



DEPARTMENT OF COUNSELING

Professional Development Activity Form (PDA)

Instructions

1. Students must complete five PDA hours per three-credit course.
2. Upon completion of the PDA, students must have the “Person Responsible for the Activity” sign the PDA Form.
3. Students are not permitted to use the same PDA for more than one course.
4. At some point during the semester, students must have the Course Instructor sign the PDA Form.
5. The PDA must be completed within the semester that the student takes the course.
6. The Course Instructor provides the final approval of the PDA.
7. The PDA Form is used only to maintain accountability for the respective semester. Students may discard PDA at the conclusion of the semester.
8. Students must record all PDAs for the semester on one form (front and back).