received from Indian Education Professional Development Program

This Exit Certification (the “Certification”) is made between two parties:

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Name of the Program Participant (“Participant”)

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Name of the IHE/TCU/Indian Organization  
 (“Grantee”)

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Grant Number (PRN#)

**Note:** The Indian Education Professional Development (PD) Program is authorized as a Special Program under Section 6122 of Title VI, Part A, Subpart 2 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act of 2015 (ESSA). The assistance listing number is 84.299B and is codified under 20 U.S.C. 7442.

## PRIVACY ACT NOTICE

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the requested information about the participant is section 6122 of the ESEA, as amended. We request the participant's information pertinent to the Indian Education Professional Development Program (PD) grant received whether provided by the participant, grantee, or other entity, including social security number and other personally identifiable information (PII), in order to accurately track the participant's records and to differentiate the participant's financial obligation from other participants who may have the same name. Participating in PD is voluntary, but you must provide the requested information, including the participant's PII, to participate in PD. The information will be used to ensure that program participants meet specific statutory and regulatory requirements, including service obligation fulfillment or repayment of financial obligation.

Participant records may be disclosed to third parties as authorized under routine uses in the appropriate systems of records, either on a case-by-case basis, or, if the U.S. Department of Education (ED) has complied with the computer matching requirements of the Privacy Act, under a computer matching agreement. Routine uses include sending the information, in the event of litigation, to the U.S. Department of Justice (DOJ), a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send this information to law enforcement agencies if it is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility within the receiving entity's jurisdiction. We may send information to the U.S. Department of Treasury (Treasury) and to credit agencies to verify the identity and location of the debtor and to the Treasury, collection agencies, and employers of the scholarship recipient to service or collect on the debt. We may send information to members of Congress if you ask them to help you with questions related to your participation.

In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. If necessary for ED to obtain advice from DOJ, we can disclose information to the DOJ. We may disclose information to DOJ or the Office of Management and Budget (OMB) to help us determine whether the Freedom of Information Act (FOIA) requires the disclosure of records. We can disclose records to contractors if we contract with an entity to perform functions that require the disclosure. Disclosures may also be made to qualified researchers under Privacy Act safeguards. Finally, disclosures may be made to OMB as necessary under the requirements of the Credit Reform Act.

## ABOUT THIS CERTIFICATION

Upon completion or exit from grant-supported training, the grantee will require each participant to use the OMB-approved Exit Certification 1810-0698 in which the participant agrees to the terms and conditions set forth in the 2025 regulations implementing [34 CFR 263](#).

ED tracks service payback obligation via the Office of Indian Education (OIE) Professional Development Program Data Collection System (PDPDCS). You can access the PDPDCS online at: <https://pdp.ed.gov/oie>. The regulations are available online at: <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-II/part-263/subpart-A/>

### **For correspondence to ED please see the information below:**

U.S. Department of Education  
Office of Indian Education  
Professional Development Program  
400 Maryland Avenue, SW  
Washington, DC 20202

### **For correspondence to PDPDCS, see below:**

#### Help Desk

1700 Research Blvd, RB 2268  
Rockville, MD 20850

Toll Free Hotline, 8:00 a.m. – 8:00 p.m. Eastern Time, Monday - Friday

1-888-884-7110

For TTY dial 711 for your state's  
Relay Service Provider

#### Fax

1-888-252-6960

E-mail: [paybackobligations@ed.gov](mailto:paybackobligations@ed.gov)

## Service Payback Obligation and Exit Information

Below you must enter the service payback obligation details for the participant. This information is critical to tracking service payback obligation fulfillment. Note that participants may begin to fulfill his or her payback obligation upon exiting according to the 2025 Regulations [34 CFR 263](#).

According to section [34 CFR 263.10](#), the Secretary may grant a deferral or an exception to the work or repayment requirements upon request, if a participant can provide sufficient evidence to substantiate eligibility.

## Exit Terms and Conditions

The below is applicable and must be completed by the participant who fully met the terms and conditions of the training that was provided through graduation, program exit, or completion of a certificate. This information must match what is reported in Sections G, H and I of the participant's record in the Professional Development Program Data Collection System (PDPDCS).

As an OIE Professional Development Program training scholarship recipient, I acknowledge the following information as being true and accurate:

**1. Participant program status (Section G, G1):** *Select the most appropriate option below.*

- The participant exited/graduated/completed the program.  
\*Please enter the date of exit/graduation/completion (MM/DD/YY): \_\_\_\_\_
- The participant exited without graduating/completing the program.  
\*Please enter the date of exit without completion (MM/DD/YY): \_\_\_\_\_

**2. 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](#) (Section H, H1):**

\_\_\_\_\_

In accordance with [§ 263.9](#), if a participant is a part-time student in a pre-service training program, the work-related payback period is proportional to the accumulated academic years for which pre-service training under the Professional Development program was actually received on a month-for-month basis, taking into consideration the typical academic calendar of the institution where the training was received. Participants in administrator grants will accumulate an obligation equal to the number of months enrolled, calculated on a month-for-month basis.

**3. Total amount of funding this participant received directly from this OIE Professional Development Program grant (See section [34 CFR 263.4\(a\)](#) for allowable costs) (Section H, H2):** \_\_\_\_\_ Enter the amount of funding in dollars and cents.

**4. Field of study in which the participant earned their degree:**

\_\_\_\_\_

**5. Upon completion of my training, I will notify the U.S. Department of Education (ED) via the U.S. Office of Indian Education PD Data Collection Center of my decision to either fulfill work payback through employment that meets the requirements in [§ 263.9\(b\)](#) or reimburse the Department for the training funds ("cash payback") within 30 days. If I do not log in to my OIE PDP Data Collection Center account within 6 months of completing my training, I will be referred to cash payback. ([34 CFR 263.11](#))**

6. I understand that I must update the PDPDCS with any change in my name, address, and employment status. I am also responsible for documenting and entering my employment in the OIE PDPDCS semiannually to indicate how I am satisfying the terms of my scholarship agreement until such time as the work obligation has been satisfied. Failure to do so may result in payback of the stipend including interest and costs of collection as provided in [34 CFR 263.9\(c\)](#).
7. If I fail to abide by the terms and conditions of this Exit Certification Form causing my status to change to a participant in repayment, I understand that payback including interest and costs of collection as provided in [34 CFR 263.9\(c\)](#) will be managed by the U.S. Department of Education's Accounts Receivable and Bank Management Division, the Department of Interior, and/or the U.S. Department of Treasury's Centralized Receivables Service.
8. I acknowledge that I have received a copy of my signed Service Payback Agreement and this Exit Certification Form, both of which outline the service-or-repay requirements stipulated in Federal regulations, and I understand my obligations as an OIE PDP scholarship recipient.

## AGREEMENT CERTIFICATION

The Participant and Grantee both certify that all of the information provided is true, accurate, and correct to the best of our knowledge. We understand that if either party purposely give false or misleading information, the violating party may be fined in an amount not less than \$5,000 and not greater than \$10,000, plus 3 times the amount of damages the Government sustains due to false statement (31 USC § 3729).

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Participant Name  
*(please print)*

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Participant Signature

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Date

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Project Director/Grantee  
Representative Name *(please  
print)*

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Project Director/Grantee  
Representative Signature

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Date

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Grant Number (PRN#)