# Table of Contents

Welcome to the Pennsylvania Professional Development Registry ......................................................... 2
Creating Your Profile on the PA Keys website. ......................................................................................... 2
Finding Your Registry ID number ............................................................................................................ 4
  What is my Registry ID? .......................................................................................................................... 4
  Why is my Registry ID important? ......................................................................................................... 4
Logging into the Professional Development Registry ............................................................................. 5
  Important Features on the Home Page of the Professional Development Registry ............................. 6
Finding a Training in the Course Catalog ............................................................................................... 7
What’s the Difference Between “Buy” or “Get Item” When Registering for a Training? ......................... 8
Completing Your Evaluation ..................................................................................................................... 9
Accessing My Transcript ......................................................................................................................... 10
Additional Support .................................................................................................................................. 11
Welcome to the Pennsylvania Professional Development Registry

The PD Registry helps you pick professional development, find local classes, workshops and online courses, and makes a transcript of your progress. The PD Registry is a great place to build your skills which can improve your program.

This guide will get you started. Let’s start by creating your profile on the PA Keys website. You will need to do this before having used the Professional Development Registry.

Creating Your Profile on the PA Keys website.

To create a new user account on the PA Keys website, follow the steps below:

1. In your internet browser, go to [www.pakeys.org](http://www.pakeys.org). The best browsers to use the PD Registry are Mozilla Firefox ([www.mozilla.org](http://www.mozilla.org)) and Google Chrome ([www.google.com/chrome](http://www.google.com/chrome)). These are highly recommended for best user experience and are free for download.

2. Click the red Login tab on the top right of the page.

3. Click on “New Users Create An Account Here”
4. Enter all information on this page. Please enter an accurate email address. You will receive an email to verify that your information is correct. Click the three boxes in the “Required Acknowledgements” box. Complete the verification challenge to the right of this information by dragging and sorting the numbers from lowest to highest. Click “Submit Form.”

5. A box will appear on the screen indicating that an email has been sent to your registered email address. Click “OK”

6. You will receive an email from registry@pakeys.org. Click the blue “click here” in the email to complete your registration process. You will not have access to the Professional Development Registry until this has been completed.

7. Complete all required fields on the registration form. This includes adding your current child care facility in which you are employed. If you are the owner of a Family Home Child Care, please find the name as it would have been submitted to Department of Human Services. Click on the binoculars to the right of “Other Organizations.”

8. Type in your facility name in the box that appears at the top of the screen. Click on the appropriate organization.
9. Add your Program Type by checking the boxes that apply.

10. Add your highest level of education.
11. Enter the number of years’ experience in the field.
12. Create your password and confirm password.
13. Click “Submit Form”

Finding Your Registry ID number

What is my Registry ID? This is the unique number the PD Registry uses to identify you.

Why is my Registry ID important? When registering and attending conferences or trainings, you may be asked to provide this number. Your Registry ID is tied to your profile so an instructor can give you PQAS hours for sessions you have attended.

1. In your internet browser, go to www.pakeys.org and click the red login tab at the top right to log on.
2. Enter your email and password and click login in.
3. Locate your Registry ID number in the Red box shown below. This number will be used to track your information in the Professional Development Registry.

4. Click on the number (outlined in red above) and get a printable card to keep in your wallet.

Logging into the Professional Development Registry
You will be able to go to the Professional Development Registry in 24 hours. This is where you will Register for courses, complete an evaluation for each course, and show proof of professional development hours in your transcript. To find the PD Registry:

1. Please use Google Chrome or Firefox when you open up the internet. Go to www.pakeys.org.
2. Click “log in”
3. Enter email and password and click login.
4. Click PD Registry on the left menu (This will take you to the Professional Development Registry. You will log in this way each time.)
   * You may update your profile information at any time by clicking the tab to “Update My Information.” It is important to keep your email, address, phone, and place of employment up to date.
5. You will now be on the home page of the Professional Development Registry.

Important Features on the Home Page of the Professional Development Registry

- Clicking on the green student tab takes you to tip sheets on how to use the Professional Development Registry and will help answer questions you may have.

- Clicking “My Learning Path” from the left menu takes you to

**My Courses** - Trainings that you have registered for, but have not yet completed.

**My Transcript** - Trainings you have taken and completed the evaluation.

**References** - Tip sheets on how to use the PD Registry.

**My Order History** - Shows all courses that you have purchased through the PD Registry.
- Clicking the Course Catalog tab on the left menu takes you to the “Course Catalog” where you may search courses by categories on the left or by keywords or specific title on the right.

OR

- Clicking on the Training Calendar tab on the left menu takes you to the Calendar view which allows you to view the trainings offered that month.

Finding a Training in the Course Catalog

You may search for trainings on the Training Calendar by clicking “Training Calendar” on the left menu. You can search for trainings by categories, key words, or a specific title by clicking on “Course Catalog” on the left menu of the home page.

1. The “Training Calendar” shows nearby trainings by date. You can also search by topic, name of training, or location (address, city, postal code, or county) by typing in the search bar to the left and clicking the refresh button. Once you find a training, click on the title of the training. The training details will appear on the right side of the screen. Click “Register” to take you to the Registration page. You will see that your registration is now in your cart, you can either checkout or continue shopping for trainings.

2. You may also search for trainings by clicking “Course Catalog” on the left menu. This will allow you to select a specific Knowledge Area or category from the dropdown menu on the left of the screen or by keywords in the search bar on the right. A list of all trainings specific to your search will appear.
   a. In the “Course Catalog”, select the training in which you want to view
possible training dates and click either “Buy” or “Get Item” to view possible scheduled event dates on the next screen. “Buy” means that you will pay for the training online through PayPal. “Get Item” means that you will send a check to the instructor.

b. * Click to Register on the appropriate date.

c. Click this button.

3. Click the shopping cart to final checkout.

4. Complete final checkout with PayPal or review where to send check and click “finish.”

5. The training will now appear under “My Learning Path” > “My Courses.”

6. Once you have completed the training and the instructor has marked you as completing the training, you can go back to “My Courses” and click on the training to complete the evaluation attached to the training.

What’s the Difference Between “Buy” or “Get Item” When Registering for a Training?

<table>
<thead>
<tr>
<th><strong>Buy</strong></th>
<th><strong>Get Item</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A “Buy” tab indicates that the training is a funded course offered by OCDEL, the Pennsylvania Key, or the Regional Key. Payment will be made online through the Professional Development Registry.</td>
<td>A “Get Item” tab indicates that the training is being offered by an independent PQAS instructor or organization. Payment for a non-funded training is made directly to the PQAS instructor or organization. Make sure to check the syllabus when registering for the training for information on how to pay for the training. This payment typically involves sending a check or money order directly to the instructor or organization.</td>
</tr>
</tbody>
</table>
Completing Your Evaluation

After you attend a training or complete a training online, you will need to complete an evaluation for the training hours to show on your transcript. Follow the steps below to complete an evaluation:

1. Click “My Learning Path” on the left menu of the home page.

2. Click “My Courses” below “My Learning Path” on the right side of the page.

3. Click the training that you completed.
4. Scroll down the page and click “Participant Evaluation Form.”

5. Complete the evaluation and click “Submit Evaluation.”

6. The training will appear in “My Transcript” under “My Learning Path” with the number of PQAS hours awarded.

Accessing My Transcript

Your transcript lists all of your trainings that you have taken. This document is used by Department of Human Services to determine that you have taken the required amount of training hours. To access your transcript, follow these steps:

1. Click “My Learning Path” from the left menu bar

2. Click “My Transcript” under “My Learning Path.” This is located on the right hand side of the page.

3. The transcript report will be show each training you have completed with the number of PQAS hours associated with the training. You must complete an evaluation in order for the training to be shown in the transcript.

4. You may click on “View Certificate” if you want to print a certificate for each training.

5. To print the transcript, click on “View as Report”.

Pennsylvania Key 2016
6. Click the transcript report to the right of the page in the “reports” section. It will be highlighted in blue with your name and “transcript report” listed beside your name. Check the box and click on your name.

7. Print report.

**Additional Support**

If you have questions on how to use the Professional Development Registry, you may submit a request to Zendesk at [www.pennsylvaniakey.zendesk.com](http://www.pennsylvaniakey.zendesk.com) or call 1-800-284-6031.