

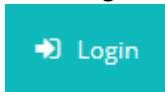
HOW TO RENEW A COURSE

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.
2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.

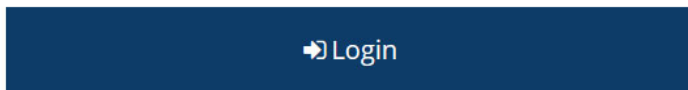


4. Enter your email address and password, then click 'Login'.

Email address

Password

Remember me

A dark blue rectangular button with a white right-pointing arrow icon followed by the text "Login" in white.

[Forgot Password?](#)

[Create Account](#)

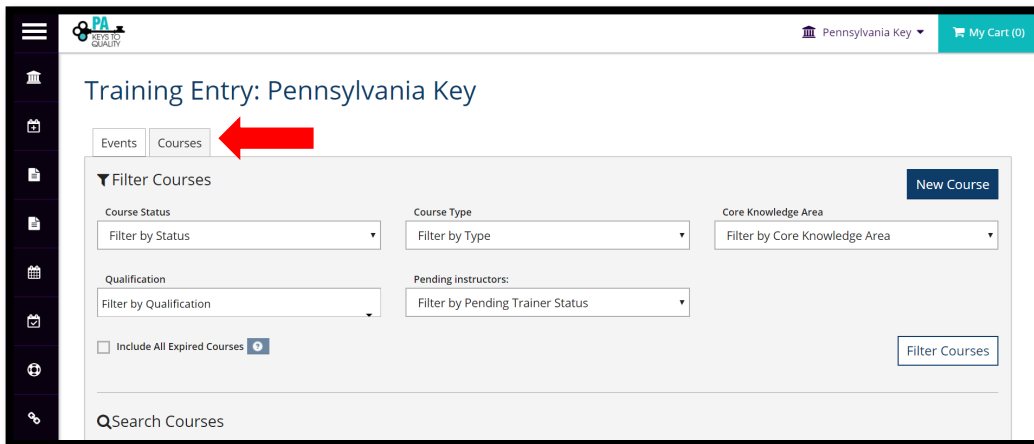
5. If renewing a course that is owned by you, make sure you are under your individual profile.
If renewing a course that is owned by your Organization, click the drop-down menu by your name and click on your organization profile below your name.



6. Click 'Training Entry' on the left menu



7. Click on the Courses tab.



8. Scroll down the list of courses and click on the title of the course you want to renew.

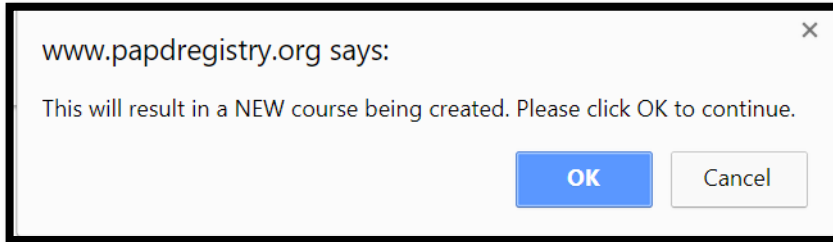
Below is a list of the courses for which you are the owner or have permission to schedule. Click on a course title to review approval status.
Click on the Events Tab above for the courses you own or those where you appear on the authorized instructors list.

Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
105579	Step Up to Quality Supervision : Session 7 - Supervision - Moving Children 1 hour-CCDBG 2	Pennsylvania Key	Approved	1/30/2018	1/30/2021	✓	0
105578	Health & Safety Basics: Requirements for Certification-CCDBG	Pennsylvania Key	Approved	1/30/2018	1/30/2021	✓	0

9. Click 'Revise/Renew'.



10. A pop-up will appear stating that this will result in a new course. Click 'OK' to continue.

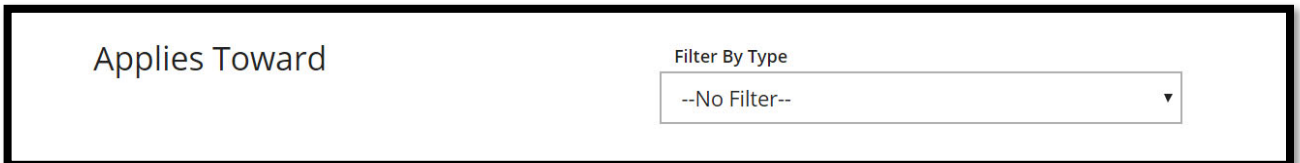


11. Some fields have auto-populated from the previous registry. The first field you need to enter is the level of training. Choose C1, C2, or C3.



A screenshot of a dropdown menu labeled "Level of Training*". The menu is open, showing "C1" as the selected option. A small downward arrow is visible on the right side of the dropdown box.

12. Review the description to make sure it is accurate.
13. Check off whether the course was created by You, Your organization, or Published by others.
14. Click Applies Toward "PQAS" in the drop-down menu.



A screenshot of two form fields. The first field is labeled "Applies Toward" and is empty. The second field is labeled "Filter By Type" and contains the text "--No Filter--". A small downward arrow is visible on the right side of the "Filter By Type" dropdown box.

15. Click 'Save and Continue' on the bottom of the screen.
16. Choose the Primary Age category that this course addresses and hours of the course.



A screenshot of two form fields. The first field is labeled "Category* Choose the primary category." and contains the text "Preschool/Pre-K". A small downward arrow is visible on the right side of the dropdown box. The second field is labeled "Classroom Hours*" and contains the text "6.00".

17. 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 <input type="checkbox"/>	Hours <input type="text"/>
Curriculum and Learning Experiences <input type="checkbox"/>	Hours <input type="text"/>
Family, Schools and Community Collaborations and Partnerships <input type="checkbox"/>	Hours <input type="text"/>
Assessment <input type="checkbox"/>	Hours <input type="text"/>
Communication <input type="checkbox"/>	Hours <input type="text"/>
Professional and Leadership <input type="checkbox"/>	Hours <input type="text"/>

18. Click 'Save and Continue'.

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

20. 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.

21. Add Major resources used to create a course.

22. Check off target audience.

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

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

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

26. 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.

27. Click 'Save and Continue'.

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