



PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: Leigh Ann Collins
DATE: 1-10-2026
FROM: Carol Derkowski
DIV or UNIT: Allied Health Division
SUBJ: PPA request for: Debora Luttringer
Title of PPA activity: PTA Director Mentorship
Dates (or semesters) of activity: Spring 2026

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Debbie served as the Interim Program Director during the Fall 2025 semester and, in that capacity, was the primary liaison to CAPTE. This role required knowledge of accreditation standards, reporting requirements, timelines, and compliance expectations specific to the PTA program. As a result of her prior leadership and direct work with CAPTE, Debbie possesses institutional knowledge that is critical to ensuring continuity, regulatory compliance, and program stability during the current director's transition. Her mentorship includes providing guidance on accreditation processes, assisting with interpretation and implementation of CAPTE standards, supporting documentation and reporting requirements, and advising on best practices to maintain accreditation status.

B. Cost

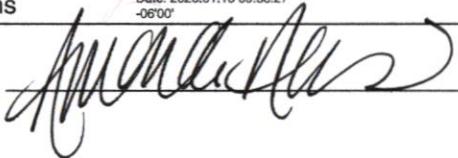
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,400.00
TOTAL	\$ 0.00	\$ 2,400.00	

Budget Number: 1110.14186.6091.102

C. Approvals

Supervisor: Carol J. Derkowski, RDH, MAIE
Digitally signed by Carol J. Derkowski, RDH, MAIE
Date: 2026.01.10
12:40:22 -06'00'
Date: _____

Leigh Ann Collins
VP: _____
Digitally signed by Leigh Ann Collins
Date: 2026.01.16 09:38:27
-06'00'
Date: _____

President: _____

Date: _____