

HOW TO PULL FACILITY REPORTS

Facilities will pull these reports to help them with planning and for designation and certification visits.

1. Go to www.papdregistry.org.
2. Click 'Login' in the top right corner.



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

Email address

Password

Remember me



[Forgot Password?](#)

[Create Account](#)

4. Select your Organization Profile in the upper corner context menu.
5. Click on the Reports tab to see facility wide reports.

Organization Profile

#11640 - SONSHINE CHILD DEVELOPMENT CENTER

MPI Number : 100227026-0001

Status	Org Details	Program Info	Classrooms	Employees	Technical Assistance	Reports
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Program Profile



[Staff Verified Event Hours by CKA](#)

List of staff hours in each Core Knowledge Area

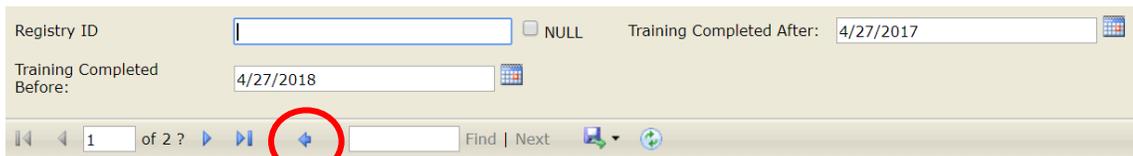


[Staff Report](#)

List of staff with a link to the Core Competency Learning Record

6. Click on *Staff Verified Event Hours by CKA* to see which Core Knowledge Areas have my staff taken trainings in over the years. This report will give you Core Knowledge Area, Staff Names, and C1/C2/C3 level. This report is not filterable.
 - **Gives you:** List of all current staff members, position, Registry ID #, Employment Start Date, Verification status.
 - **Additional:** Click on an employee's name to see their Individual Learning Record.
 - **Download Format:** PDF, Excel, Word

7. Click on *Individual Learning Record* to Monitor individual staff training as a group, see training taken in a time period, or access individual training records.
 - **Gives you:** Current position, start date (if completed in profile), if profile has been verified, training taken within date range, summary of training taken by Core Knowledge Area
 - **Changeable Parameter:** Date range
 - **Download Format:** PDF, Excel, Word
 - **Additional:** Click blue arrow in the tan bar at the top of the page to navigate back to Staff Report. Enter Registry ID# of another staff person to view additional pages.



Registry ID NULL Training Completed After: 

Training Completed Before: 

1 of 2 ?  Find | Next  



Individual Learning Record

8. Coming Soon! *Staff Training Report*
 - **Why would I pull this:** View future courses/events for which staff are registered or a detailed report on what courses staff have completed.
 - **Gives you:** First Name, Last Name, Registry ID#, Course Name, Event ID#, CKA, Start Date, Date of Completion (would only be filled for completed events, not future registered events), Number of Hours, Verified (would only be filled for completed events, not future registered events)
 - **Changeable Parameter:** Date range