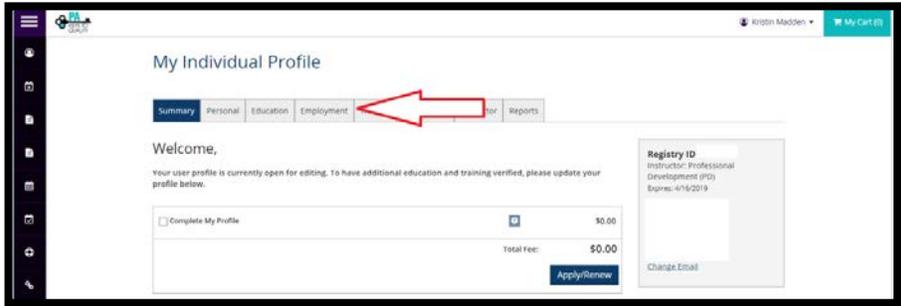
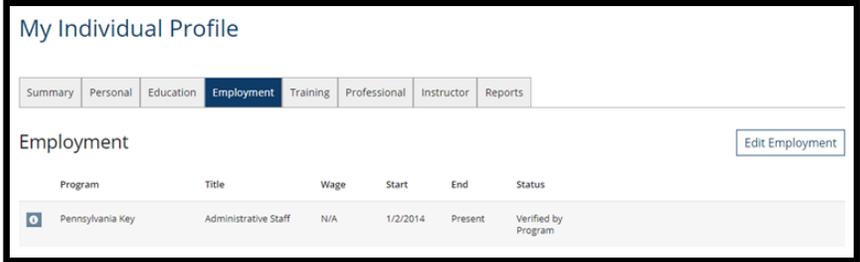


# Adding Employment

You will need to attach your employer in the Employment tab once you are logged in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

1. Go to <a href="http://www.pakeys.org">www.pakeys.org</a>	
2. Click the green PD Registry box	
3. Click the blue login tab in the top right of the PD Registry home page.	
4. Enter your email and password that you used to login to the previous registry. <b>Do not create a new account.</b>	
5. Click on the EMPLOYMENT tab.	
6. If you see your employment listed, select " <b>Edit Employment</b> " to add your hire date and your director may verify your employment. If you <b>do not</b> see your employer listed, go to step 7	
7. Click Add Position under the <b>Employment Tab.</b>	

8. Select which type of organization your work for. Most of you will select Early Care, School-Age, and Education Programs. If you work for an organization that **does not** work directly with children, you will select “Other Organization Type.”

### Select Employer Type

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

[Return to Employment List](#)

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

Out of state early learning or school age care or employment not related to early learning or school age care

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

9. Enter your Organization name or MPI to search for your Organization.

### Employer Search

Search for: Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

Organization ID

Employer Name

City

MPI Number

Head Start

Head Start Partner

10. Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Note the org ID is not the MPI of your organization. Click on your organization.

[Start Over](#)

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address	License	Effective
11852	<a href="#">BRIGHT BEGINNINGS CHILD CARE</a>	15 S 2ND ST OXFORD, PA 19363	100136333-0001	N/A
25393	<a href="#">BRIGHT BEGINNINGS CHILD CARE AND DEV CENTER</a>	225 S KERSEY RD KERSEY, PA 15846	103312078-0001	N/A
11851	<a href="#">BRIGHT BEGINNINGS CHILD CARE CENTER</a>	385 W RIDGE PIKE ROYERSFORD, PA 19468	100132817-0001	N/A
21525	<a href="#">BRIGHT BEGINNINGS CHILD CARE OF CARLISLE</a>	647 FORGE RD CARLISLE, PA 17015	102849947-0001	N/A
11179	<a href="#">BRIGHT BEGINNINGS CHILD CARE OF WAYNESBORO</a>	410 B HAMILTON AVE WAYNESBORO, PA 17268	100572645-0001	N/A
11180	<a href="#">Bright Beginnings Child Dev. Center</a>	98 S CLOVER LN HARRISBURG, PA 17112	100142018-0002	N/A
23809	<a href="#">BRIGHT BEGINNINGS CHILD DEV CTR OF HERSHEY</a>	1230 E CHOCOLATE AVE HERSHEY, PA 17033	100142018-0003	N/A
12554	<a href="#">BRIGHT BEGINNINGS CHILD LEARNING CENTER</a>	11041 EDINBORO RD MC KEAN, PA 16426	101522254-0001	N/A
14430	<a href="#">BRIGHT BEGINNINGS CHILD CARE AND LEARNING CENTER</a>	15145 US ROUTE 422 WORTHINGTON, PA 16262	102542180-0001	N/A
21628	<a href="#">BRIGHT BEGINNINGS EARLY LEARNING CENTER</a>	118 NASON DR ROARING SPRING, PA 16673	1028660757-0001	N/A

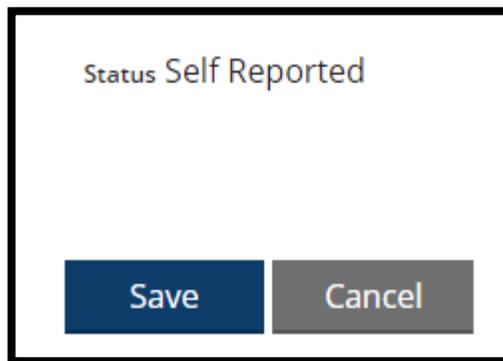
11. Confirm the name, address, and phone of your organization and click on **CONFIRM**.

12. Enter all information on the Position Details page. Please note that this information is not shared with anyone besides your director or manager of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future

13. Notice that your information will be **SELF REPORTED** until your Director or Manager verifies your employment.

*\* If you are the **Administrator** of your organization, you will need to contact the Registry team at [registry@pakeys.org](mailto:registry@pakeys.org) to approve your employment and permissions as an administrator. You will need to have your employment approved before having access to your employment list to verify staff. In the email, include your name and MPI# to process this request.*

Click **SAVE**.



14. Your Director or Admin of your organization may now verify your employment.