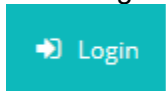




HOW TO ADD EMPLOYMENT FOR OUT OF STATE EARLY LEARNING OR SCHOOL AGE CARE OR EMPLOYMENT NOT RELATED TO EARLY LEARNING OR SCHOOL AGE CARE

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



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

Email address

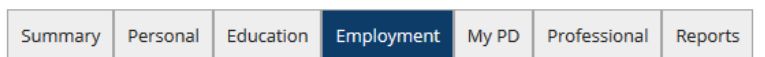
Password

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.



How to Add Employment for Out of state Early Learning or School Age Care or Employment not Related to Early Learning or School Age Care

(updated April 2019)

6. Click 'Add Position'.



7. Click 'Select' next to the Out of state early learning or school age care or employment not related to early learning or school age care option.

Select Employer Type



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. Complete the require fields (those with an asterisk) to search for your Organization.



a. Select Save and Continue

Enter Employer Details

Employer's Name*

Program Type*

Contact First Name

Contact Last Name

Mailing Address*

Suite/Box#

Country

Zip*:

City*

State*

County*

Phone*

 - -

Fax

 - -

Save and Continue >

Start Over

9. 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

10. 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.*



How to Add Employment for Out of state Early Learning or School Age Care or Employment not Related to Early Learning or School Age Care

(updated April 2019)

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*

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

Hourly wage at this position

\$

Date of last wage increase

Status Self Reported

Save

Cancel

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

Finished Employment



How to Add Employment for Out of state Early Learning or School Age Care
or
Employment not Related to Early Learning or School Age Care

(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.