PA Keys to Professional Development Approval for Special Events/Conferences Application

Guidelines:

A Special Event/Conference PQAS request is for multi-session, multi-instructor events or for national speakers.

Applications must be submitted by either a Certified or Specialty Discipline PQAS Instructor or a PDO Administrator contracted with a Regional Key.

The Organization that is sponsoring the event must request approval **at least 2 months prior to the event**.

Please submit:
- o The Presenter Spreadsheet (within application)
- o Bio or resume of the instructor(s)
- o PD Registry Course Overview (within application)

Upon approval, PA Key will issue event-specific instructor numbers (i.e. PAKC-XXXXX) that indicate PQAS approval for the event. This notice will be sent to the applicant listed below via email. It is the responsibility of the applicant to submit the event for Course Approval in the PD Registry. Once the event has occurred, you will have one week to complete all necessary documentation in the system.

PA Key will maintain a database of these approvals to ensure that there are no individuals who repeatedly seek this "special circumstance" in lieu of an individual PQAS number.

Please Note: Sessions/Events that require individual PQAS approval include: CPR, First Aid, Mandated Reporter, Fire Safety, and Water Safety. College courses do not qualify for Special Event or Interim PQAS.

Title of Event: _____

Date(s) of Professional Development Event: _____

Number of Professional Development Hours (excluding breaks and lunch): _____

County Where Event is Located: _____

Name of Contact Person: _____ PQAS #: _____

Phone: _____ Email: _____

Name of Sponsoring Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Instructions

Complete this form and attach the following documentation:

Please submit:
- The Presenter Spreadsheet (within application)
- Bio or resume of the instructor(s)
- PD Registry Course Overview (within application)

More information about Pennsylvania's Core Knowledge Competencies (CKC) is available on the PA Keys to Professional Development website at www.pakeys.org for coding purposes.

Fax completed form to: 717-213-0585 or email to pqas@pakeys.org.

<u>Presenter Spreadsheet</u>

Presenter	Registry ID #	PQAS # (if applicable)	Name of Session(s)	Competencies Requested

PD Registry Course Overview

This form is to be used by PQAS Approved Instructors as you prepare your courses for the PA Keys to Professional Development Registry.

1. *Course Name:* Provide the title of the course as it will be reflected in the PA Keys to Professional Development Registry.   The title should be consistent with promotional materials. A Course Name should be thought of as a headline that clearly reflects the course content.

2. *Length of Course:* Indicate the length of the course by specifying the number of PQAS hours.

3. *Course Overview:* Provide a brief, but meaningful and accurate description of the course content that also indicates the target audience as well as the prior knowledge/experience required, if any. This description should be approximately 75-100 words. Keep in mind that learners may rely on this description to determine whether to invest their valuable time and money in the course.

4. *Course Objectives:* List the specific learning objectives of the course that reflect what participants will know and be able to do as a result of the professional development experience. Learning objectives must be measurable. Please reference [Bloom's Cognitive Taxonomy](#) and the [Professional Development Module Scoring Rubric](#) for more information.

5. *Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals Knowledge Area and Primary Competency Group***:**   The course must support one or more competencies within **one** Knowledge Area. If the Knowledge Area contains multiple Competency Groups, all competencies must fall within **one** Competency Group. Series, conferences, credentials and college courses may be associated with more than one competency group.

6. *Core Knowledge Competencies:* Enter a bulleted list of the competency statements and codes associated with the course as they appear in the Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals document.

7. *Target Audience:* Identify the specific audience the professional development course is targeting (i.e. Child Care Center, Early Head Start, Early Intervention, Family Day Care Home, Group Day Care Home, Head Start, Health Families America, Higher Education, Infant-Toddler, Instructors, Intermediate Units, Keystone STARS, Licensed Nursery Schools, Nurse-Family Partnership, Parents as Teachers, Preschool, PD Organization Staff, PA Pre-K Counts, Regional Key Staff, Relative Neighbor, School District, School-Age).

PD Registry Course Overview

Please use this as your Overview template. Please see above for additional guidance on completing this form.

1.	**Course Name:**	
2.	**Length of Course: (PQAS Hours)**	
3.	**Course Overview: (75-100 words)**	
4.	**Course Objectives**	

5.	**Knowledge Area and Primary Competency Group:**	***Primary Competency Group: Choose One***
		K1: Child Growth and Development
		   ☐ *K1 CG1: Child Growth and Development*
		K2: Curriculum and Learning Experiences
		   ☐ K2 CG1: Learning Environment
		   ☐ K2 CG2: Curriculum
		   ☐ K2 CG3: Instruction
		K3: Families, Schools, and Community Collaborations and Partnerships
		   ☐ K3 CG1: Families, *Schools, and Community Collaborations and Partnerships*
		K4: Assessment
		   ☐ *K4 CG1: Comprehensive Assessment System*
		   ☐ *K4 CG2: Child Assessment*
		   ☐ *K4 CG3: Observation, Reporting and Documentation*
		K5: Communication
		   ☐ *K5 CG1: Communication*
		K6: Professionalism and Leadership
		   ☐ *K6 CG1: Professionalism*
		   ☐ *K6 CG2: Ethics*
		   ☐ *K6 CG3: Advocacy and Leadership*
		K7: Health, Safety and Nutrition
		   ☐ *K7 CG1: Health, Safety and Nutrition*
		   ☐ *K7 CG2: Safety*
		   ☐ *K7 CG3: Nutrition*

	K8: Program Organization and Administration ☐ K8 CG1: Program Organization and Administration ☐ K8 CG2: Personnel ☐ K8 CG3: Technology and Marketing		
6. Core Knowledge Competencies	*Ex. K1.4 C1*	*Ex. Identify the impact of brain development on children's development and learning.*	
7. Target Audience: (ONLY check if you are limiting your audience to one or more of these types)	☐ Child Care Center ☐ Early Intervention ☐ Group Day Care Home ☐ Healthy Families America ☐ Infant-Toddler ☐ Intermediate Unit ☐ Licensed Nursery School ☐ PA Pre-K Counts ☐ Regional Key Staff ☐ School District ☐ Technical Assistance	☐ Early Head Start ☐ Family Day Care Home ☐ Head Start ☐ Higher Education ☐ Instructor ☐ Keystone STARS ☐ Nurse-Family Partnerships ☐ Parents as Teachers ☐ Preschool ☐ Relative Neighbor ☐ School-Age	