



## **Frequently Asked Questions About PDP Membership**

### **How does my staff register for membership?**

**NASET** will provide clear and simple directions for distribution by you to your designated staff. There is a unique code that is supplied in the instructions that identify any individual as a member of your staff. Each member will create their own unique user name and password. The process is simple and will require that each individual go to the website and enter their individual membership information plus your unique School Registration Code. You will not need to collect any information from your staff for registration!

### **When does membership begin and end?**

Upon receipt of payment or purchase order, you can decide when you want the membership to begin and we will activate a start date one week earlier to allow time for dissemination of the registration instructions and staff registration. One year from the date of the requested start date the membership will automatically expire unless you choose to renew.

### **Do member's benefits or website access differ for PDP Members?**

No, membership benefits and access to all that the **NASET** website offers are the same for PDP Members as all other membership categories.

### **Can my staff take the professional development courses on NASET?**

Yes. Each registered member can take any or all of the courses and complete the test for each course. Results of completed tests are maintained on the website and the member can print out their certificate of completion for each course test successfully completed (80% correct answer for successful test completion).

### **How can I determine what courses have been successfully completed by my staff?**

Upon successful completion of each course exam, the member can print out a certificate of completion for the course or save it as a file. The certificate contains the member's name, the course title, the number of study hours and date of completion. This documentation can be presented as proof of completion. In addition, this information remains available on the website for the member to reprint as long as their membership is active.

### **How do I start a PDP Membership?**

First request a PDP Membership Quote. You can then include the quote response with your payment or official district / school purchase order. Upon receipt of the aforementioned, **NASET** will contact the primary contact you designate to provide the necessary information to start your PDP Membership.

### **Who can I contact for more information about PDP Membership?**

The **NASET** Membership Department can answer your questions, email or call us at:

**email:** [membership@naset.org](mailto:membership@naset.org)

or

**Telephone:** 800-754-4421 ext 101