HOW TO APPLY FOR A CDA VOUCHER

To apply for a CDA Voucher, **you must complete your profile** on the Professional Development Registry. Please follow the steps below to complete your profile. Once you complete and submit your profile, you will have access to the **Financial Assistance tab** on your home screen. If you have already completed your profile, you may skip to the **Apply for a CDA Voucher** Section.

How to Complete/Update a Profile (Career Pathway Placement)

What are the benefits of a completed profile?

Early Care Professionals
- Serves as a virtual resume, or portfolio, which can be used throughout a professional's career. Tracks employment and professional achievement history

Directors/Administrators
- Provides an efficient way to track staff employment and professional development histories, thus reducing paper files and internal spreadsheets/documents

Pennsylvania
- Allows PA to contribute aggregate data to a national workforce data set through the National Workforce Registry Alliance.
- The data from the registry including demographics, employment verification, education attainment, and wage which can be used to change policy at the local and national level.

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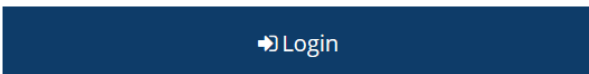
2. Click 'Login' in the top right corner.
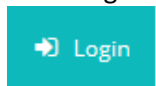
   → Login

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

   Email address

   Password

   ☐ Remember me

   → Login

   Forgot Password?   �+ Create Account

*If you are an Early Childhood Educator working directly with children, please check the **Complete My Profile** option and complete all sections of the application. After submitting your profile, select 'Process My Application' for your application to be reviewed by a Data Verification Associate.*

*If you want to become a **PQAS Instructor** or apply for the **PA Director Credential**, please check the appropriate box. You may apply for one or more options at the same time.*

4. Check the 'Complete my Profile' box. Then click on Apply/Renew. (Please note, when it is time to update your profile, you will check the 'Update my Profile' box.)

☐ Complete my Profile	❓	$0.00
☐ Apply for the PA Director Credential (DC)	❓	$25.00
☐ Apply to become a PQAS Instructor	❓	$70.00
	Total Fee:	$0.00
		Apply/Renew

5. Complete your profile by going into each tab to ensure all information is correct and updated. Click 'Start' to begin.

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Professional Development Plan and More
6. Submit Application

Start

6. Personal Information tab:
    a. Complete all information within the Personal Information tab.
    b. Click 'Save and Continue' to continue.

Save and Continue >

7. *Education Tab:*

When uploading your education, please make sure you are uploading each credential or transcript in the appropriate section. *Do not upload all education within one section.*

Examples:

- A Director Credential will be uploaded in the Director Credential section.
- A bachelor's degree transcript will be uploaded in the bachelor's degree section.
- If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.

a. High School: (if High School is the highest level of education, this section must be completed)
    i. Select the option the applies to you.

ii. If you selected 'I have a high school diploma or GED', enter your Gradation Year

iii. If you selected 'I do not have a higher diploma or GED', complete one of the below.

i. Upload your Documentation; scroll down
1. Click on the 'File Type drop down'
2. Select if the document type (Diploma or Transcript/Certificate)
a. Click on 'Select'
b. Click on document you wish to upload
ii. Click 'Save and Close' to continue

High School Documentation

File Type

-- Select a File Type -- ▼

Upload New File

[   ] Select

The following file types are accepted

doc,docx,xls,xlsx,pdf,rtf,ppt,pptx,jpeg,jpg,bmp,gif,png,pub,tiff,tif,zip

Existing Documentation

⚠ No documentation entered.

[Save and Close] [Cancel]

b. CDA & School Age Credential:
i. Select the option that applies to you.

-- Add New -- ▼

-- Add New --
CDA - Family Child Care
CDA - Infant Toddler
CDA - Pre-School
School Age Credential

   c.   Complete the required information.
       i.   Enter the Approval Date
      ii.   Enter the Expiration Date
    iii.   Enter the Institution (if applicable)

Edit Education ☒

CDA & School Age Credential

You will be required to provide documentation of these entries as part of the application process.

CDA - Family Child Care

Date*

Expires*

Institution (if applicable)

    iii.   Upload your Documentation; scroll down
        1.   Click on the 'File Type drop down'
        2.   Select if the document type (Diploma or Transcript/Certificate)
           a.   Click on 'Select'
           b.   Click on document you wish to upload
    iv.   Click 'Save and Close' to continue

Documentation

File Type

-- Select a File Type -- ▼

Upload New File

          Select

The following file types are accepted

doc,docx,xls,xlsx,pdf,rtf,ppt,pptx,jpeg,jpg,bmp,gif,png,pub,tiff,tif,zip

Save and Close   Cancel

8. Higher Education:
    a. Select the option that applies to you.

-- Add New -- ▼

-- Add New --
Associate's Degree
Bachelor's Degree
Certificate/Credential for Credit
Doctorate
Master's Degree
Some College

    b. Complete the required information.
        i. Enter the Graduation Date
        ii. Select 'US Accredited' or 'Other'
        iii. Select the 'Institution'
        iv. Enter the Major
        v. Enter the Minor (if applicable)

Edit Education ☒

Higher Education

You will be required to provide documentation of these entries as part of the application process.

Associate's Degree

Graduation
Date*

Institution*
● US Accredited ○ Other

Search for institutions by name or city ▼

Major*

v. Upload your Documentation; scroll down
1. Click on the 'File Type drop down'
2. Select if the document type (Diploma or Transcript/Certificate)
a. Click on 'Select'
b. Click on document you wish to upload
vi. Click 'Save and Close' to continue

9. Repeat above step to add additional Higher Education.

10. Continue with this process to add any of the following:
a. Teacher Certification
b. Credentials, Certificates, Diplomas & Endorsements
c. CPR, First Aid, Fire Safety Requirements
d. Currently Enrolled (If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.)

e. Review the Education you have enter to ensure its accuracy and all applicable documentation has been uploaded.

f. Click 'Save and Continue' to continue.

11. Employment History

   a. To add employment for Early Care, School age and Education Programs, follow the below link.

   https://www.pakeys.org/wp-content/uploads/2019/04/How-to-Add-Employment-for-Early-Care-School-Age-and-Education-Programs.pdf

   b. To add employment for Out of State employment, follow the below link.

   https://www.pakeys.org/wp-content/uploads/2019/04/How-to-Add-Employment-for-Out-of-State.pdf

   c. To add employment for Other Organizations, follow the below link.

   https://www.pakeys.org/wp-content/uploads/2019/04/How-to-Add-Employment-for-Other-Organization-Types.pdf

   d. Click 'Save and Continue' to continue.

   Save and Continue >

12. Training tab: This section is for you to enter trainings you have attended that were not listed in the PD Registry. These trainings may have been from a national organization that offers online courses or from a national conference. You may enter the information and certificates for the events in this section. Click 'Individual Request Approval' to add certificates.

Training

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

Training Documentation

⚠ No documentation entered.

Professional Development Outside of the PD Registry

This section is for you to enter trainings you have attended that were not listed in the PD Registry. These trainings may have been from a national organization that offers online courses or from a national conference. You may enter the information and certificates for the events in this section. The PD Registry team will review and offer PQAS hours if applicable.

Individual Request Approval

   a. Click 'Save and Continue' to continue.

   Save and Continue >

13. Professional Development Plan and More tab:
    a. Professional Memberships: (if you do not hold a Professional Memberships, skip this section)
        i. Select from the drop-dox box which membership you hold.

Documentation of membership required for verification.

Professional Memberships

Memberships

-- Select to add Professional Membership --

-- Select to add Professional Membership --
Pennsylvania Child Care Association (PACCA)
Pennsylvania Head Start Association
Pittsburgh Association for the Education of Young Children (PAEYC)
Delaware Valley Association for the Education of Young Children (DVAEYC)
Pennsylvania Association for the Education of Young Children (PennAEYC)
Alliance of Early Childhood Professionals (AECP)
American Educational Research Association
American Montessori Society
Association for Childhood Education International
Association Montessori Internationale
Association of Supervision and Curriculum Development
National Afterschool Association
National Association for Family Child Care
National Association for the Education of Young Children
National Association of Child Care Professionals
National Association of Early Childhood Teacher Educators
National Black Child Development Institute
National Child Care Association
National Coalition of Campus Child Care Centers

        ii. Enter the expiration date of the membership (Continue with this process to add additional Professional Memberships)
        iii. To upload your Professional Memberships documentation, click the red file icon next to the membership.

Documentation of membership required for verification.

Professional Memberships

Memberships	Date Expires
🗂 Pennsylvania Child Care Association (PACCA)	

-- Select to add Professional Membership --

            1. Click 'Edit'

Documentation of membership required for verification.

Professional Memberships

Meml...

Documentation   ✏ Edit

Documents have not been Uploaded for this Item

2. Click 'Yes' to save all memberships and contributions.

Please save before adding documentation

Would you like to save all memberships and contributions?

No   Yes

3. To upload your Professional Memberships documentation, click the red file icon next to the membership.

Documentation of membership required for verification.

Professional Memberships

Memberships	Date Expires
Pennsylvania Child Care Association (PACCA)	

-- Select to add Professional Membership --   ▼

4. Click 'Edit'

Documentation of membership required for verification.

Professional Memberships

Documentation   ☑ Edit

Documents have not been Uploaded for this Item

5. Upload your Documentation; scroll down
   a. Click on the 'File Type drop down'
   b. Select if the document type (Diploma or Transcript/Certificate)
      i. Click on 'Select'
      ii. Click on document you wish to upload
   c. Click 'Save and Close' to continue

Documentation

File Type

-- Select a File Type -- ▼

Upload New File

[   ] [Select]

The following file types are accepted
doc,docx,xls,xlsx,pdf,rtf,ppt,pptx,jpeg,jpg,bmp,gif,png,pub,tiff,tif,zip

[Save and Close] [Cancel]

14. Submit Application tab
   a. Read and agree to the privacy policy.
   b. Click 'Save and Continue' to continue.

[Save and Continue >]

   c. Click 'Submit Application'

Submit Application

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

Instructions:

This is the final step to complete your application(s). Once you press the **Submit** button, you will not be able to edit information until your profile has been verified.

Are you ready?

You are ready to submit your application(s) if you have completed:

- Personal Information - ensured email and address is up to date
- Employment History - added your current place of employment
- Education - uploaded all transcripts (this includes Director Credential transcripts if you have taken courses towards the Director Credential)

If applicable:

- Instructor Information

By submitting my application(s), I hereby agree that the information provided is complete, accurate, and up to date.

What is next?

Once you click **Submit**, please allow 90 days for your information to be processed. If you have any questions, please email registry@pakeys.org.

Application Selections

Item	Level	Expires	Fee*
Career Pathway	None - Initial	N/A	$0.00
Total Processing Fee*:			$0.00

[Cancel]   [< Previous Step] [Submit Application]

15. Once all required documentation is submitted, click' Process my Application'.

✔ **Application Successfully Submitted.**
Your application has been successfully submitted on **06/25/2019**.

Be sure to upload documentation for CDA & School Age credentials, Higher Education, Teacher Certifications, and other credentials you added.

Click **Process my Application** if you have uploaded all documentation and have nothing else to send us.

Process my Application

16. Click 'Return to My Profile.'

Apply for a CDA Voucher

Once you have submitted your profile, you will have access to the **Financial Assistance Tab** located on the home page after you log into the Professional Development Registry. Before you begin, please read the Eligibility Requirements below to make sure you are eligible.

Application Type	Eligibility	Additional Information	Agreement

Eligibility

All Applicants must meet all of the following criteria:

- A resident of Pennsylvania
- A PA DPW registered family child care practitioner; PA DPW certified group child care home practitioner; OR
- Employed in a PA DPW certified child care center/registered home
- Employed by a program that is designated a Keystone STAR 1 or higher
- Participating in a Career and Technical Education (CTE) program
- Working in that program at least 20 hours per week, unless CTE program documentation is submitted.
- 50% of your CDA coursework must be completed before you can apply for the voucher

Previous   Continue

1. Click the Financial Assistance Tab:

My Personal Profile

Summary	Personal	Education	Employment	My PD	Professional	PD Self-Assessment	Financial Assistance	Reports

2. Click 'Apply for Financial Assistance.'

My Personal Profile

| Summary | Personal | Education | Employment | My PD | Professional | PD Self-Assessment | Financial Assistance | Reports |

Financial Assistance

The Rising STARS Tuition Assistance Program pays 95% of tuition costs for eligible college coursework taken by early learning professionals working at a Keystone STARS designated program.

The CDA Assessment Fee Voucher Program supplies direct payment for the CDA assessment fee to the Council for Professional Recognition. This program does not reimburse individuals.

[Apply for Financial Assistance]

3. Click on 'CDA Assessment Voucher' and click 'Continue.'

Financial Assistance Application   [Cancel]

6808537
Kristin Madden

| **Application Type** | Eligibility | Agreement |

Application Type

⚠ Select below to apply for Rising Stars Tuition Assistance (RSTAP) or the CDA Voucher:

○ Rising STARS Tuition Assistance

○ CDA Assessment Voucher

[Continue]

4. Read the Eligibility Requirements and click 'Continue.'

| **Application Type** | **Eligibility** | Additional Information | Agreement |

Eligibility

All Applicants must meet all of the following criteria:

- A resident of Pennsylvania
- A PA DPW registered family child care practitioner; PA DPW certified group child care home practitioner; OR
- Employed in a PA DPW certified child care center/registered home
- Employed by a program that is designated a Keystone STAR 1 or higher
- Participating in a Career and Technical Education (CTE) program
- Working in that program at least 20 hours per week, unless CTE program documentation is submitted.
- 50% of your CDA coursework must be completed before you can apply for the voucher

[Previous]   [Continue]

5. Complete all information on the next '**Additional Information**' page including:

a. **Council Customer ID**-Find your 7 digit Council Customer ID in your Council for Professional Recognition 'Your Council Account' at www.cdacouncil.org. If you do not have an account, please click on 'Your Council Login' to create an account.

CDA Assessment Voucher

Find your 7-digit Council Customer ID in your Council for Professional Recognition YourCouncil account at www.cdacouncil.org. If you do not have an account, please click on 'YourCouncil Login' to create an account.

Council Customer ID

Enter Council Customer ID

Required

b. **Which CDA Assessment will you be taking?**

Which CDA assessment will you be taking?

Select CDA Assessment ▼

Select CDA Assessment
Infant Toddler – English CDA
Infant Toddler – Spanish CDA
Preschool/FCC - English CDA
Preschool/FCC - Spanish CDA
Foreign Language CDA (Non English/Spanish)

c. **How many hours of CDA training have you completed?**

How many hours of CDA training have you completed?

Enter Hours

Required

Must be 60 hours or greater

d. **Date of completion of CDA professional development program.**

Date of completion of CDA professional development program

Enter Date

Required

e. **Expected date of application for CDA Assessment.**

Expected date of application for CDA Assessment

Enter Date

Required

f. **Are you working in a school age program? Yes or no. Are you working in a PA Pre-K Counts Classroom? Yes or no?**

Are you working in a school age program? Required

◯ Yes ◯ No

Are you working in a PA Pre-K Counts Classroom? Required

◯ Yes ◯ No

g. Upload Scholarship Documentation- The following documents must be submitted with your application. Incomplete applications or those submitted with missing documents will be delayed. Please read this information carefully.

> The following documents must be submitted with your application. Incomplete applications or those submitted with missing documents may be delayed.
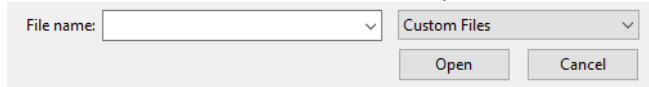>
> - PA State Family Day Care Home Certificate of Registration
>   OR
> - PA State Certification of Compliance
>   OR
> - PA Certification
>   OR
> - Keystone Stars Certificate (for Head Start classrooms ONLY)
>
> - If you are currently a student in a Career and Technical Education (CTE) program you may submit documentation on school letterhead indicating you are enrolled and currently working in a STARS facility. Meeting the 20 hours weekly will be waived.)
>
> If you are unable to upload documents, please fax supporting documentation to 717-213-0585 or email it to pakeyvoucherprogram@pakeys.org.
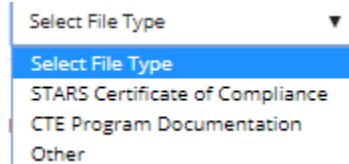
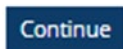h. Click +files when you are ready to upload your documents.

> **+Files**

i. Find your documents on your computer that are required to upload. Click Open on your computer screen. The document will then be uploaded into the application.

File name:		Custom Files	
		Open	Cancel

j. Select the File Type of the document uploaded. See example below:

> Select File Type ▼
>
> Select File Type
> STARS Certificate of Compliance
> CTE Program Documentation
> Other

k. Click 'Continue' when all documentation has been uploaded.

> **Continue**

6. Read and agree to the Applicant Attestations and Agreements. Click on 'I attest and agree to all of the above.'

Applicant Attestations and Agreements

If you are applying for Rising Stars:

- I attest that I am employed by my employer listed on my Registry profile. If I have been employed for less than 12 months at my current employer, I have indicated my prior employer on my employer attestation form.
- I attest that I work at least 20 hours per week at the above-named early learning program.
- I understand that in accepting Rising STARS Tuition Assistance Program funds, I am agreeing to maintain my employment at my current legal entity or another Keystone STARS early learning program for two (2) months for each credit paid, with two months beginning at the conclusion of the course for which Rising STARS Tuition Assistance was received. Total time due will not to exceed 24 months following the conclusion of the most recent course completed. If I do not meet this requirement, I will reimburse the Rising STARS Tuition Assistance Program funds paid on my behalf for which I did not maintain the employment requirement.
- I understand that if I fail to maintain a grade point average (GPA) of 3.0 ("B") or higher, I will not be eligible for the Rising STARS Tuition Assistance Program for future classes until my GPA returns to a 3.0 or higher.
- I understand that should I drop out of, not complete the above class, or be unable to fulfill the required time owed per credit approved by the Program, I am agreeing to reimburse the Rising STARS Tuition Assistance Program the amount of tuition paid on my behalf for this class.
- I attest that I am an Assistant Teacher, Aide, Teacher, or Assistance Director and my annual salary is less than $40,000, or I am a Child Care Center Director, Family or Group Child Care Home Owner/Operator, Head Start Education Manager, Coordinator, or Site Supervisor and my annual salary is less than $50,000.

If you are applying for a CDA Voucher:

- I am a Pennsylvania resident.
- I attest that I am employed by a Keystone STARS facility.
- I work a minimum of 20 hours per week or am a participant in a CTE program

☑ I attest and agree to all of the above.

Previous   Save

7. Click Save.

Save

8. Click 'Finish' to submit your application for review.

Applicant Attestations and Agreements

✔ Application Submitted
Your application was successfully submitted.
You can see the status of your application on the Financial Assistance tab in your personal profile. Additional supporting documentation related to your application can be uploaded by going to your application details page.

Finish