PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

**Program Quality Assessment Virtual
Professional Development (PQA PD) Request**

Your <u>fully completed request</u> must be submitted to the appropriate PQA Supervisor no later than 45days prior to the event when a specific date is being requested. If you are flexible with scheduling, plan to submit your fully completed request within 30 days of your earliest prospective timeline.

- Scheduling of PQA PD is based on instructor availability and approved requests will be scheduled in the order they are received <u>and</u> approved. Submitting an incomplete request will delay approval.
- All participants must complete the applicable registration and payment process.
- Virtual PQA PD will be facilitated using the Zoom platform. All attendees must have access to receive professional development credit.
  Click here for technology requirements: System Requirements for Zoom Rooms
- Registration information, including the link to access the PD, will be sent to the email address linked to each individual's PD Registry profile.
- PD materials will be mailed to the attendee's USPS street address and/or emailed to the attendee's email address linked to their PD Registry profile. All attendees should verify both their mailing address and email address on the PD Registry.
- Participants logging in more than 15 minutes after the scheduled start time will not be admitted; no refund will be given for late arrivals.
- **Participants must attend the full online PD event to have their attendance confirmed**; no training hours will be awarded for early departures. No refund will be given for early departures.

Return your completed request to the PQA Supervisor in your region:

Angie Marshall (antmar@pakeys.org) ELRC Regions 1, 2, 3, 4, 5

Megan Pittsinger (megpit@pakeys,org) ELRC Regions 6, 7, 8, 9, 10

Ann Gula (anngul@pakeys.org) ELRC Regions 11, 12, 13, 14

Jill Kortright-Wood (jilkor@pakeys.org) ELRC Regions 15, 16, 17. 18, 19

Program Quality Assessment Virtual Professional Development (PQA PD) Request

Requesting Facility or Legal Entity Name:

Contact Name:

Contact Email: Contact Phone:

Link to virtual PQA PD options: [Click here for session descriptions](#)

Virtually Facilitated PD Options for Center-based Programs (check the session/sessions you are requesting)	Virtually Facilitated PD Options for Family Child Care Provider Networks (check the session/sessions you are requesting)
☐ Foundations of the Environment Rating Scales (ERS) ☐ ITERS-R ☐ ECERS-R ☐ ECERS-3 ☐ SACERS-U ☐ PA Foundations of CLASS ☐ Pre-K CLASS ☐ K-3 CLASS ☐ Program Administration Scale (PAS)	☐ Business Administration Scale (BAS) ☐ Foundations of the FCCERS-R ☐ FCCERS-R

Anticipated number of attendees:

NOTE: Events with less than 10 participants may be asked to open registration to the public. Maximum number of participants is 25.

Schedule preferences:

Preferred specific date(s) and time(s), if applicable:

General availability preferences: (for example - weekday, Saturday, morning, afternoon, weekday evening, etc.)

PQA Team use only: