

## HOW TO APPLY FOR KEYSTONE STARS DESIGNATIONS

Note: To apply for the Keystone STARS Designation, you will need to have a registered organization within the PD Registry. To find a tip sheet on how to claim an unregistered organization, visit the [Pennsylvania Key website](https://www.papdregistry.org).

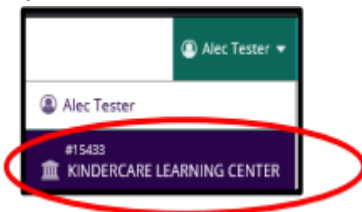
1. Go to [www.papdregistry.org](https://www.papdregistry.org).
2. Click **Login** on the top right corner.



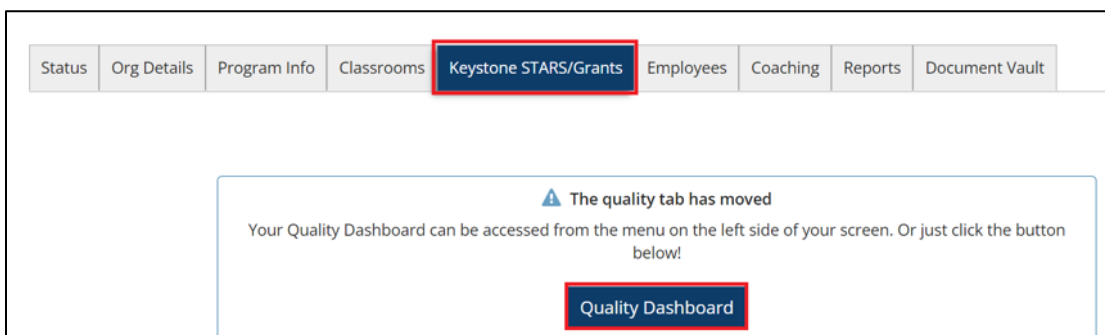
3. Enter your email address and password, then click **Login**.



4. As the Director\Owner, click on the name of your organization from the top right-hand corner drop-down menu.



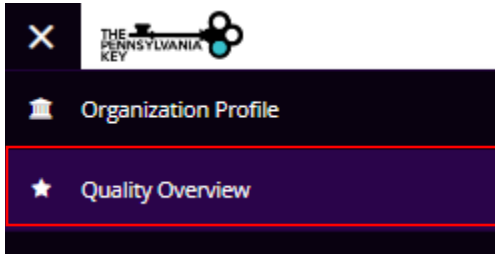
5. Within your organization's profile, select **Keystone STARS/Grants** tab and click **Quality Dashboard** underneath.



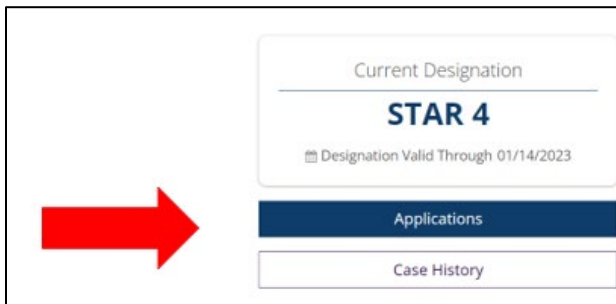


## How To Apply for Keystone STARS (Updated June 2022)

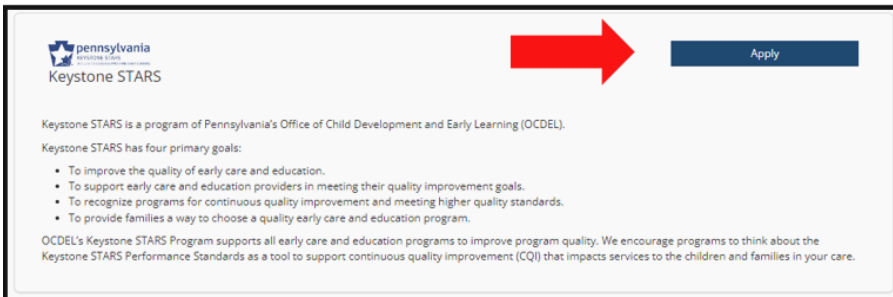
Note: You may also access the Quality Dashboard from the left-hand menu by selecting **Quality Overview** shown below.



### 6. Click **Applications**.



### 7. Click on **Apply** on the section noted as Keystone STARS.





## How To Apply for Keystone STARS (Updated June 2022)

8. Click on **Review** for each section marked as review and confirm that information is correct.

★ Designation Application

<b>General Information</b> General organization information such as contact information.	⚠ review	<a href="#">Review</a>
<b>Licensing &amp; Affiliations</b> Organization licensing, affiliations, and applicable identification numbers.	⚠ review	<a href="#">Review</a>
<b>Accreditation</b> Organization accreditations and applicable expirations.	⚠ review	<a href="#">Review</a>
<b>Capacity &amp; Enrollment</b> Organization capacity and number of children enrolled.	⚠ review	<a href="#">Review</a>
<b>Classrooms</b> Classroom hours, lead teachers and other classroom related information.	⚠ review	<a href="#">Review</a>
<b>Pathways and STARS</b> Pathway and STAR rating information.	❌ incomplete	<a href="#">Review</a>
<b>Additional Site Questions</b> Answer the following questions regarding this site.	❌ incomplete	<a href="#">Review</a>
<b>Activities and Initiatives</b> Activities and initiatives in which this organization is involved.	❌ incomplete	<a href="#">Review</a>
<b>Program Yearly Changes</b> Program changes since the last application or renewal.	❌ incomplete	<a href="#">Review</a>

9. Click the **Review** button for on Pathways and STARS.

**Pathways and STARS**  
Pathway and STAR rating information.

❌ incomplete

[Review](#)

10. Click the appropriate selection when applying for a STARS designation and the requested Star Level that your organization is seeking to obtain.

Keystone STARS Application

Pathways and STARS

Why are you applying for a STARS Designation?  
Required

☐ To Move In: My program has not had a STARS Designation within the last 30 calendar days.

☐ To Move Up: My program is seeking a STARS Designation higher than our current designation.

☐ To Maintain: My Program is seeking a new STARS Designation equal to our current designation.

☐ To Move Down: My program is seeking a STARS Designation lower than our current designation.

Requested STAR Level:  
Required

☐ STAR 2

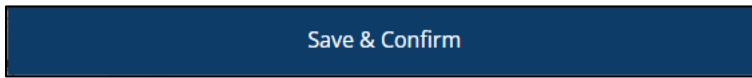
☐ STAR 3

☐ STAR 4

❓ Programs that hold specific accreditations and affiliations are eligible for the accelerated pathway to STARS designation.



11. Once the required selections are made, select **Save & Confirm** at the bottom of the screen.



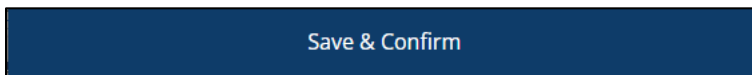
12. Click the **Review** Button for on Additional Site Questions.

**Additional Site Questions**  
Answer the following questions regarding this site.

incomplete

Review

13. Answer all questions regarding the site, when finished click **Save & Confirm** at the bottom of the screen.



14. Click the **Review** button for Activities and Initiatives.

**Activities and Initiatives**  
Activities and initiatives in which this organization is involved.

incomplete

Review

15. Check all applicable options regarding the activities and initiatives at the site, when finished click **Save & Confirm** at the bottom of the screen.

**Keystone STARS Application**

**Activities and Initiatives**

This site is involved in the following activities and initiatives: (check all that apply)

- ☐ Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC)
- ☒ Child Adult Care Food Program (CACFP) Participant
- ☐ Multi-Site (Chain or Franchise)
- ☒ Mind in the Making
- ☐ Use of Positive Behavior Interventions and Support (PBIS)
- ☐ Teacher Education and Compensation Helps (TEACH) and Tuition Assistance Program (TAP)
- ☐ Use of After School Quality (ASQ)
- ☒ Keystone Kids Go
- ☐ PA Eco Healthy Child Care
- ☐ None at this time

**Save & Confirm**



16. Click the **Review** button for Program Yearly Changes.

Program Yearly Changes Program changes since the last application or renewal.	incomplete	<a href="#">Review</a>
--	------------	------------------------

17. Answer all questions regarding any changes withing the past year, when finished click **Save & Confirm** at the bottom of the screen.

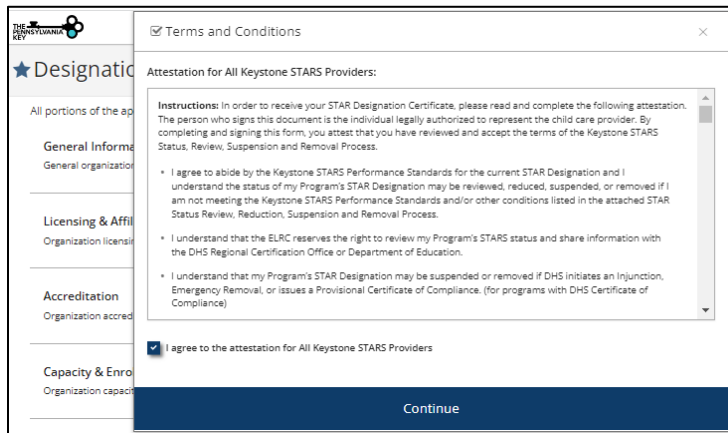
[Save & Confirm](#)

18. Once all application review options have been completed, they will be denoted as confirmed on the screen and the application will be ready for submission.

To Submit the Application, click on the **Submit Application** button at the bottom of the screen.

★ Designation Application <a href="#">Close</a>		
All portions of the application must be reviewed and confirmed in order to submit.		
<b>General Information</b> General organization information such as contact information.	confirmed	<a href="#">Review</a>
<b>Licensing &amp; Affiliations</b> Organization licensing, affiliations, and applicable identification numbers.	confirmed	<a href="#">Review</a>
<b>Accreditation</b> Organization accreditations and applicable expirations.	confirmed	<a href="#">Review</a>
<b>Capacity &amp; Enrollment</b> Organization capacity and number of children enrolled.	confirmed	<a href="#">Review</a>
<b>Classrooms</b> Classroom hours, lead teachers and other classroom related information.	confirmed	<a href="#">Review</a>
<b>Pathways and STARS</b> Pathway and STAR rating information.	confirmed	<a href="#">Review</a>
<b>Additional Site Questions</b> Answer the following questions regarding this site.	confirmed	<a href="#">Review</a>
<b>Activities and Initiatives</b> Activities and initiatives in which this organization is involved.	confirmed	<a href="#">Review</a>
<b>Program Yearly Changes</b> Program changes since the last application or renewal.	confirmed	<a href="#">Review</a>
		<a href="#">Submit Application</a>

19. Once you have reviewed the terms and conditions, select I Agree and click **Continue**.



☒ Terms and Conditions

Attestation for All Keystone STARS Providers:

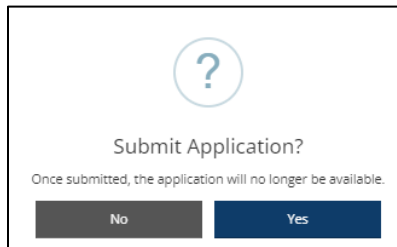
Instructions: In order to receive your STAR Designation Certificate, please read and complete the following attestation. The person who signs this document is the individual legally authorized to represent the child care provider. By completing and signing this form, you attest that you have reviewed and accept the terms of the Keystone STARS Status, Review, Suspension and Removal Process.

- I agree to abide by the Keystone STARS Performance Standards for the current STAR Designation and I understand the status of my Program's STAR Designation may be reviewed, reduced, suspended, or removed if I am not meeting the Keystone STARS Performance Standards and/or other conditions listed in the attached STAR Status Review, Reduction, Suspension and Removal Process.
- I understand that the ELRC reserves the right to review my Program's STARS status and share information with the DHS Regional Certification Office or Department of Education.
- I understand that my Program's STAR Designation may be suspended or removed if DHS initiates an Injunction, Emergency Removal, or issues a Provisional Certificate of Compliance. (for programs with DHS Certificate of Compliance)

☒ I agree to the attestation for All Keystone STARS Providers

Continue

20. Be sure you are ready to submit the application and click **Yes**.



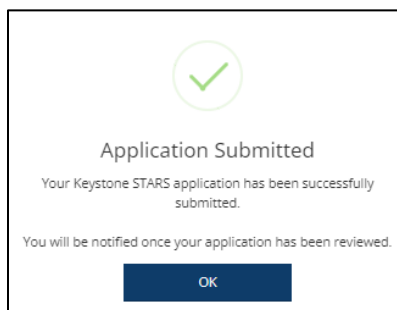
?

Submit Application?

Once submitted, the application will no longer be available.

No Yes

21. You will receive a confirmation that your application has been successfully submitted, click **OK**.



✓

Application Submitted

Your Keystone STARS application has been successfully submitted.

You will be notified once your application has been reviewed.

OK

22. The application for Keystone STARS has now been submitted at this point, you are now ready to complete the Quality Indicators for this application.