Postdoctoral Professional Development Certification
an Office of Postdoctoral Affairs Initiative
Plan

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Introduction to the Postdoctoral Professional Development Certification

- Acronym: PPDC
- Purpose: To equip postdoctoral scholars with the skills necessary to navigate their postdoctoral training and prepare for many different types of careers
- Tracks: Basic Component (all completing PPDC must complete) + either Academic or Non-Academic Component
- Time Commitment: Could take anywhere from ~30 to ~100 hours to complete, depending on which track and which events you choose
  - Flexibility in event length and event format exists to give options to both short-term and long-term postdocs
- Who can Participate: All Ohio State postdocs, but we highly recommend starting the PPDC within 6 months of your hire date
  - An early start means more time to complete requirements
  - NCH postdocs are not eligible for the PPDC, but can attend events and use resources listed on curriculum
Signing Up for the PPDC

1. If you are eligible and would like to participate, please indicate your participation via our Qualtrics registration form.

2. Go to BuckeyeLearn.osu.edu (log in with your name.number).

3. Enter “Office of Postdoctoral Affairs” in the search bar.

4. Select the curriculum Office of Postdoctoral Affairs Professional Development Program and click Request.
Registering for Live Events

Important: Registering for an event with its organizer and registering for an event for the PPDC on BuckeyeLearn are two separate processes!

1. After registering for an event with the organizer, search for the event on BuckeyeLearn.

2. Events typically look like this and have a Calendar icon next to them:

   ![Science of Team Science (SciTS) Conference](image)
   Science of Team Science (SciTS) Conference
   Event | Office of Postdoctoral Affairs
   The Science of Team Science (SciTS) field is building the evidence base for how to conduct, manage, and support effective and efficient team-based research and ultimately enhance the science it produces. The SciTS conference is the annual international forum dedicated to SciTS, bringing together thought leaders from a broad range of disciplines and ...

3. Click on the event and select the Request button:
Registering for Live Events (continued)

4. BuckeyeLearn will then redirect to your Transcript. For the event you just requested, click on Select Session:

5. Select the session that you want to attend.

You’re now registered for this session on BuckeyeLearn!
Getting Credit for Live Events

After attending a live event (either in-person or online), you may need to follow up to receive credit. Check criteria below to determine next steps:

1. If the event was organized by the OPA, you do not need to do anything.

2. For non-OPA events: If the event or workshop organizer issues certification of attendance or completion, please submit this in electronic form to osupostdocs@osu.edu.

3. For non-OPA events: If the event or workshop organizer does not issue certification of attendance or completion, you must get the Event Credit Request Form signed by the speaker or facilitator and then submit the signed Event Credit Request Form to osupostdocs@osu.edu.

Our PPDC Tracking Form tells you what kind of proof of attendance you will need for each item on the curriculum.
Getting Credit for Recorded Materials

1. Search for the name of the requirement in BuckeyeLearn. These will typically be listed as **Materials** and have a Folder icon next to them:

   ![Image of Academic Job Search: Applying and Interviewing](image)
   
   *Academic Job Search: Applying and Interviewing*
   
   Material: Office of Postdoctoral Affairs
   NIH Office of Intramural Training & Education recorded talk "Academic Job Search: Applying and Interviewing". Watching the four NIH recorded talks will count towards the "Academic Job Search" portion of the Academic Module for the Office of Postdoctoral Affairs' Professional Development Program.

2. Select the item, then click **Request**:

   ![Image of Request button](image)
   
   ![Image of Notify Observer button](image)

   ![Image of Notify Observer button](image)

   ![Image of Notify Observer button](image)

   ![Image of Notify Observer button](image)

3. **After** completing the item, go to your transcript and click **Notify Observer**:

4. Send proof of completion to [osupostdocs@osu.edu](mailto:osupostdocs@osu.edu).

*Note that different events ask for different types of proof of completion. See the PPDC Tracking Form for a breakdown of what proof of completion each event requires.*
Tracking Your Progress

Two ways to track your progress on the PPDC:

**PPDC Tracking Form**

This form gives you a place to mark the different activities that you have completed and gives a clear picture of each section’s requirements.

Fill out the form as you go with the dates that you attended events/submitted proof of completion. Form is for your reference and does not need to be submitted to OPA.

**BuckeyeLearn Transcript**

1. Go into BuckeyeLearn
2. Hover over *Learning*
3. Click on *View Your Transcript*
4. Select *Open Curriculum* for the Office of Postdoctoral Affairs Professional Development Program to view your progress
Completion of the Certification

✓ If you are able to complete all items on the PPDC – congratulations!

1. Log in to BuckeyeLearn

2. Hover over the Learning tab and select View Your Transcript from the dropdown menu
Completion of the Certification

3. From your transcript, select the **Active** button, then select **Completed** from the dropdown menu.

4. Locate the Office of Postdoctoral Affairs Professional Development Program curriculum. Select the **View Certificate** button.

5. Your certificate will populate where you can view, download, or print it!
Completion of the Certification

If you are *not* able to complete all PPDC items before you leave Ohio State, don’t panic!

You still benefited from the professional development opportunities you pursued.

You can still view, download, and print individual certifications (follow the instructions for the transcript in the previous section, but you will select each individual training instead of the whole curriculum).
Listing Items on CV

To fully communicate the extent of your training, we encourage all postdocs, whether they completed the PPDC or not, to list relevant training items *separately* on your CV!

PROFESSIONAL ACTIVITIES

Workshops Attended and Courses Completed

• Project Management for Researchers
  Columbus, OH – July 2019

• BioScience Writers Fellowship Writing Workshop
  Columbus, OH – February 2020

• Enhancing Motivation Using the CARES Mentoring Model
  Online mentoring curriculum from the University of Minnesota – March 2020
Resources

- OPA PPDC Webpage - go.osu.edu/postdocpdc
- PPDC Tracking Form
- Event Credit Request Form

Questions?

Contact the Office of Postdoctoral Affairs at osupostdocs@osu.edu or 614.688.1589