

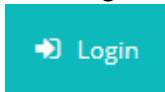
## HOW TO CREATE A NEW COURSE

Courses submitted will be processed within 1-2 weeks. If any additional information is needed, an email will be sent.

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'.

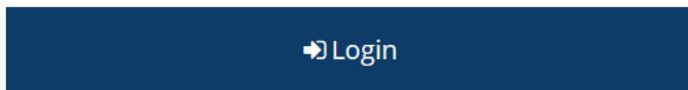
Email address

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Password

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Remember me



[Forgot Password?](#)

[Create Account](#)

5. If are wanting to set up online registration and/or payment through the system, you will need to create ALL courses (and events) within your Org Profile. If not, you can create the course within your individual account.

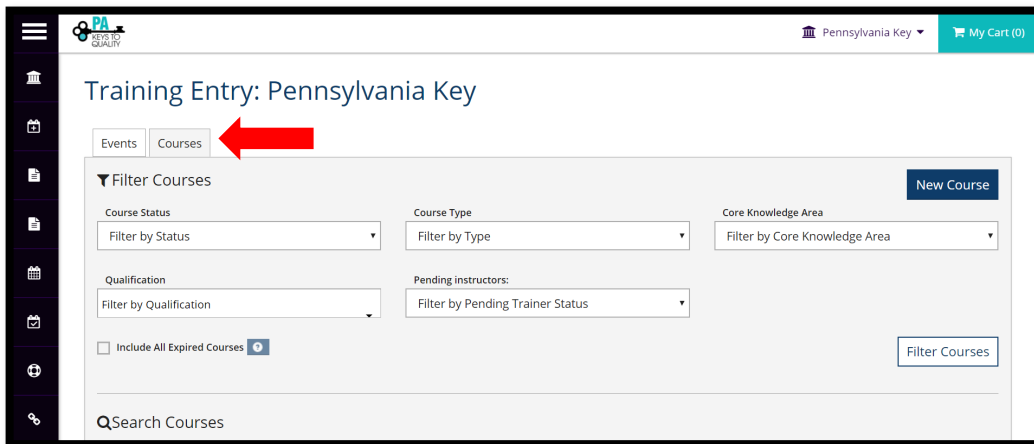
To access your Org Profile, click the drop-down menu by your name and click on your organization profile below your name.



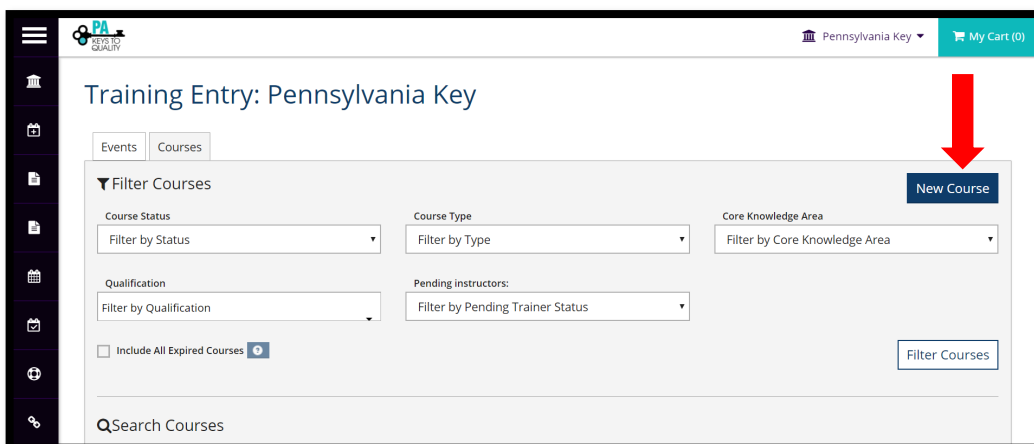
6. Click 'Training Entry' on the left menu



7. Click on the Courses tab.



8. Click New Course.



9. Complete the Course Information; then click Save and Continue.

Course Information	Course Content	Instructional Plan	Additional Details	Authorized Trainers	Submit for Approval
<p><b>Title*</b></p> <input type="text"/>					
<p><b>Course Type*</b></p> <p>PQAS Approved <span>▼</span></p>					
<p><b>Level of Training*</b></p> <p>C1 <span>▼</span></p>					
<p><b>Description*</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>Please provide a course description. (This description will be made public and must be 100 words or less.)</small></p>					
<hr/> <p><b>Course Owner Information</b> ⓘ</p> <p> <input type="radio"/> Created by Myself ⓘ  <input type="radio"/> Created and Owned by My Organization ⓘ  <input type="radio"/> Published By Others (Please Specify) ⓘ         </p> <input type="text"/>					
<p><b>Save And Continue</b></p>					

10. Click Applies Toward “PQAS” in the drop-down menu.

Applies Toward Filter By Type

--No Filter-- ▼

11. Click ‘Save and Continue’ on the bottom of the screen.

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







**Category\*** Choose the primary category.

Preschool/Pre-K ▼

**Classroom Hours\***

6.00

13. 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.

Core Knowledge Area(s)	
Child Growth and Development 	Hours <input type="text"/>
Curriculum and Learning Experiences 	Hours <input type="text"/>
Family, Schools and Community Collaborations and Partnerships 	Hours <input type="text"/>
Assessment 	Hours <input type="text"/>
Communication 	Hours <input type="text"/>
Professional and Leadership 	Hours <input type="text"/>

14. Click 'Save and Continue'.

15. Enter Prerequisites if there are any that apply to this course.

16. 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.

17. Add Major resources used to create a course.

18. Check off target audience.

19. Check off ages addressed. You may select more than one.

20. Click 'Yes' or 'No' for training of trainers.

21. Click 'Yes' if there are authorized trainers for your course and select 'Add trainer' to add trainers approved to instruct your course.

22. Click 'Yes' for Training Scheduler if your course will be scheduled by someone other than you, such as a funder. This will allow them to schedule your events. Click 'No' if this course will never be scheduled by someone other than you.

23. Click 'Save and Continue'.

24. Scroll down and click on 'Agree to the terms and conditions' and 'Submit for Approval'.