

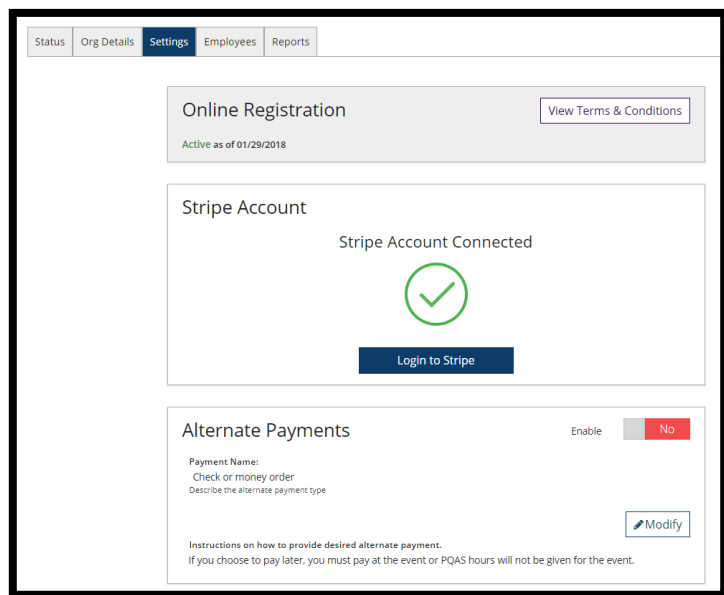


FAQ FOR INSTRUCTORS ON NEW PD REGISTRY ENHANCEMENTS

STRIPE and Payment Information

1. **What is a STRIPE account?** A STRIPE account is an online payment system similar to Pay Pal and used by large companies and organization. A STRIPE account is needed if an instructor would like to allow for online registration. If a STRIPE account is not created and connected to an Instructor's Training Organization, participants can not register for the event in the training calendar. A STRIPE account is needed to allow for online registration and for online payment. The money is collected in your STRIPE account and will be deposited into your bank account.
2. **How do I get a STRIPE account?** Go to www.stripe.com and set up an account. You will need to remember the email and password created for STRIPE. Once you have created an account, email registry@pakeys.org and The PA Key Registry staff will turn on the ability for you to add your STRIPE account to your organization. Once your organization is set up to add STRIPE, you will log onto your organization profile on the PD Registry and click the **Settings** tab. Click **Login to STRIPE** and add your STRIPE email and password. Please note, you are the only one that will have access to your STRIPE account.
3. **If entering an event with a STRIPE account, with a base price for the center, can participants still register online?** Yes. When you set up your STRIPE account in your profile, you may choose to turn on **Alternate Payment**. This allows you to accept payment outside of the PD Registry. You may make a note that participants will see when they register. When the participant registers for the event, they will choose to "pay later." Please note that if you turn on Alternate Payment options, this will affect all events that you schedule, and all participants will be allowed to pay later for any event.
4. **As a Director doing training for my own staff, do I need a STRIPE account?** No. If you are only training your staff, you can create a private event and add the staff to the roster after the event has occurred.
5. **Can a center create a STRIPE account or do only PQAS instructors create a STRIPE account?** Only Instructors need to create a STRIPE account. Individuals registering for a training event do not need a Stripe account, a credit card is used to pay for training through STRIPE.
6. **Did you say alternate payment can be set up through STRIPE? How would this be done? In other words, if I want people to pay via Pay Pal, I'd do that through STRIPE?** You could do that, but it is not recommended. You would add the STRIPE account to your organization and turn on alternate payment methods. In the message, you would indicate that payment would be made outside the system through Pay Pal. You would allow them to register and chose to pay later with instructions on how to pay through Pay Pal. This may be confusing to individuals and an additional step for them to pay.

7. **Do you turn alternate payment on/off on www.stripe.com or in the PD Registry?** You can turn alternate payment on and off under the settings tab of your organization profile in the PD Registry. **Please note if you turn on alternate payment, this will apply to all scheduled events. You can not turn it on and off for each event.** You can also click on Modify within the Alternate Payment section shown below to describe what forms of payment will be accepted.



The screenshot shows the 'Settings' tab in the PD Registry. The 'Online Registration' section is active as of 01/29/2018. The 'Stripe Account' section shows 'Stripe Account Connected' with a green checkmark and a 'Login to Stripe' button. The 'Alternate Payments' section has a toggle set to 'No' and a 'Modify' button. Below the toggle, it says 'Payment Name: Check or money order' and 'Describe the alternate payment type'. At the bottom, there are instructions: 'Instructions on how to provide desired alternate payment. If you choose to pay later, you must pay at the event or PQAS hours will not be given for the event.'

8. **Are instructors charged for using STRIPE for an event that has alternate payment set up?** No. If individuals are not paying through STRIPE, you do not get charged a fee.
9. **How much does STRIPE charge the instructor for each person that registers for an event?**
 STRIPE Fee= .30 cents per transaction+ 2.9% of the total cost.
 New World Now Fee= \$1.00 per transaction + 2.5% of the total cost.
 For example, if an event costs \$10 per person:
 STRIPE= .30 + .29
 New World= 1.00 + .25
 Total charge per user would be .30+.29+1.00+.25= 1.84
 If the event is \$10 per person, you would be charged \$1.84. Your profit on the event per person would be \$8.16.
 Please keep the STRIPE and New World Now (PD Registry vendor) fees in mind when creating a fee for events.
10. **In general, what is the range of prices per hour by private instructors?** This is determined by the instructor.
11. **Can a director pay the instructor in full and let the staff participants register without paying for the event?** Yes. If you have a STRIPE account set up, you can choose the alternate payment. The participants will register and chose "pay later." If you do not have a STRIPE account, you can create the event and chose not to have it shown in the calendar. Once the event is over and you are paid by the Director, you can add the participants to the roster and mark it complete.



Course Information

- 12. Has the course approval process changed?** The course approval process has not changed. An instructor submits the course for approval and the process time for approval is 2-3 weeks. If there are edits needed or more information about the course, an email will be sent to the instructor with information needed.
- 13. Do the Professional Development courses need to be PQAS approved now?** Yes. This has not changed. For participants to receive PQAS credits for events, the courses need to be entered in the PD Registry and approved. There are exceptions for specific trainings given by specialists such as lawyers and doctors. Please see **PQAS and Professional Development Requirements on last page.**
- 14. Does each course approved in the PD Registry get a constant course ID number?** Each course is assigned a course ID number. Please note that if you need to make **edits** to a course, you **must** email registry@pakeys.org with the information that needs edited. If you **revise** the course, it will create a **new** course with a new course ID.
- 15. How will providers know that they will receive PQAS credit for national courses?** The national organization courses that have been approved for PQAS credit are posted in the PD Registry and individuals can search the training calendar for these online courses by clicking **online self-paced** at the bottom of the training calendar under the **course type** section. These are the only national courses that have been approved for PQAS hours.

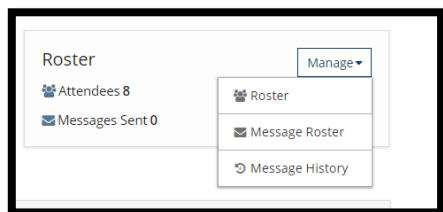
EVENTS

- 16. If an event is for staff at one location only, would an instructor check off private in the event entry process?** Yes. The instructor would mark no in the section where it asks if you want the event to be shown in the training calendar. At the end of the event entry process, a link will be provided. The instructor will copy the link and send to the director of the facility to register the staff. No one else will see the event to register.
- 17. Where does the registration link come from?** When you create a private event, a link is generated to share with the director or staff at a facility. This link is generated by the PD Registry. When the person receives the link, it takes them directly to the private event to register.
- 18. For web-based training, how long can you leave registration open? In other words, how far out from the “registration start date” can the “registration end date” be?** This can be determined by the organization adding web-based training. Some organizations like to create monthly events and add people to the roster as they complete the trainings. Others like to open the registration for one year, so they do not have to create a new event each month. The yearlong registration is recommended if you have many web-based events.
- 19. Can the “registration end date” be revised after the event has been approved?** Yes. Instructors can edit the events after approval. This is a new feature.
- 20. Once an event is occurred, how long does an instructor have to close out the event and do we still need to close out an event?** An instructor has 2 weeks to close out an event. Attendees must be marked as attended and the event must be closed after the event has occurred.

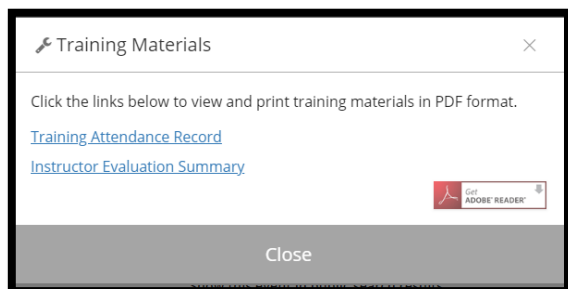
- 21. How do we reschedule and event? To reschedule and event, click on the manage tab within the event?** There is an option to reschedule. Make sure to select all registrants within the process in order for them to move to the newly scheduled event roster.

Attendance Rosters, Sign in Sheets and Evaluations

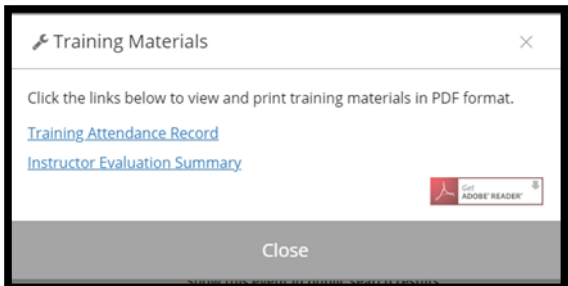
- 22. Can you add an attachment to an email sent to participants?** Yes. Go into the event and click on Message Roster.



- 23. Where can I print an attendance sheet for individuals to sign?** This is located within the event. Click on the event and scroll down to event details. Click on Training Materials. You will see a link for the attendance sheet.



- 24. Where can I find the evaluations?** Once at least 4 individuals from your event have completed an evaluation, you will have access to view the evaluation. This is located within the event. Click on the training Materials tab within the Event Details section and then click the evaluation.





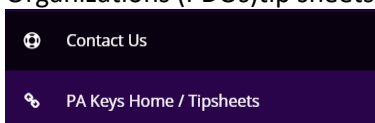
- 25. How do participants get credit for an event?** Once the event has occurred, the instructor must go in and mark the attendees completed, mark the event as completed and closed. The attendee will then see the event marked as verified on the Professional Development Learning Record. The attendee will also receive an email to complete an evaluation or they may click on the My PD tab and click the box to the right of the event to complete the evaluation within 30 days. They do NOT have to complete the evaluation to receive credit for the event, but it is highly encouraged to complete the evaluation for the instructor to receive feedback.
- 26. If I am doing a training for my staff, can I register all of them at once in the new system?** Yes. An instructor may create a private event. A link is provided at the end of the event creation. Copy the link and send it to yourself. The next step after clicking on the link in your email will allow you to register staff. You may click on the link to take you to the event registration. It will ask if you want to register yourself or your staff. Choose to register your staff and select those that are registering. You may also send the link directly to staff and have them register for the event.

Reports

- 27. Is there a location to find an overview report for all Professional Development that I have instructed?** Yes. Go to your organization tab located in the right drop down menu below your name when you log into the PD Registry. Once you are in your organization profile, click on the reports tab and there are several reports you can pull. Each report displays information about what the report features.
- 28. Where are Train the Trainer (PDII) trainings listed?** Go to the Training Calendar and click Course Catalog. Under the Qualifications tab, choose Train the Trainer in the drop-down menu and click search. This will show a listing of all Train the Trainer courses. You must have taken the PDII in order to be an approved instructor for these courses. Future PDII's may be offered and emails are sent to instructors that have been approved for the Knowledge Area of the PDII being offered.

Tip sheets

- 29. Where are tip sheets located? You can access tip sheets two ways:**
- Go to www.pakeys.org and click on Professional Development > PD Registry> PQAS Instructors & Professional Development Organizations (PDOs).
 - Or
 - When you are logged into the PD Registry, click on the PA Key Home/tip sheets tab. This will take you directly to the tip sheets page posted on the PA Keys website. Search for PQAS Instructors & Professional Development Organizations (PDOs)tip sheets and click the link.





If you have any questions, please email registry@pakeys.org.

PQAS and Professional Development Requirements

In the revised Keystone STARS program, providers have much more choice around what professional development they pursue. While programs may use their own funds to purchase professional development from any content experts they would like, all professional development funded through the Pennsylvania Office of Child Development and Early Learning (OCDEL) is offered by **PQAS instructors**.

Pennsylvania's Quality Assurance System (PQAS) is designed to ensure quality professional development (PD) and technical assistance (TA) is provided to early childhood and school-age practitioners in Pennsylvania. Approved instructors are required to meet and maintain established qualifications, including educational achievements and professional development experience. *When choosing a PQAS approved instructor you can be sure your staff will be receiving quality instruction from a content expert.*

Non-PQAS approved Content experts can also deliver professional development trainings on appropriate topics (pediatrician on health-related issues, lawyer on legal issues, accountant on business issues, etc.). Please refer to the chart below.

Content Expert/Resource	Content	STARS Performance Standard(s)
Medical Professional	Health-related issues	FC.3.4.1 LM.3.4.10
Legal Professional	Legal issues	LM.2.2 FC.2.1 FC.2.4
Financial Services Professional	Business/Budget issues	LM.2.1 LM.3.4.7
Dietary Professional	Nutrition	Bonus
Vendors (See examples)	Examples: Teaching Strategies <i>Creative Curriculum</i> Pearson <i>Work Sampling System</i> <i>and The Ounce Scale</i>	EC.2.3 SQ.3.4.6 SQ.3.4.7 SQ.3.4.8



STAR 3 and 4 Indicators

SQ 3.4.6, 3.4.7 and 3.4.8:

- All staff, unless otherwise enrolled in a credit-bearing course, should take PD in all three of the following:
 - *Curriculum*
 - *Developmental Screening*
 - *Child Observation-Based Assessment*

All three topics should be in the specific curriculum, or tool chosen and in use by, the program; best practice would be for all participating staff to take this training directly from the vendor. When this is cost-prohibitive other options are also acceptable. Please refer to the chart below.

Topics ¹ : <ul style="list-style-type: none"> • <i>Curriculum</i> • <i>Developmental Screening</i> • <i>Child Observation-Based Assessment</i> 	Accepted Professional Development	Additional PD Required	Documentation Required
Option 1	Training directly from the vendor (excluding webinars).	No	a. Certificate of completion from vendor
Option 2	PQAS Training in the specific curriculum, screening tool or assessment tool. Dependent on vendor requirement instructor delivery.	No	a. Professional Development Learning Record- verified PQAS hours
Option 3	Taking part in vendor-offered webinars in the specific curriculum, screening tool or assessment.	Yes PQAS training in the general topics of curriculum, developmental screening or child observation-based assessment*	a. Both the staff person and a member of the program leadership team should sign off on the screenshot/certificate of completion. AND b. Professional Development Learning Record-verified PQAS hours
Option 4	On-site information sharing to take place between a Master Teacher or Leadership Team Member and the individual staff person.	Yes PQAS training in the general topics of curriculum, developmental screening or child observation-based assessment*	a. Sharing sessions should be structured, organized and documented with sign-offs from both the "trainer" and the staff. AND Professional Development Learning Record- verified PQAS hours

Examples include: *Assessment: Beyond the Basics of Observation and Data Utilization; Linking Standards, Curriculum Framework, and Assessment; Using Ages and Stages Questionnaires as a Screening Tool; Director Instructor Child Observation series.*

¹ These topics may be found in the PA PD Registry. www.papdregistry.org.