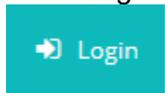




## HOW TO ADD EMPLOYMENT FOR EARLY CARE, SCHOOL AGE AND EDUCATION PROGRAMS

You will need to verify that your employment is listed in your employment tab after logging in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

1. Go to [www.papdregistry.org](http://www.papdregistry.org)
2. Click 'Login' in the top right corner.



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

Email address

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Password

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Remember me

Login

[Forgot Password?](#) [Create Account](#)

4. Click on the Employment tab.  
**My Individual Profile**



5. If you see your employment listed, select "Edit Employment" to add your hire date and your director may verify your employment.



If you **do not** see your employer listed, go to step 6.

6. Click 'Add Position'.





7. Click 'Select' next to the Early Care, School-Age, and Education Programs option.  
**Select Employer Type**

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application
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Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

[Return to Employment List](#)

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

Select

Out of state early learning or school age care or employment not related to early learning or school age care

Select

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

Please carefully read the description provided for each step below

**Early Care, School Age and Education Programs**

- After clicking 'Select' for the Early Care, School-age and Education programs option. You will then be taken to a new screen and may search for your employer by Organization ID, Employer name, City, MPI NUMBER, Head Start, Head Start Partner, or School District Number.
- If you think that you have reached the wrong area, you can click 'Start Over' and it will take you back to Employer Search options.

**Out of State**

- After clicking 'Select' for Out of state early learning or school age care or employment not related to early learning or school age care. You will then be taken to a new screen and may search for employer by employer's name, program type, contact first and last name, mailing address, city, state, zip, county, phone, and fax number.
- If you think that you have reached the wrong area, you can click 'Start Over' and it will take you back to Employer Search options.

**Other Organization Type**

- After clicking Select for Other Organization types you will then be taken to a new screen and may search for your employer by Organization ID, Employer Name and city.
- If you think that you have reached the wrong area, you can click 'Start Over' and it will take you back to Employer Search options.



8. Enter your Employer Name or MPI Number and search for your Organization.  
**Employer Search**

Search for: Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

Organization ID

Employer Name

City

MPI Number

Head Start

Head Start Partner

School District Number



9. Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Note the Organization ID is not the MPI number of your organization. Click on your organization.

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">12124</a>	<a href="#">KinderCare 073079</a>	420 BELMONT AVE BALA CYNWYD, PA 19004	100123120-0034	N/A
<a href="#">12602</a>	<a href="#">KINDERCARE LEARN CNT 073043</a>	4075 LONDONDERRY RD HARRISBURG, PA 17109	100123120-0012	N/A
<a href="#">11434</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	3715 KOHLER PL CAMP HILL, PA 17011	100144925-0024	N/A
<a href="#">12078</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	5016 PENNELL RD ASTON, PA 19014	100144925-0027	N/A
<a href="#">15645</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	100 CAMPUS DR COLLEGEVILLE, PA 19426	100144925-0097	N/A
<a href="#">15439</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	2001 RENAISSANCE BLVD KING OF PRUSSIA, PA 19406	100144925-0092	N/A
<a href="#">15433</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	1500 INDUSTRIAL HWY POTTSTOWN, PA 19464	100154260-0028	N/A
<a href="#">13616</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	23 GIBRALTAR RD READING, PA 19606	100144925-0054	N/A
<a href="#">13613</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	5 MORGAN DR READING, PA 19608	100144925-0043	N/A
<a href="#">12945</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	102 PADDOCK LN WEST CHESTER, PA 19382	100123120-0068	N/A

10. Confirm the Program Information and click 'Confirm'.

## Position Details

You selected the following program. Confirm the selected program is correct.

### Program Information

MPI Number

Effective

Name

Address

Phone

Confirm

Return



11. Complete the require fields (those with an asterisk) and you must select the age range and then click 'Save'.

*\*Please note that this information is not shared with anyone besides your Director or Administrator of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future.*



## Position Details

You selected the following program. Confirm the selected program is correct.

### Program Information

Name

Address

Phone

### Position Information

Title\*

-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age of Children

Infants

Kindergarten

Toddlers

School-Age

Preschool

Adult

Pre-Kindergarten

Start Date\*

End Date

(mm/dd/yyyy)

(mm/dd/yyyy)

Hourly wage at this position

\$

Date of last wage increase

status Self Reported

Save

Cancel

12. If you are finished, select 'Finished Employment'.

Finished Employment



How to Add Employment for Early Care, School Age and Education Programs  
(updated April 2019)

Notice that your information will be **SELF REPORTED** until your Director or Administrator verifies your employment. Director or Administrator can follow the tipsheet 'How to Verify Staffs Employment to complete this step.