



Did you take the first step towards the new registry? The new system launches in February 2018!

### **Update Your Profile**

Make sure your profile information is accurate, especially your email address! Click on the *PD Registry* button on the left menu in the Portal.

### **Attach Yourself to a Facility**

Attach yourself to the child care facility or facilities where you are currently employed. If you are not employed with a child care facility, select *other organization*. This can also be updated by clicking *PD Registry* button on the left menu in the Portal.

### **Print Transcripts**

Your transcripts will transfer into the new system, but if you anticipate needing these files before then, either print a copy, or save an electronic version for your records **before January 15, 2018**.

### **Save Professional Development Plans**

In the new PD Registry, professional development plans will be available by early summer. In the interim, print or save an electronic version of your current Professional Development Plan **before January 15, 2018**. Current professional development plans will no longer be available after the February 2018 transition.

### **Register for courses**

The new PD Registry will not be available until February. If you would like to take a scheduled course between now and February 8th, register **before January 20, 2018**.

**The PD Registry is now on Facebook! Click the button below to like the page for the fastest way to receive the latest news.**



To stay up to date, also [subscribe to the PA Early Ed News](#).

Do you have questions? Get answers! E-mail [registry@pakeys.org](mailto:registry@pakeys.org) or call 1-800-284-6031.