



## Pennsylvania’s Professional Development (PD) Registry

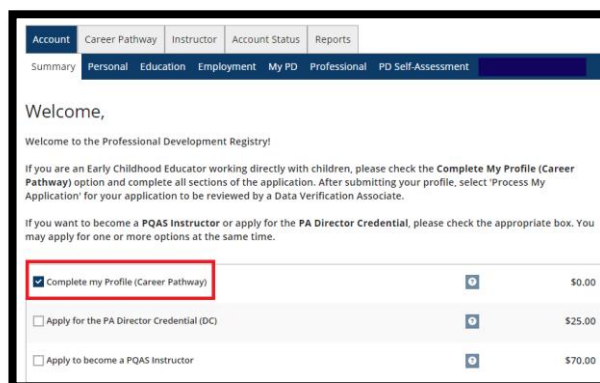
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## Complete your Professional Development (PD) Registry Profile and Apply for Pennsylvania's Early Childhood Education (ECE) Career Pathway:

1. Login to your PD registry account ([www.papdregistry.org](http://www.papdregistry.org)).

2. Check the **Complete My Profile (Career Pathway)** box.



The screenshot shows the 'Complete My Profile' section of the Professional Development Registry. It includes a navigation bar with tabs for Account, Career Pathway, Instructor, Account Status, and Reports. Below the navigation bar, there are tabs for Summary, Personal, Education, Employment, My PD, Professional, and PD Self-Assessment. The 'Complete My Profile' section is highlighted with a red box. It contains a 'Welcome' message and instructions for users. Below the instructions, there are three checkboxes with corresponding fees:

Option	Fee
<input checked="" type="checkbox"/> Complete my Profile (Career Pathway)	\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)	\$25.00
<input type="checkbox"/> Apply to become a PQAS instructor	\$70.00

3. Click the **Apply/Renew** button.

4. Collect digital copies\* of the necessary information for upload including:

- Education Transcripts
- Certificates
- Credentials
- Diplomas

\*Digital copies can be scanned copies or a clear photo of individual documents.

5. Click the **Start** button.

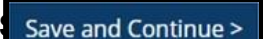
6. Complete **Personal Information screen** by entering required information including your PPID number (if you have a Pennsylvania Teaching Certification from Pennsylvania's Department of Education) and a Previous Last Name if your education transcript has a different name than your current name.

7. Click **Save and Continue >** when finished.

8. Complete **Education screen** by self-reporting and uploading the digital copies of your education documents for **ALL** your completed education and any relevant current degree enrollment.

- **High School**
  - Indicate if you do have a high school diploma, do not have a high school diploma, OR if you are enrolled in a CTE program.
  - Add your graduation date if you have a high school diploma.
  - Upload your diploma or transcript if this is your highest level of education.
- **Child Development Associate (CDA)**
  - Upload the official certificate from the Council or Professional Recognition.
- **Completed Higher Education**
  - Upload all transcripts for degrees earned and enter all required information.
- **Teacher Certification**
  - Upload official teacher certification certificate.
- **Pennsylvania Director Credential or other NAEYC approved Credentials**
  - Upload Official Certificate along with transcripts.
- **Credentials, Certificates, Diplomas & Endorsements**
  - Upload certificates, credentials, diplomas, or endorsements along with any applicable education transcripts.
- **CPR, First Aid, Safety Requirements**
  - Upload a certificate if you have taken a First Aid/CPR course outside of the PD Registry.
  - **NOTE:** You do not need to upload a certificate if you have completed a First Aid/CPR training from the PD Registry.
- **Currently Enrolled**
  - Upload documentation from the college that you are currently enrolled in a course or program.
- **Professional Development taken Outside of the PD Registry**
  - Upload certificates of any PD taken outside of the PD Registry. These are considered self-reported and will not be verified by the PD Registry.
  - **NOTE:** There is no need to upload certificates from completed Better Kid Care courses as they are already reflected on your Learning Record.

**NOTE:** Failure to upload higher education transcripts and appropriate documents to support self-reported education may lead to incorrect placement on Pennsylvania's Early Childhood Education (ECE) Career Pathway.

9. Click  when finished.

10. Complete **Employment screen** by adding your employment.

1. Click Edit Education.
2. Click Add Position.
3. Select the choice that best reflects your current employer.
4. Search your employer's name.
5. Answer all questions on the **Employment screen**.

11. Click **Save and Continue >** when finished.

12. You do not need to complete or upload anything to the **Training screen**.

13. Click **Save and Continue >**.

14. Complete the first section of the **Professional screen**. If you do not have any professional memberships, skip this section.

1. Add any Professional Memberships you may have. More than one membership can be added.
2. Add the expiration dates for each membership.
3. Click the red folder to upload documentation.

The screenshot shows a table titled "Professional Memberships" with columns for "Memberships", "Date Expires", and "Verified". A red folder icon is visible next to the "Memberships" column header. Below the table, there is a dropdown menu labeled "Select to add Professional Membership...".

15. Complete the next section of the **Professional screen**. **NOTE:** This is a required field if you are applying for the Director Credential but is not necessary for Profile Completion or PA's ECE Career Pathway placement.

1. Click the Director Credential application.
2. Upload documentation of Director Credential.

16. Click **Save and Continue >** when finished.

17. Review the **Application Review screen** and the **Application Submission screen** for accuracy and completion. Ensure proper education documentation is uploaded.

The screenshot shows the "Application Review" screen. It includes instructions, a checklist of completed items (Personal Information, Employment History, Education), a section for instructor information, a statement of agreement, and a table for "Application Selections".

Item	Level	Expires	Fee*
<input checked="" type="checkbox"/> Career Pathway	None - Initial (Paper)	N/A	\$0.00
Total Processing Fee <sup>1</sup> :			\$0.00

At the bottom, there are buttons for "< Previous Step" and "Submit Application".

18. Click **Submit Application**.

## After Completing Your PD Registry Profile and Applying for Placement on Pennsylvania's ECE Career Pathway

You will receive a confirmation email that your application is successfully submitted. Allow sixty (60) days for processing your placement on PA's ECE Career Pathway.

**NOTE:** Applications without appropriate uploaded documentation to support self-reported education levels will be marked as incomplete and/or placed incorrectly on Pennsylvania's ECE Career Pathway.

For any questions, please contact the PD Registry at [registry@pakeys.org](mailto:registry@pakeys.org).

## Renewing, Updating, or Appealing Your Placement

Profile completion and placement on Pennsylvania's ECE Career Pathway is valid for one (1) year from the original date an individual is awarded a Career Pathway level. Individuals are sent an email reminder sixty (60) days before their expiration date. Individuals must re-submit their profile for annual renewal.

### Renewing Career Pathway Placement

1. Login to your PD Registry account.
2. Click Renew my Career Pathway Placement tab.
3. Update profile with new information or confirm that no information has changed.

### Updating or Appealing Placement Before Expiration Date

If an individual receives another degree or credential and wants to update their Career Pathways placement:

1. Complete the [Career Pathway Review form found on the Pennsylvania Key \(www.pakeys.org\) website](https://www.pakeys.org).
2. Login to your PD Registry account.
3. Upload new documentation on the Education screen.

**NOTE:** Individuals do not need to update their PD Registry profile for individual course completion. This process is for completing a degree program, earning a certificate, or successful completion of sufficient coursework for to receive higher Career Pathway level.

## Director Resource: Accessing the Staff Report in the PD Registry

Program Directors are encouraged to run the PD Registry's Staff Report. This report can be found under an organization's **Reports tab**.

Information found in this report:

### Career Pathway Level

- **Not Applied** - An individual has not submitted their profile for completion and Career Pathway placement.
- **Applied** - An individual submitted their profile for completion and Career Pathway placement and verification process through the Pennsylvania Key has started.
- **Verified** - An individual has been successfully placed on Pennsylvania's ECE Career Pathway and their level is available in the Career Pathway Level column.

### Status of Application

- **Applied** - An individual submitted their profile for completion and Career Pathway placement and verification process through the Pennsylvania Key has started.
- **Incomplete** - An individual submitted their profile for completion and Career Pathway placement and is missing required documentation or information.
- **Current** - An individual has been successfully submitted their profile and has been placed on Pennsylvania's ECE Career Pathway.
- **Expired** - An individual needs to renew by submitting their updated (if applicable) and completed profile.

### Contact

- **Phone:** 1-800-284-6031
- **Email:** [registry@pakeys.org](mailto:registry@pakeys.org)
- **Website:** [bit.ly/pakeyregistry](http://bit.ly/pakeyregistry)
- **Facebook:** [facebook.com/pdregistry](https://facebook.com/pdregistry)