




Rising STARS Tuition Assistance Applications

Applying Online Instructions

1. Please go to the PA Keys to Quality website at www.pakeys.org
2. Click on  at the top right corner of the page.



PORTAL LOGIN


E-mail:


Password:

[Reset Password](#)

3. Login to your account with your email address and password.
4. Please make sure your profile is complete by answering all fields with a red asterisk (*).


5. Click on  on the left side of the page.

6. Select  in the top right corner of the page.

7. Click on 
[New Application](#) on the right side of the page.

8. Complete all fields of the application with a red asterisk (*).

9. You may attach your supporting documents to your application by clicking on

Attachments:  Add

or submit supporting documents by fax to 610-987-8400, submit a request to the PA Key Zendesk <https://pennsylvaniakey.zendesk.com> or by mail to:

PA Keys to Professional Development c/o BCIU
P.O. Box 16050
Reading, PA 19612-6050

10. Once your application is complete click on 

You will receive a message letting you know your application has been submitted. Please have your employer complete the employer attestation page attached to the message by clicking on the link Employer Attestation and submit by uploading as an attachment to your application, by fax to 610-987-8400, submit a request to the PA Key Zendesk <https://pennsylvaniakey.zendesk.com> or mail to:

PA Keys to Professional Development c/o BCIU
P.O. Box 16050
Reading, PA 19612-6050

11. If you haven't received an approval, denial or incomplete letter within 2 weeks of submitting your application, please contact us to ensure the application is being properly processed.