

DIRECTOR'S GUIDE



The Professional Development (PD) Registry
Supporting Pennsylvania's Early Childhood
Education (ECE) Workforce

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CONTENTS

INTRODUCTION	2
PURPOSE	2
CONFIDENTIALITY.....	2
TERMS OF USE.....	2
CONTACT	2
ACCOUNT BASICS	3
1. Create a New Account in the PD Registry	3
2. Add Employment to Your Profile	4
3. Accept Employment Invitation from the Director or Owner of Your Organization.....	4
PENNSYLVANIA'S EARLY CHILDHOOD EDUCATION (ECE) CAREER PATHWAY	5
1. Complete Your PD Registry Profile and Apply for PA's ECE Career Pathway Placement.....	5
Access Account.....	5
Personal Information	5
Education	5
Employment.....	6
Training	6
Professional.....	6
Application Review.....	6
Application Submission.....	6
2. Process for Updating and Renewing Career Pathway Placements.....	6
3. Updating or Appealing Career Pathway Placements Prior to Expiration Date	7
PROFESSIONAL DEVELOPMENT (PD)	7
1. Find and Register for PD	7
2. Access STARS 101 & 102 and Pennsylvania's Department of Human Services (DHS) Fire Safety	8
3. Access Your Professional Development Learning Record (formerly known as Certificates)	8
4. Show Completed Better Kid Care Training in Your Learning Record.....	8
5. Apply for Financial Assistance Programs Like the Rising STARS Tuition Assistance (RSTA) and the CDA Voucher	9
SPECIFICALLY FOR DIRECTORS	9
1. Request Administrative Access to an Organization Profile.....	9
2. Add Staff to Your Organization	9
3. Verify Staff Employment	10
4. Register Staff for Training	10
5. PD Registry Staff Report.....	11
6. Create Classrooms	12

INTRODUCTION

Beginning July 2020, child care programs in [Pennsylvania's Quality Rating and Improvement System \(QRIS\) Keystone STARS](#) who maintain a STAR 2, 3, or 4 rating are required to participate in [Pennsylvania's Professional Development \(PD\) Registry](#). The PD Registry is a learning management system (LMS) that supports the professional development of Pennsylvania's early childhood education (ECE) and after school workforce.

To meet requirements educators employed by these programs must complete their PD Registry profile, apply for placement on [Pennsylvania's ECE Career Pathway](#) and document their professional development through their Professional Development Learning Record.

PURPOSE

This guide is meant to be a resource for **Directors** to successfully set up their organization profile and view reports for their verified staff members completed Professional Development, Self-Assessments, PD Plan completions, and Career Pathway placements. Each section is meant to help Directors complete their own requirements and/or assist their staff in successfully navigating the PD Registry.

CONFIDENTIALITY

The Pennsylvania Key as the manager of Pennsylvania's PD Registry and the Office of Child Development and Early Learning (OCDEL) as the funder of the PD Registry will protect the confidentiality of personally-identifiable information provided to the extent permitted under state and federal law.

[Read the PD Registry's full Privacy Policy on the Pennsylvania Key website.](#)

TERMS OF USE

Each user creating an account within the PD Registry is required to attest to the Terms of Use. This attestation allows the Pennsylvania Key to obtain information in aggregate form to report demographics including employment and education at the regional, state, federal, and national level.

[Read the PD Registry's full Terms of Use on the Pennsylvania Key website.](#)

CONTACT

- Call 1-800-284-6031.
- Email registry@pakeys.org.
- Visit bit.ly/pakeyregistry.
- Follow facebook.com/pdregistry.

ACCOUNT BASICS

1. Create a New Account in the PD Registry

These directions are for individual staff members. Follow the steps below to create an account:

1. Go to www.papdregistry.org.
2. Click **Register**.
3. Click **Create Account**
4. Enter your first name, your last name, and your email.
5. Click **Create Account**.
6. Go to your email, login to the inbox, and locate the email from the Pennsylvania Professional Development Registry.
7. Open the email and click the internal link to verify your email address.
8. Create a password that will be used to login to the PD Registry.
9. Log into the PD Registry using your verified email and password.
10. Enter your date of birth and last five digits of your social security number (SSN). The database searches your email, birthdate and SSN for an existing account. (**NOTE:** The SSN cannot be viewed by anyone and it only used to ensure duplicate accounts are not created by an individual. [Read the full Privacy Policy.](#))
 - If a duplicate account appears, call the Pennsylvania Key at 1-800-284-6031 to have the accounts merged.
 - If no existing record exists, you can begin entering additional information in the next step.
11. Enter any of your previous last names, your PPID number (if applicable), your mailing address, your home address and the best phone number to call you.
12. Click **Next**.
13. Confirm if you would like to receive communication updates from the PD Registry.
14. Check the box stating you have read and agree to the Privacy Policy and **Submit**.
15. Click **Ok**.

An email confirmation will be sent to verify account user and lists the Registry ID number and information on fully completing your PD Registry profile to apply for Pennsylvania's ECE Career Pathway placement.

You've officially created your account with the PD Registry and are now ready to complete your profile.

[Need more detailed directions with screenshots or more information? Visit the Pennsylvania Key website.](#)

2. Add Employment to Your Profile

Adding your employment to your organization allows you to have administrative access to your organization. Start by logging into your PD Registry account and then follow the steps below:

1. Click on the **Employment** tab.
2. Click **Add Position**.
3. Click **Select** next to the Early Care, School-Age and Education Programs. (**NOTE:** Your Organization ID is NOT your MPI number option.)
4. Enter your **Organization ID** or **Employer Name/City** or **MPI Number** or **School District Number** to search for your Organization.
5. Click **Search**. (**NOTE:** If you think that you have reached the wrong area, you can click Start Over, and it will take you back to Employer Search options.)
6. Locate and select your correct organization based on the location of the organization since many organizations have multiple locations. (**NOTE:** Your Organization ID is not the MPI number of your organization.)
7. Confirm the Program Information.
8. Click **Confirm**.
9. Complete all require fields (those with an asterisk)
10. Click **Save**.
11. Click **Finished Employment** when you completed your employment information.

NOTE FOR ALL ECE PROFESSIONALS: Information shared in the PD Registry is only provided to your organization's Director or Administrator, the Pennsylvania Key, Department of Human Services (DHS) representatives, OCDEL representatives and/or STARS designators. Aggregate ECE workforce data is collected and shared to improve the field. For example, wage data may help Pennsylvania state agencies with wage compensation decisions in the future. [Read the full Privacy Policy.](#)

NOTE FOR DIRECTORS AND/OR ADMINISTRATORS: Until you claim your organization as an owner, your information will be unverified by the Pennsylvania Key and considered self-reported.

[Need more detailed directions with screenshots? Visit the Pennsylvania Key website.](#)

3. Accept Employment Invitation from the Director or Owner of Your Organization

1. Log into the email account your Director or Administrator sent the employment invitation to.
2. Open the email.
3. Click the teal **View Invitation** tab within the email to accept or reject the invitation.
4. Enter your email and password to log into the PD Registry.
5. **Reject** or **View** the employment to the organization.
6. Click **View** if this is the correct employer.
7. Update any information that's incorrect including:
 - Position or Title
 - Hours Worked Per Week
 - Hours Worked Per Year
 - Wage
 - Ages of Children
8. Once information is complete, click on **Confirm Employment**.
9. Confirm employment in the last step and verify information entered. Click **Yes**.

PENNSYLVANIA'S EARLY CHILDHOOD EDUCATION (ECE) CAREER PATHWAY

1. Complete Your PD Registry Profile and Apply for PA's ECE Career Pathway Placement

Processing of Career Pathway applications can take up to 90 days. Keep this in mind as you and your staff complete your profiles and apply for the Career Pathway.

Before beginning profile completion, collect **all** education transcripts, certificates, credentials, and diplomas as digital copies. To create a digital copy of any physical documents either scan the documents into your computer or take clear photos of these documents on your phone. Paper copies are not accepted. Failure to properly upload education documentation or properly enter required information into PD Registry profile before submission may delay placement due to an incomplete application or result in incorrect placement on the Career Pathway.

[A checklist of all the information you need is available on the Pennsylvania Key website.](#)

Access Account

1. Login to your PD Registry account.
2. Click the **Complete My Profile (Career Pathway)** box.
3. Click the **Apply/Renew** box.
4. Click **Start**.

Personal Information

5. Enter all information for required fields including:
 - adding your PPID number (if you have a Pennsylvania Teaching Certification from Pennsylvania Department of Education) and
 - entering a Previous Last name if your previous last name is listed one of your education documents.
6. Click **Save and Continue**.

Education

7. Self-report all levels of education and upload digital copies of all completed education documentation including degree or certificate programs you are currently enrolled in. Categories include:
 - **High School:** Document if you do or do not have a high school diploma OR if you are enrolled in a CTE program. Add the graduation date if you have a high school diploma. If this is your highest level of education, you will need to upload your diploma or transcripts with graduation date.
 - **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. 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:** You may upload certificates of any PD taken outside of the PD Registry. You do not need to upload Better Kid Care Certificates because these completions are found on the Professional Development Learning Record. These trainings are listed as Self-Reported and are not verified.
8. Click **Save and Continue** to move to the next page.

Employment

9. If your employment has not been added, please click **Edit Employer** and then **Add Position**.
10. Select one of three choices based on your employer.
11. Select the appropriate employer type.
12. Follow the prompts to add your employer name and search to find your employer.
13. Answer all questions in the employment section.
14. Click **Save and Continue** to move to the next page.

Training

15. You *do not* need to add any documentation on this page.
16. Click **Save and Continue**.

Professional

17. Add any professional membership(s) that you would like documented by clicking the drop-down menu and find the professional membership.
18. Upload documentation of this membership including expiration date.
19. Regarding the Director Credential section of the Professional page:
 - If you are solely applying for the Career Pathway, skip this section.
 - If you are applying for the Director Credential, click on Director Credential application.
20. Click **Save and Continue** on the bottom of the page.

Application Review

21. Confirm that the information you've provided is accurate and every section is completed.

Application Submission

22. Click **Submit Application**. You will receive a confirmation email that your application was successfully submitted.

[Need more detailed directions with screenshots? Visit the Pennsylvania Key website.](#)

2. Process for Updating and Renewing Career Pathway Placements

Placements on Pennsylvania's ECE Career Pathway expire one year from the original date an individual is awarded their Career Pathway level. Reminders are sent via email 60 days prior to expiration. To renew your Career Pathway placement:

1. Login to your PD Registry account.
2. Click the **Renew my Career Pathway Placement** tab.
3. Review entire profile for correctness.
4. Update any information that is outdated.
5. Submit your completed, correct profile for renewal.

[Need more detailed directions with screenshots? Visit the Pennsylvania Key website.](#)

3. Updating or Appealing Career Pathway Placements Prior to Expiration Date

Individuals who receive another degree or credential and wish to update their Career Pathway placement prior to their expiration date can do so by:

1. Completing the [Career Pathway Review Form found on the Pennsylvania Key website](#).
2. Uploading their new education documentation under the Education tab.
3. Submitting for update or appeal.

NOTE: Individuals do not have to update their profile after they finish separate courses. The Education tab should only be updated when obtaining a degree, earning a certificate, or completing sufficient coursework to push an individual to a higher level on Pennsylvania's ECE Career Pathway.

PROFESSIONAL DEVELOPMENT (PD)

1. Find and Register for PD

1. Login to your PD Registry account.
2. Click on **Search Training Events** on the left-hand menu.
3. Search by different filters on the left of this page.
 - Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom).
 - Narrow your search by adding using the additional search options such as Core Knowledge Areas.
 - For online courses offered by national organizations, click on **Training Type**, choose **Online Self-Paced**, and click **Search**. (**NOTE:** You may not see a register tab for these courses. You may click on **view website** within the event to register for the course within the national organization's website. These organizations will ensure that you receive PQAS credit on your professional learning record once you have completed the course on their website. Please ensure that you list your Registry ID on their website to ensure credit is given.)
4. Click on **Register** on the bottom of the event.
5. Scroll down and select
 - **For individuals:** Register Myself
 - **For Directors:** Register My Staff (Directors can register themselves with their staff.)
6. Add information in the Attendee Details section and accept the terms and conditions.
7. If the event is free, click **Complete Registration**.
8. Click **Add Event to Cart** (You will see this option if there is a fee for the event).
9. Scroll down to click **View Cart** on the right of the page.
10. Click **Check Out**.
11. Enter your email and card information.
12. Click **Submit Payment**.

You will receive a confirmation email for registering. Once you attend the event and the instructor marks you as attending, you will see this event under your **My PD** Tab while you are logged in to your account.

2. Access STARS 101 & 102 and Pennsylvania's Department of Human Services (DHS) Fire Safety. These are free online courses offered by the Pennsylvania Key. Before using any of the links below, log into your PD Registry account. Event ID number for these courses are:

- [319452 \(STARS 101\)](#)
- [319456 \(STARS 102\)](#)
- [319465 \(DHS Fire Safety\)](#)

To locate the online courses and register:

2. Go to **Search Training Events** in the left-hand menu.
3. Under Event ID type the respective number.
4. Click **Search**.
5. Click **Register**.
6. Once you have registered, click on the **MY PD** tab to get to the course.
7. Click on the blue box that appears to the right to begin the course.

NOTE: These Event ID numbers change on Nov. 1 every year.

3. Access Your Professional Development Learning Record (formerly known as Certificates). The PD Registry captures the information contained on a traditional training certificate on your Learning Record. You can print your Learning Record by following these steps:
 1. Log into your PD Registry profile.
 2. Click the **Reports** tab.
 3. Click **My Professional Development Learning Record**.

This record can be used to provide evidence of training completion to employers, OCDEL's Bureau of Certification, and Keystone STARS designators.

4. Show Completed Better Kid Care Training in Your Learning Record

If your information in the PD Registry does not match the information in your Better Kid Care profile, your courses will not load properly. Here are the steps that you should take to have your courses upload smoothly to your Professional Development (PD) Learning Record:

1. Log into your PD Registry account.
2. Go to your profile and make sure that all your information is up to date.
3. Make note of your Registry ID#.
4. Go to [Better Kid Care's website](#) and login.
5. Make sure that your information matches what is in your PD Registry account exactly, especially your Registry ID#. For example:

100 North Third Street	is not the	100 N. 3rd St.
4a	same as	4 A

6. If something in your Better Kid Care account does not match your PD Registry account, correct the profile and then email betterkidcare@psu.edu saying that you updated your information and to include your courses in the next upload by The Pennsylvania Key.
7. If the information matches in both profiles and more than three weeks has passed since you have emailed Better Kid Care, email registry@pakeys.org with your name, Registry ID#, the list of missing courses, and the dates that you took them and a PD Registry team member will help you.

5. Apply for Financial Assistance Programs Like the Rising STARS Tuition Assistance (RSTA) and the CDA Voucher

The Rising STARS Tuition Assistance and CDA Voucher applications are now available in the PD Registry.

To apply:

1. Log into your PD Registry account.
2. Choose **Complete My Profile (Career Pathway)**.
3. Complete your profile using the directions from Page 5 of this guide, you will be able to apply for the Rising STARS Tuition Assistance.
4. Complete the Rising STARS Tuition Assistance application, please choose the **Financial Assistance** tab.

[Learn more about the Rising STARS Tuition Assistance \(RSTA\) program on the Pennsylvania Key website.](#)

[Learn more about the CDA Voucher program on the Pennsylvania Key website.](#)

SPECIFICALLY FOR DIRECTORS

1. Request Administrative Access to an Organization Profile

As a Director or Owner of a child care program, you need to claim your organization in the PD Registry to gain administrative access to your program. This allows you to invite employees so they add their employment to their profile, verify someone's employment status with your program including end dating, give administrative access to other administrative staff, and view staff reports.

Before creating a new Organization Profile, email registry@pakeys.org to determine if your Organization has a preexisting profile.

2. Add Staff to Your Organization

Staff can enter their own employment in their profile for you to verify or you can invite them to your organization that they confirm. Follow the steps below to invite staff:

1. Click on the tab with the name of your organization in the drop-down menu under your name in the top right corner of the home screen. Pennsylvania Key is the example used below.
2. If you are the Director/Administrator of multiple organizations/programs, click on the **My Organizations** tab in the same drop-down menu as shown above and then select the appropriate organization/program.
3. Click the **Employees** Tab on the Organization Profile Page.
4. Click on the **Manage Invites** Tab.
5. Click the blue **Invite Staff** tab.
6. Complete the information on the pop-up screen and click **Send Invite**.
7. The next screen will ask if you want to invite other staff. Select **Yes** or **No**.
8. An email will be sent to your employee.

3. Verify Staff Employment

As a Director or Administrator, you can verify you staff's employment and end date any individual that is no longer employed in your program so that you accurately report on your current staff. You can also see past employees under the past employees drop down menu within the Employee Tab.

To verify staff employment:

1. Click on your organization name listed under your name in the upper right context menu.
2. Click on the **Employees** tab within your organization profile.
3. You will see a list of your employees. Click on the **Update** tab for each employee to verify employment.
4. Enter the start date of the employee.
5. If the employee is no longer employed at your organization, click *This individual is no longer employed* and add the end date.
6. Click on the status drop down and click **Verified by Program**.
7. Click **Save Changes**.

4. Register Staff for Training

As a Director or Administrator, you can enroll one or more staff members to training events. You can also make one payment for the event.

To register your staff:

1. Go to the **Search Training Events** on the left menu.
2. Search the title of the event or by using any of the other search options to the left of the screen. If you are looking for online courses, please make sure to click the training type at bottom of the screen and check e-learning. These are online courses housed within the PD Registry. If you click on Online Self-Paced, you may find events where you must register on another site.
3. Click search.
4. Find the event from list of events will appear to the right of the screen you are looking for.
5. Click Register.
6. Click **Register Staff**.
7. Check the box under Register for all the staff that you want to register for this event.
8. Scroll down to the bottom of the screen and click **Register Staff**.

5. PD Registry Staff Report

Program Directors or Administrators are encouraged to run the PD Registry's *Staff Report*. This report can be found under the organization profile's Reports tab. The column titled **Career Pathway Level** on the PD Registry *Staff Report* will display one of the following:

- **Not Applied:** Individual has not submitted their profile for Career Pathway assignment.
- **Applied:** Individual has submitted all information necessary for Career Pathway placement and verification process has begun
- **Verified:** Individual has been placed on the Career Pathway. Their Career Pathway placement will also be listed here.

The column titled **Status of Application** indicates where everyone is in their Career Pathway application status. Specifically, this column will display one of the following four statuses:

- **Applied:** Application is in queue; individual has successfully submitted application and it is ready for processing by PD Registry staff.
- **Incomplete:** Application is missing some of the required documents or information.
- **Current:** Application has been approved; Career Pathway level has been assigned.
- **Expired:** Career Pathway profile has expired; user needs to re-apply.

6. Create Classrooms

1. Once you log into the PD Registry, click on your organization in the drop-down menu under your name in the upper right-hand corner.
2. Click on the **Classrooms** Tab.
3. Click **Edit**.
4. Enter the number of classrooms in your organization.
5. Enter the number of children enrolled in each age group. Enter the number of "high needs" children per classroom. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who are migrant, homeless or in foster care.
6. Select the option to describe when your program is open and serving children.
7. In the next section, please describe any time your program is closed for more than 2 weeks and not serving children.
8. Click **Update**.
9. Click on the **Add Classroom** tab to add classrooms.
10. Add name of classroom, date the classroom opened, hours open per week, times classroom is open, days of the week, ages served, and capacity. Once a classroom is set up, you do not need to add this classroom each year.
11. Click **Save**.
12. Scroll down to the middle of the screen to add Lead Teacher and Teachers to the classroom. Click the + icon to add a Lead Teacher and Teacher.
13. A list of teachers that have added their employment will be displayed. Please note that an employee must add their employment for you to be able to add them as a Lead Teacher or Teacher to a classroom. You may check the checkbox for Leadership if they are part of the Leadership team. Click the select tab to the right of the Lead Teacher for this classroom.
14. Add information about the Lead Teachers start date and hours worked per week and click **Next**.
15. Click **Return** on the next screen after verifying Lead Teacher information. This will take you back to the classroom to add information for the other teachers in the classroom.
16. Click on the + icon to add a Teacher to this classroom. Multiple Teachers may be listed under the Teacher section. You will need to go through this same process to add multiple teachers.
17. Choose the correct teacher from the list of employees to be added to this classroom.
18. Add information about the Lead Teachers start date and hours worked per week and click **Next**.
19. Click **Exit** and going back to the Classroom tab. Go to **Add Classroom** to continue setting up classrooms with teachers.