

## MEMO

To: Lutheran School Administrators, Initial Educators, etc.

From: Dr. Steven Witt

Director of Graduate Literacy and Preferred Partnerships  
Concordia University Wisconsin  
262-243-4253 [steven.witt@cuw.edu](mailto:steven.witt@cuw.edu)

Date: March 2016

Re: PDP Course Seminar Monday and Tuesday, June 20/21 and ONLINE available NOW

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**EDG 510 – Writing a Professional Development Plan (PDP)**, 1 credit, \$250  
Concordia Mequon Campus

June 20-21, 8:30 – 4:00 pm both days  
Alan Bitter, Instructor  
[alan.bitter@wlc.edu](mailto:alan.bitter@wlc.edu) 414-443-8565

CUW Grad Admissions contact information for on-campus:  
[Graduate.admission@cuw.edu](mailto:Graduate.admission@cuw.edu) 262-243-4248  
Use the attached instruction to apply as a non-degree seeking student

**EDG 810 – Writing a Professional Development Plan (PDP)**, 1 credit, \$250

Online – Available to take for spring term  
CUW Grad Admissions contact for Online:  
Amber Matthews 877-289-1897 [amber.matthews@cuw.edu](mailto:amber.matthews@cuw.edu)

This course will assist the 2<sup>nd</sup> year teacher in the development of a PDP, as required for renewal of the Wisconsin State Teaching License under Wisconsin Statute PI 34. The instructor will assist beginning teachers in writing a reflection of their first year experiences, selecting two teaching standards for their plan, writing goal statements, and planning activities to carry out their plan. The instructor will then serve as the University (IHE) Rep on each student's PDP team.



## Non-Degree Application Guidelines

1. Visit [www.cuw.edu/apply](http://www.cuw.edu/apply)
2. Click on 'Create Account,' then select 'Create Your Non-Degree Account'
3. Fill in Contact Information
4. Academic Ambitions:
  - I intend to enroll as a *Continuing Education* student.
  - Anticipated entry term: (*Spring: January-June, Fall: July-December*)
  - Please select license or course: *Continuing Education Courses*
  - At which location would you like to take classes? *Off Campus* or *Online*
  - At which off campus location would you like to take classes? *Mequon* or *Online*
5. Once you have created your account, you will be taken to your account home page. Scroll to the bottom and click on 'Start an Application' in the Next Steps box.
6. Select 'Start a new Non-Degree Application.' The information you submitted when creating your profile will automatically populate.
7. Follow the steps of the application, filling in Academic Information, Personal Information, Demographics & Statement of Understanding.
  - Always select 'Continuing Education Courses' when given the option.
  - Choose 'Off-Campus' or 'Online' as your location. (Do not select Mequon, even if your course is on-campus).
  - When asked what course(s) you would like to take, type in the course number prefix and number (EDG 510 for on-campus, EDG 810 for online).
8. Electronically sign and submit the application.
9. In 3-5 business days, you will receive a confirmation email from CUW stating that you have been accepted and registered for the course(s). This email will provide you with your student ID number, which will allow you to log into the portal. This is where you will access your CUW email, billing information, etc.

**Questions?** Contact [graduate.admission@cuw.edu](mailto:graduate.admission@cuw.edu) or 262-243-4248