



ELIGIBILITY, APPLICATION, & REQUIREMENTS



2019 PROFESSIONAL DEVELOPMENT PROGRAM

We are excited about your interest in the Professional Development Program! Find answers you need about eligibility, application information, and course requirements detailed below.

ELIGIBILITY

PROFESSIONAL WORK EXPERIENCE:

In order to be a part of PDP, participants must have been employed full-time in the hospitality industry, or a related field, for a minimum of two continuous years prior to applying to the program.

LANGUAGE REQUIREMENT:

While many cultures enrich the Cornell experience, English is the language of instruction in PDP. We do not require a TOEFL score; however, to participate in and benefit from the courses, participants must have well-developed English-language communication and comprehension skills.

APPLICATION AND REGISTRATION

HOW TO APPLY:

The best way to submit your PDP 2019 Application is [online](#). The application will be reviewed by the Office of Executive Education and we will contact you, usually within 24 hours, to advise you of your status. You may also download the application and submit by email, postal mail, or fax to:

Post Mail:

Cornell Executive Education
Cornell SC Johnson College of Business
Cornell University
209 Dryden Road, 4th Floor
Ithaca, NY 14850 USA

Fax: +1.607.277.0517

Email: exed_ed_hotel@cornell.edu

DEADLINE:

Although you can apply to PDP as late as seven (7) days prior to the first day of class, it is best to apply as soon as possible to expedite the processing of your visa, if necessary, and to secure a space in your desired course, as many PDP courses reach capacity. You must also be able to complete your pre-course assignment (see reverse) before the start of class.

COST AND TERMS OF REGISTRATION:

PDP courses on the Cornell campus in Ithaca are US\$2,895, including everything required for the course: notebooks, reading materials, note paper and pencils, and CDs for those courses that require them. Continental breakfast, buffet networking lunch, and refreshment breaks are also included. To secure your spot in the program, a minimum deposit of \$300 is required no later than ten days after your application has been accepted. Your place will not be held until the deposit is paid. Full payment must be made by June 3, 2019.



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CANCELLATION POLICY:

You may cancel prior to May 27, 2019 and receive reimbursement for all course fees paid. The minimum deposit of \$300 per course will be held by the Office of Executive Education if cancellation takes place on or after May 27, 2019. We cannot honor any reimbursements if cancellation takes place after June 14, 2019.

COURSE REQUIREMENTS

PRE-COURSE ASSIGNMENT:

Some courses will require the completion of a pre-course assignment. You will be notified by email when each course’s assignment is posted. To access your assignment(s), go to the Pre- Course Preparation website and follow the prompts. Your USER NAME and PASSWORD (case sensitive) will be provided to you after the course deposit has been paid. Pre-course assignment(s) will be posted no later than two weeks prior to the start of each course.

ATTENDANCE:

In order to gain the most out of your PDP experience, attendance at all sessions is expected. Registration and continental breakfast will be held at 7:30am (07.30) and classes begin at 8:30am (08.30) on the first day and end on the third day at 3:30pm (15.30). You should also plan to be available the first two evenings for homework or group work. You will be presented with your certification documents in person upon completion of each course, and we are not able to give certificates to participants who do not attend all sessions. Please make travel arrangements carefully. Because of the intensive nature of these courses, those who arrive late or leave early will not earn a Certificate of Completion for the course. See a more detailed schedule below:

CLASS SCHEDULE OVERVIEW

DAY ONE	08.30-12.30: Class 12.30-13.30: Buffet Networking Lunch 13.30-17.00: Class 17.00-18.30: Welcome Reception Evening: Individual or Group Assignment	There will be a 20-minute break in the morning and a 20-minute break in the afternoon.
DAY TWO	08.30-12.30: Class 12.30-13.30: Buffet Networking Lunch 13.30-17.00: Class Evening: Individual or Group Assignment	There will be a 20-minute break in the morning and a 20-minute break in the afternoon.
DAY THREE	08.30-12.30: Class 12.30-13.30: Buffet Networking Lunch 13.30-14.30: Class	There will be a 20-minute break in the morning and a 10-minute break in the afternoon.

For more information about requirements, visit sha.cornell.edu/admissions-programs/executive-education