

CIVILIAN LEADERSHIP & DEVELOPMENT (CLD) PROGRAM

ACADEMIC DEGREE CERTIFICATION PROGRAM (ADCP)

ALL PACKAGES ARE ON A FIRST COME FIRST SERVE BASIS

REIMBURSEMENT FOR ADCP CONDITIONS

The degree must relate to employment/ job function in some manner

Course must start between 10/1/15 and 9/30/16

All forms & items must be received at one time as a complete package
(incomplete packages will NOT be processed)

Completion grades must be submitted within 5 business days of being posted
(you must receive a C or better for undergrad courses and
B or better for graduate level work to be reimbursed).

COMPLETE THE FOLLOWING REQUIREMENTS FOR ADCP

BE AN ACTIVE CLD MEMBER

COMPLETE THE ADCP APPLICATION

COMPLETE THE ADCP INTAKE FORM

COMPLETE THE ONLINE ASSESMENT - WEBSITE [HTTP://LCA.OPM.GOV/](http://LCA.OPM.GOV/)

COMPLETE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

COMPLETE THE MENTOR AGREEMENT FORMS

PROVIDE DEGREE AUDIT

A degree audit lists all of the degree requirements

SUBMIT AN EDUCATION DEGREE PLAN (EDP)

TRAINING SUPPORT DEPARTMENT

FOR MORE INFORMATION ABOUT THE CLD OR ADCP PROGRAM CONTACT:

CATHY HILL @ 252-466-2557

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