

How to Access and Update Your Profile

Step 1. Login by going to www.papdregistry.org

1. Click Login to getstarted. You can also search, but not register, for training without being signed in.

PA Keys Home Register Saved Events Training Calendar Contact Us **Login**

Health and Safety (CCDBG) STARS 101 and 102 Conferences Act 48

Welcome to the Pennsylvania PD Registry!

Find Training

Find Instructors

Search for Training

Find training by subject, location, or browse our current course catalog!

Training Calendar Course Catalog

Search by location, date, or subject

Enter search criteria to find matching events.

NOTE: Searching without criteria will display all events starting on or after 1/23/2018.

Keywords

City

County

-- Select County --

From Date

1/23/2018

To Date

Core Knowledge Area

All

CDA Content Areas

All

Level

All

Training Language

All

Include the following course types

- Classroom
- Blended- Online and Classroom
- Online Self-Paced
- Online Live Webinar

Locate Events

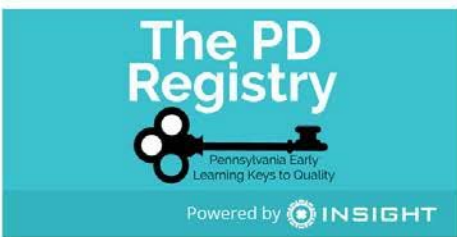
Reset Form

Step 2. Access Your Profile

1. Log in using the same email and password that you used to log into the PA Key Portal.



Log in



Email address

Password

Remember me

Login

[Forgot Password?](#)

[Create Account](#)



Powered by
INSIGHT

Step 3. Locate Online Profile

1. Enter in your personal information.
2. Be sure to include an accurate email address. The Registry will use this to contact you about your account.
3. Click CreateAccount.
4. Check your email and click on the link in your email.

Please note: If your information matches an existing account or if you feel you already have an account, please call The Registry at 1-800-.284-6031

[Log in](#)

Create Your Insight Account for the Pennsylvania PD Registry

The Pennsylvania PD Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

First Name

Middle Name

Last Name

Email Address

Create Account

Creating an Insight account gives you access to the full suite of tools offered within the registry, including:

- Professional Profile
- Program Profile
- Professional Development Tools
- And much more

Step 4.a. Accessing New Online Profile

1. Make sure your personal information is accurate.
2. Check the box if the MAILING ADDRESS is the same as your HOME ADDRESS.

Why can't I change my information?

Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

PPID

Pennsylvania Department of Education Professional Personnel ID

Mailing Address

This is a Business Address

Address

Enter Address

Apt/Suite #

Enter Apt/Suite #

Zip

Enter Zip Code

City

Enter City

State

PA

County

Enter County

Home Address

Same as Mailing Address

Address

Enter Address

Apt/Suite #

Enter Apt/Suite #

Zip

Enter Zip Code

City

Enter City

State

PA

County

Enter County

Primary phone number

- -

Required

Secondary phone number

- -

Fax

- -

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Next ▶

Step 4.b. Accessing New Online Profile

1. Click each button to receive informational emails and newsletters from The Registry. You may change your COMMUNICATION PREFERENCE at anytime.
2. Click Next to continue.

3 Step Communication Preferences

What is This?

Pennsylvania PD Registry and its partners send periodic communications about the Early Learning & School-Age Care system in Pennsylvania. Please indicate which communications you would like to receive.

i Does not impact communications/emails regarding your account and/or membership.

- Yes, I wish to receive informational emails from the **Pennsylvania Professional Development Registry**. If you do not select this option, you will still receive emails regarding your account and/or membership.
- Yes, I wish to receive informational emails from **Pennsylvania Professional Development Registry** about how best to utilize this technology and to notify me about new features within the system.
- Yes, I wish to receive informational emails from **PA Keys to Quality** about best practices and supports available to help me.
- Yes, I wish to receive monthly emails from Pennsylvania Professional Development Registry about **upcoming training opportunities**. If you select this, please indicate in which counties you might take training and whether you are interested in hearing about web-based training. Note that you will always have access to the Develop Training Calendar by clicking on "Search for Training."

Indicate which counties you would like to be notified of for training.

Select all counties that apply

- Include information on upcoming web-based training.

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Next ▶

Step 5. Privacy Policy

Check the box and click CONTINUE after you have carefully read the Privacy Policy.



Terms of Use

What You Need to Know About Your Data

Please review and check the box below to continue.

Pennsylvania Professional Development Registry Notice of Privacy Practices

Effective Date: February 1st, 2018

This notice describes how private information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Why do we ask for this information?

- To tell you apart from other people with the same or similar name
- To verify your employment and education information and/or give you credit for PQAS approved training
- To make reports, do research, do audits, evaluate our programs and for other administrative purposes

Do you have to answer the questions we ask?

You do not have to give us your personal information. We need this information to properly track your PQAS training. Without the information, we may not be able to give you credit for your trainings that are required for Department of Human Services and Keystone STARS.

With whom may we share information?

Sometimes we share information about you with other agencies. We will only share information as needed and as allowed or required by law. For example, we may share your information with the following types of agencies or persons who need the information to do their jobs:

Pennsylvania Key
Attn: PD Registry
200 North 3rd Street
Harrisburg, PA. 17101
1-800-284-6031

I agree to the privacy policy

← Back

Submit

Step 6: Personal Profile

1. Check the box "Complete My Profile". You may also check the corresponding box below if you would like to apply for PQAS.
2. Notice your Registry ID Number on the right hand side.
3. Click Apply/Renew to start your online application.

My Individual Profile

Summary	Personal	Education	Employment	Training	Professional	Reports
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Welcome Jane Doe

Welcome to the Pennsylvania Registry! Please complete your profile by checking the box next to Complete My Profile. Completing your profile is required to participate in certain Pennsylvania initiatives. You can see and manage the training events for which you are registered by clicking on the Training tab above. Additionally, if you are requesting to become a PQAS Instructor or Consultant/Coach, please check the appropriate box.

<input checked="" type="checkbox"/> Complete My Profile		\$0.00
<input type="checkbox"/> PQAS Application		\$70.00
Total Fee:		\$0.00
Apply/Renew		

Registry ID 1234567
Jane Doe
200 N 3rd St
3rd Floor
Harrisburg, PA 17111
(717) 213-2075
janedoe@pakeys.org
[Change Email](#)
Membership Card
LINK TBD

Notes From Staff (0)

No Notes Exist

Organization Profile?

- ✓ Directors of a Child Care Facility or Administrator of a Professional Development Organization, who are the primary contact, or Administrator for your facility/organization
- ✓ If you are unsure of the status, please contact us register@pakeys.org

[Add Organization Profile](#)

Step 7: Profile Steps

1. Click START to begin.

Complete My Profile

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Other Information
6. Submit

Start

Step 8: Personal Information

1. Review your personal information and verify that it is correct.
2. Complete Gender, Ethnicity, and Language sections.
3. Click SUBSCRIBE if you would like to receive Registry newsletters, updates, and special offers.
4. Click SAVE AND CONTINUE to advance to the next page of the application.

Gender

Unspecified

Ethnicity

Are you of Hispanic or Latino origin?*

Yes No Unspecified

Do you consider yourself?*

Select one or more

Select All that Apply

Language

Primary Language*

English

Secondary Language

Preferred Training Language

-- None --

Communication Preferences

The PA Keys sends periodic communications.

Unsubscribe
You will not receive informational emails from PA Keys, but you will continue to receive emails regarding your account.

Subscribe
You will receive informational emails from PA Keys in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

Step 9: Education

1. Click EDIT to update your High Schooleducation.
2. Click on the question marks for more information regarding each category.

Education

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application
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High School

Click the Edit button to update your information

[Edit](#)

Higher Education

-- Add New --

Click Add New to update your information

Credentials, Certificates, Diplomas & Other Endorsements

-- Add New --

Click Add New to update your information

CDA Credentials & Endorsements

-- Add New --

Click Add New to update your information

Mental Health Endorsments

-- Add New --

Click Add New to update your information

Assessments

-- Add New --

Click Add New to update your information

DHS Licensing - CPR - First Aid - Fire Safety Requirements

-- Add New --

Click Add New to update your information

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

Step 10.a: Employment

1. Click on Add Position to add employment information. This will take you to the next screen.
2. Click Save and Continue to advance to the next page of the application.

Employment History

Personal Information

Education

Employment

Training


Professional
Development Plan
and More

Submit
Application

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

 **No Employment Entered**

No employment has been added to this online application

Return to My Profile

< Previous Step

Save and Continue >

Step 10.b: Employment History

1. Click on Select next to the type of Organization where you work.

Select Employer Type

Personal Information

Education

Employment

Training

Professional
Development Plan
and More

Submit
Application

[Return to Employment List](#)

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.

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

Select

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

Select

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

Select

Please Note: Carefully read the description provided for each step.

Step 10.c: Early Care, School Age and Education Programs

1. After clicking Select for the Early Care, School-age and Education programs option. You will then be taken to a new screen and may search for your employer by Organization ID, Employer name, City, MPI NUMBER, Head Start, head Start Partner, or School District Number.
2. 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.

Step 10.c: Out of State

1. After clicking Select for Out of state early learning or school age care or employment not related to early learning or school age care. You will then be taken to a new screen and may search for employer by employer's name, program type, contact first and last name, mailing address, city, state, zip, county, phone, and fax number.
2. 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.

Step 10.c: Other Organization Type

1. After clicking Select for Other Organization types you will then be taken to a new screen and may search for your employer by Organization ID, Employer Name and city.
2. 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.

Step 10d: Position Details

1. Please Verify that you have the correct employer and select the Confirm button if you do!

Position Details

You selected the following program. Confirm the selected program is correct.

Program Information

Name	Pennsylvania Key
Address	200 North Third Street, Harrisburg, PA 17101 Dauphin County United States
Phone	(800) 284-6031
Email	Janedoe@gmail.com

Confirm

Return

Step 10e: Position Details

1. Complete the require fields (those with an asterisk) and you must select the age range and then select save.

Position Details

You selected the following program. Confirm the selected program is correct.

Program Information

Name **Pennsylvania Key**
Address 200 North Third Street, Harrisburg, PA 17101
Dauphin County
United States
Phone (800) 284-6031
Email amy@pakeys.org

Position Information

Title*
-- Make a selection --

Hours Per Week*

Months per year*

This is my primary employer

Age of Children

- Infants Kindergarten
 Toddlers School-Age
 Preschool Adult
 Pre-Kindergarten

Start Date*

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

Hourly wage at this position
\$

Date of last wage increase

Status Self Reported

Step 10F: Employment History

1. If you need to add a position, select Add Position.
2. If you are finished, select Finished Employment.



Employment History

Finished Employment

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

Program	Title	Wage	Start	End	Status	
 Pennsylvania Key	Administrative Staff	N/A	9/21/2015	Present	Self Reported	 

Step 11: Training

1. Trainings that you took will be listed.
2. Note the check mark means that this training was verified by the trainer.

Summary	Personal	Education	Employment	Training	Professional	Reports
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Training Documentation

 No documentation entered.

Training

[Edit Training](#)

Please click the  to complete the Trainer Training Evaluation Tool (TTET) for the applicable training event.

Status Legend

 TTET Complete  TTET Available  TTET Closed  Not Eligible

 No training records have been added to this Online Application.

Step 12: Professional

- 1) The professional page is where you can add, remove and review your professional memberships, contributions and add or remove documents as needed.
- 2) In order to edit your professional documentation and information click on the Edit Professional button.

Summary Personal Education Employment Training Professional Reports

Professional

Edit Professional

Professional Memberships

⚠ No professional memberships have been added to this Online Application.

Professional Contributions

⚠ No professional contributions have been added to this Online Application.

Professional Development Plan Documentation

Add Documentation

⚠ No documentation entered.

Step 12a: Edit Professional

- 1)After clicking edit professional, you should see the page below.
- 2)On this page you can select to add or remove multiple Professional memberships, multiple professional contributions, and add or remove documents. These documents include your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

Professional

The PD Registry is a tool for recognizing excellence and rewarding the achievements of our great early learning & school-age care workforce. We recognize that there are many ways to grow and contribute both personally and professionally. This page is the place to document your memberships in professional organizations, your life experiences and achievements, and your contributions to your community. You may also upload your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

Documentation of membership required for verification.

Professional Memberships

Memberships

-- Select to add Professional Membership -- ▾

Professional Contributions

-- Select to add Professional Contribution -- ▾

Professional Development Plan Documentation

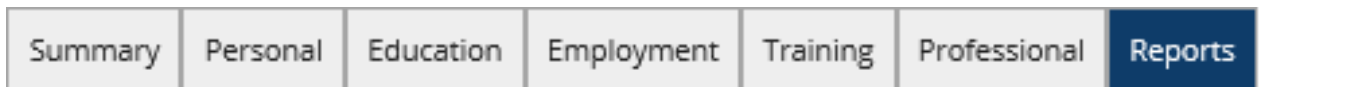
Add Documentation

⚠ No documentation entered.

Save Cancel

Step 13: Reports

1) Reports allow the user to view their reports. Which reports a user can access depends on their level of administrative access. The example below is what most users will see when they first login. Although some users will see more.



My Reports



[My Professional Development Learning Record](#)

A record of your employment history, credentials, education and training, organized by Core Knowledge Area