Frequently Asked Questions (FAQ) about the new PD Registry
Early Learning Professionals

Keystone STARS required trainings

- How will I be able to determine if a training meets the requirements for the Keystone STARS required courses?
  - The new registry will have quick links to the required CCDBG Health and Safety courses and the Keystone STARS 101 and 102 courses.

- How can I check to see if my staff have taken the Keystone STARS required courses?
  - The Learning Record for each staff will display a section that pertains to Keystone STARS required trainings. It will contain trainings such as First Aid/CPR, Health and Safety, and other required courses.

Multiple Administrators

- If there are more than 1 administrators at a facility, can all the administrators have administrative access?
  - Yes, the Director can give administrative access to others within the facility by utilizing the adding additional administers option. This can be done by having the Organization Administrator click on the "Manage organization profile users" on the organization profile.

Multiple Sites

- If I am the administrator of multiple sites, can I view all the information about all of my sites once I log in?
  - Yes, if a person is listed as an administrator for more than one organization, all sites will show up in the drop-down menu in their profile.

- If I work at more than one site for an organization, how do I input the information?
  - Staff working at more than one site would add each site location in the employment section of their profile.

Payment for Trainings

- Will there be a way for administrators to pay for training for their whole site? For example: An in-service day that an administrator wants to pay for all their staff at once.
  - Yes, as an administrator you will see options to "Register Myself" and "Register Staff". A staff list will appear for you to select who you want to register.

It is important that staff update their profiles and attach themselves to their current employer.

Prior Missing Training

- Will a completed training that isn't currently showing in the current registry be transferred to the new registry?
  - Yes, once the instructor closes out the event in the current registry, an evaluation will be generated. After completing the evaluation, the training will be transferred to your transcript in the current system. This information will then transfer to the new registry.

Professional Development Plan

- Since the Professional Development Plan component will not be available in the new Registry until Summer 2018, how should I maintain my plan?
  - Save a copy of your current plan so that you can track your goals until the Professional Development Plan component is ready in the new registry. Once the Professional Development Plan component is ready, you will receive instructions on how to input your information.

Webinar Information

- How do I get access to the recording of the webinar about the new registry?
  - The recorded webinars will be posted soon. Please check the PA Key website at http://www.pakeys.org.