

## HOW TO FIND YOUR PD HISTORY

(NOW KNOWN AS YOUR LEARNING RECORD)

1. Go to [www.pakeys.org](http://www.pakeys.org).
2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.



4. Enter your email address and password, then click 'Login'.

Email address

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Password

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Remember me



[Forgot Password?](#)

[Create Account](#)

There are two different tabs located on the home screen of the PD Registry where you can locate your Professional Development. The two tabs are labelled as 'My PD' and 'Reports'.

## My Individual Profile

Summary	Personal	Education	Employment	<b>My PD</b>	Professional	Reports
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The 'My PD' tab lists all the PD sessions for which you have registered. This may include PD sessions that you have already completed or future PD events for which you have registered.

Note in the example below Online (E-learning) courses will be accessed in this location. You will see a blue box next to the online course. You will click on the blue box next to the course title to access the online course.

Event ID	Title	Completed	Credit	Type	Hours	Level	Status
287991	ERS Online: Early Childhood Environment Rating Scale-Revised (ECERS-R)			Preschool/Pre-K	3.00	C1	REGISTERED
48991	ERS: Early Childhood Environment Rating Scale-Revised (ECERS-R) 202	02-03-18			2.00	N/A	VERIFIED
36838	TA CONSULTANTS/PBIS/MENTORS/DIRECTORS/ADMINISTRATORS: Practice Based Coaching Across the Early Care and Education System	10-06-16			6.00	N/A	VERIFIED

The Reports Tab is where you will find your official Learning Record used by Department of Human Services and Keystone STARS to verify the Professional Development you have completed. Click on the Reports tab and then click on My Professional Development Learning Record. Directors will also use this tab to access the Professional Development Learning Records of staff.

**My Reports**

[My Professional Development Learning Record](#)

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



My Professional Development Learning Record Sample



**Core Knowledge Learning Record**

Name: \_\_\_\_\_ Date Printed: 2/27/2018 Individual ID: \_\_\_\_\_

**Employment History:**

Program Name	License#	Position Title	Age Group(s)	Hours/Week	Total Hours Worked	Start Date	End Date	Verified
Pennsylvania Key		Staff	Adult	40	26600	6/1/2005		Yes

Verified Degrees/Certificates/Diplomas/Credentials: None On Record

**Complete Training List**

Includes all Training

**2018**

N/A						
Event ID	Course Title	Date	Hours	Sponsor	Verified	
48991	ERS: Early Childhood Environment Rating Scale-Revised (ECERS-R) 202	2/3/2018	2.00	Southeast Regional Key	Yes	
N/A Total Verified			2.00			
2018 Total Verified Credits/Hours (All Tier Levels)			2.00			

**2016**

N/A						
Event ID	Course Title	Date	Hours	Sponsor	Verified	
36838	TA CONSULTANTS/PBIS/MENTORS/DIRECTOR S/ADMINISTRATORS: Practice Based Coaching Across the Early Care and Education System	10/6/2016	6.00	Pennsylvania Key	Yes	
29135	Trauma-Informed Practice	1/13/2016	2.00	Pennsylvania Key	Yes	
N/A Total Verified			8.00			
2016 Total Verified Credits/Hours (All Tier Levels)			8.00			