

PROGRAM CHECKLIST

Leadership Development Program (LDP) – Work-based Learning Graduate Certificate

The *Career and Technical Education Program* hosts the Leadership Development Program – Work-based Learning Graduate Certificate.

Completed applications should be submitted by the deadlines listed below.

Deadlines:	TERM	TECR DEADLINE	GRADUATE APPLICATION DEADLINE
	Summer Start	May 15	June 1

***This program accepts Summer starts only.**

_____ Confirm this is the correct program for you. Find out more information at the [website](#).

_____ Create an [application account](#) to start your Graduate School application.

_____ [Login](#) to the Graduate School application using your account credentials.

_____ Complete the following sections of the application based upon your enrollment objective: Degree Seeking (Leadership Development Program (LDP) Work-based Learning Graduate Certificate)-

- o Applicant Information - Personal Background, Emergency Contact, Residency
- o Campus and Program
 - > Campus: Select “West Lafayette”
 - > Proposed Graduate Major: Select “Curriculum and Instruction”
 - > Area of Interest: “Career and Technical Education”
 - > Degree Objective: Select “LDP-Work-based Learning Graduate Certificate”
 - > Course Delivery: Select “Distance (online or off-campus location)”
- o Complete licensure questionnaire
- o Education Background
- o Supplemental Form (*not required*)
- o Employment & Other History
- o Resume Upload (*not required*)
- o Personal History Statement (*not required*)
- o Academic Statement of Purpose (*not required*)
- o Fellowship Applicant Essay Upload (*not required*)
- o Recommendations (*not required*)
- o Acknowledgments
- o Faculty Selections (*not required*)

_____ Contact the edgrad@purdue.edu at if you need assistance.

PROGRAM CHECKLIST

LDP – Generalizable Skills Graduate Certificate

_____ [Submit an official transcript](#) for every college or university attended. Official transcripts should be requested to be sent directly from the issuing institution to the Purdue Graduate School or gradadm@purdue.edu. If possible, please select Attn: “Grad School.”

- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write “*This is a true original copy of the diploma for (applicant’s full name)*” on the copy, and include their name, title, phone, and email address on the copy. The copy *cannot* be faxed or sent over email; it must be mailed to the graduate program.

For the graduate application, the transcripts/diploma requirements from the Graduate School can be found at the [documents required by country webpage](#).

- Unofficial international transcripts may be accepted for admission and should be uploaded with the application.

_____ International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School’s [minimum score requirements](#).

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized [English-speaking countries](#). Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your [online application](#). We will keep you updated as any items arrive.

Additional options:

MSED Curriculum and Instruction – Career and Technical Education – Purdue University supports stackable credentials. All credits earned in this graduate certificate program can be used towards the masters’ program. [Website](#)