

PA Keys to Professional Development Registry Course Overview

This form is to be used by PQAS Approved Instructors as you prepare your courses for the PA Keys to Professional Development Registry.

1. *Course Name:* Provide the title of the course as it will be reflected in the PA Keys to Professional Development Registry. The title should be consistent with promotional materials. A Course Name should be thought of as a headline that clearly reflects the course content.
2. *Length of Course:* Indicate the length of the course by specifying the number of PQAS hours.
3. *Course Overview:* Provide a brief, but meaningful and accurate description of the course content that also indicates the target audience as well as the prior knowledge/experience required, if any. This description should be approximately 75-100 words. Keep in mind that learners may rely on this description to determine whether to invest their valuable time and money in the course.
4. *Course Objectives:* List the specific learning objectives of the course that reflect what participants will know and be able to do as a result of the professional development experience. Learning objectives must be measurable. Please reference [Bloom's Cognitive Taxonomy](#) and the [Professional Development Module Scoring Rubric](#) for more information.
5. *Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals Knowledge Area and Primary Competency Group:* The course must support one or more competencies within **one** Knowledge Area. If the Knowledge Area contains multiple Competency Groups, all competencies must fall within **one** Competency Group. Series, conferences, credentials and college courses may be associated with more than one competency group.
6. *Core Knowledge Competencies:* Enter a bulleted list of the competency statements and codes associated with the course as they appear in the Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals document.
7. *Target Audience:* Identify the specific audience the professional development course is targeting (i.e. Child Care Center, Early Head Start, Early Intervention, Family Day Care Home, Group Day Care Home, Head Start, Health Families America, Higher Education, Infant-Toddler, Instructors, Intermediate Units, Keystone STARS, Licensed Nursery Schools, Nurse-Family Partnership, Parents as Teachers, Preschool, PD Organization Staff, PA Pre-K Counts, Regional Key Staff, Relative Neighbor, School District, School-Age).

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Please use this as your Overview template. Please see above for additional guidance on completing this form.

<p>1. Course Name:</p>	
<p>2. Length of Course: (PQAS Hours)</p>	
<p>3. Course Overview: (75-100 words)</p>	
<p>4. Course Objectives</p>	
<p>5. Knowledge Area and Primary Competency Group:</p>	<p>Primary Competency Group: Choose One</p> <p>K1: Child Growth and Development <input type="checkbox"/> K1 CG1: Child Growth and Development</p> <p>K2: Curriculum and Learning Experiences <input type="checkbox"/> K2 CG1: Learning Environment <input type="checkbox"/> K2 CG2: Curriculum <input type="checkbox"/> K2 CG3: Instruction</p> <p>K3: Families, Schools, and Community Collaborations and Partnerships <input type="checkbox"/> K3 CG1: Families, Schools, and Community Collaborations and Partnerships</p> <p>K4: Assessment <input type="checkbox"/> K4 CG1: Comprehensive Assessment System <input type="checkbox"/> K4 CG2: Child Assessment <input type="checkbox"/> K4 CG3: Observation, Reporting and Documentation</p> <p>K5: Communication <input type="checkbox"/> K5 CG1: Communication</p> <p>K6: Professionalism and Leadership <input type="checkbox"/> K6 CG1: Professionalism <input type="checkbox"/> K6 CG2: Ethics <input type="checkbox"/> K6 CG3: Advocacy and Leadership</p> <p>K7: Health, Safety and Nutrition <input type="checkbox"/> K7 CG1: Health, Safety and Nutrition <input type="checkbox"/> K7 CG2: Safety <input type="checkbox"/> K7 CG3: Nutrition</p> <p>K8: Program Organization and Administration <input type="checkbox"/> K8 CG1: Program Organization and Administration <input type="checkbox"/> K8 CG2: Personnel <input type="checkbox"/> K8 CG3: Technology and Marketing</p>

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<p>6. Core Knowledge Competencies</p>	<p><i>Ex. KI.4 C1</i></p>	<p><i>Ex. Identify the impact of brain development on children's development and learning.</i></p>
<p>7. Target Audience: (ONLY check if you are limiting your audience to one or more of these types)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Child Care Center <input type="checkbox"/> Early Intervention <input type="checkbox"/> Group Day Care Home <input type="checkbox"/> Healthy Families America <input type="checkbox"/> Infant-Toddler <input type="checkbox"/> Intermediate Unit <input type="checkbox"/> Licensed Nursery School <input type="checkbox"/> PA Pre-K Counts <input type="checkbox"/> Regional Key Staff <input type="checkbox"/> School District <input type="checkbox"/> Technical Assistance 	<ul style="list-style-type: none"> <input type="checkbox"/> Early Head Start <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Head Start <input type="checkbox"/> Higher Education <input type="checkbox"/> Instructor <input type="checkbox"/> Keystone STARS <input type="checkbox"/> Nurse-Family Partnerships <input type="checkbox"/> Parents as Teachers <input type="checkbox"/> Preschool <input type="checkbox"/> Relative Neighbor <input type="checkbox"/> School-Age