Renewing a Course

1. Go to www.pakeys.org

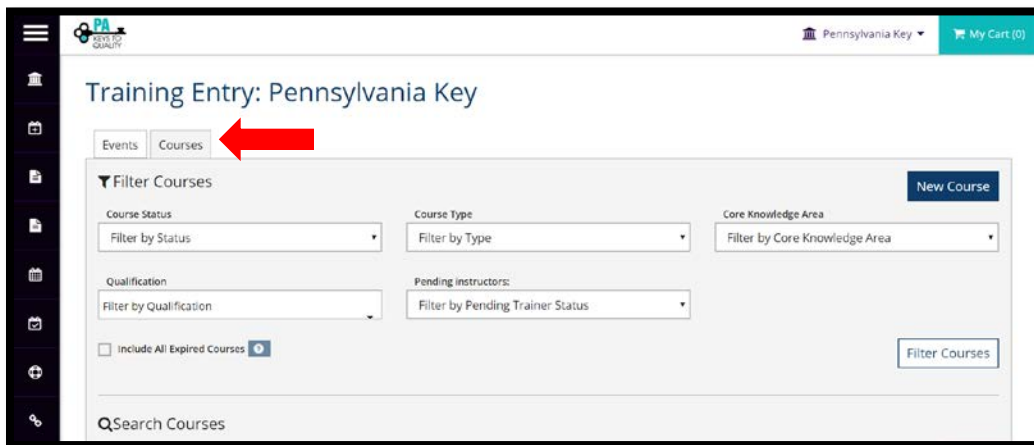2. Click the green PD Registry box on the home page.

3. Click login in the top right of the PD Registry home page.

4. Enter email and password and click enter.

5. Click the drop-down menu by your name and click on your organization below your name.

6. Click on the Training Entry tab on the left menu.

7. Click on the Courses tab on the top left of the Training Entry screen.

8. Scroll down to the list of courses and click on the title of the course you want to renew.

Below is a list of the courses for which you are the owner or have permission to schedule. Click on a course title to review approval status.
Click on the Events Tab above for the courses you own or those where you appear on the authorized instructors list.

Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
105579	Step Up to Quality Supervision : Session 7 - Supervision - Moving Children 1 hour-CCDBG 2	Pennsylvania Key	Approved	1/30/2018	1/30/2021	✓	0
105578	Health & Safety Basics: Requirements for Certification-CCDBG	Pennsylvania Key	Approved	1/30/2018	1/30/2021	✓	0

9. Click the Revise/Renew tab

Course Details

Schedule Event | Revise/Renew | Exit Details

Health & Safety Basics: Requirements for Certification-CCDBG   Course ID 105578

Course Details | Events | Authorized Instructors

10. A pop-up will appear stating that this will result in a new course. Click continue.

www.papdregistry.org says:

This will result in a NEW course being created. Please click OK to continue.

OK | Cancel

11. Some fields have auto-populated from the previous registry. The first field you need to enter is the level of training. Choose C1, C2, or C3.

Level of Training*

C1

12. Review the description to make sure it is accurate.
13. Check off whether the course was created by you, your organization, or published by others.
14. Click Applies Toward "PQAS" in the drop-down menu.

Applies Toward

Filter By Type

--No Filter--

15. Click Save and Continue on the bottom of the screen.

16. Choose the Primary Age category that this course addresses and hours of the course.

17. Add the hours for the course to the Knowledge Areas that the content applies. You may select multiple Knowledge Areas. They will auto-populate to the CDA content areas.

18. Click save and continue.
19. Enter Prerequisites if there are any that apply to this course.
20. Review Objectives.

**Most boxes are not required to complete, but you may add information if needed. Only boxes with an asterisk are required and listed in this tip sheet.

21. Add Major resources used to create a course.
22. Check off target audience.
23. Check off ages addressed. You may select more than one.
24. Select yes or no for training of trainers.
25. Select yes if there are authorized trainers for your course and select add trainer to add trainers approved to instruct your course.
26. Select Yes for Training Scheduler if your course is funded by a Regional Key. This will allow them to schedule your events. Select no if this course is never funded by a Regional Key.
27. Select Save and Continue.
28. Scroll down and click on "Agree to the terms and conditions" and Submit for Approval.