



HOW TO APPLY FOR RISING STARS TUITION ASSISTANCE

To apply for Rising STARS Tuition Assistance, **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 Rising STARS Tuition Assistance** 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.



3. 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 and the text 'Login' in white.

[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.)

<input type="checkbox"/> Complete my Profile		\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)		\$25.00
<input type="checkbox"/> 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.

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

– High School _____

Select Current High School Education ▼

Select Current High School Education

I have a high school diploma or GED

I do not have a high school diploma or GED

- If you selected ‘I have a high school diploma or GED’, enter your Graduation Year

– High School _____

I have a high school diploma or GED ▼

Graduation Year

Four-digit year

- If you selected ‘I do not have a higher diploma or GED’, complete one of the below.

– High School _____

I do not have a high school diploma or GED ▼

- I am currently enrolled in High School/Career Technical Institute.

Graduation Date

- I am currently enrolled in a high school Career Technical Institute program

I am currently enrolled in a high school Career Technical Institute program

- I am currently enrolled in a GED program.

Graduation Date



- 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

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.

- 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)

A screenshot of a web form titled "Edit Education". The main heading is "CDA & School Age Credential". Below this, a note states: "You will be required to provide documentation of these entries as part of the application process." The section is titled "CDA - Family Child Care" and contains three input fields: "Date*", "Expires*", and "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

A screenshot of the "Documentation" section of the form. It features a "File Type" dropdown menu with the text "-- Select a File Type --". Below this is an "Upload New File" section with a text input field and a "Select" button. A list of accepted file types is provided: doc, docx, xls, xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip. At the bottom, there are two buttons: "Save and Close" and "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 X

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

Documentation

File Type

-- Select a File Type --

Upload New File

The following file types are accepted

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

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



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-down 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 (AECPP)

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)	<input type="text"/>

-- Select to add Professional Membership --

1. Click 'Edit'

Documentation of membership required for verification.

Professional Memberships

Meml... Documentation

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?

- 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)	<input type="text"/>
<input type="text" value="-- Select to add Professional Membership --"/>	

- 4. Click 'Edit'

Documentation of membership required for verification.

Professional Memberships

Memberships	Date Expires
 Documentation	<input type="text"/>
Documents have not been Uploaded for this Item	
<input type="button" value="Edit"/>	



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

The following file types are accepted

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14. Submit Application tab
 - a. Read and agree to the privacy policy.
 - b. Click 'Save and Continue' to 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@oakeys.org.

Application Selections

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

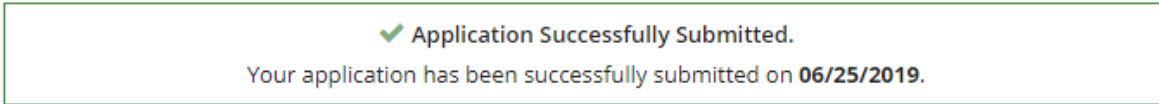
Cancel

< Previous Step

Submit Application

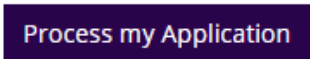


15. Once all required documentation is submitted, click 'Process my Application'.



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.



16. Click 'Return to My Profile.'

Apply for Rising STARS Tuition Assistance

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 click on this tab to begin the Rising STARS Tuition Assistance Application, please make sure you are eligible to apply.**

Eligibility

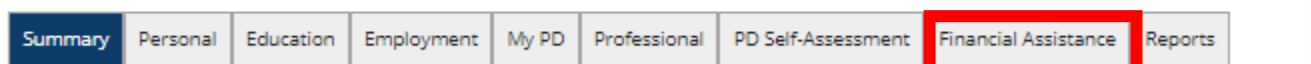
Eligibility:

- Pennsylvania resident;
- Working at a Keystone STARS designated early learning program including Head Start and PA Pre-K Counts and demonstrates continuous employment for at least 12 months;
- Working a minimum of twenty (20) hours weekly in a classroom setting or as the director, assistant director or education coordinator;
- Aides, Assistant Teachers, Teachers, Assistant Directors: Earning less than \$40,000 annually;
- Child Care Center Directors, Family or Group Child Care Home Owners/Operators, Head Start Education Managers, Coordinators, Site Supervisors: Earning less than \$50,000 annually;
- Agreeing to continue to work in a Keystone STARS facility for 2 months for every credit supported by the Rising STARS Tuition Assistance Program (maximum commitment of 24 months); and
- Maintaining a 3.0 GPA for the classes taken or degree program in which the student is enrolled.
- Pursuing an approved degree. See the [list](#) (PDF) of approved degree programs.
- Updated profile in the Pennsylvania Professional Development Registry with current name, address, phone number, email address and employment information.

* Eligibility requirements are verified by the scholarship program staff and from information contained in the individual's Registry record.

1. Click the Financial Assistance Tab:

My Personal Profile





2. Click 'Apply for Financial Assistance.'

My Personal Profile

Summary	Personal	Education	Employment	My PD	Professional	PD Self-Assessment	Financial Assistance	Reports
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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 'Rising STARS Tuition Assistance (RSTAP) and click 'Continue.'

Financial Assistance Application Cancel

6808537
Kristin Madden

Application Type	Eligibility	Agreement
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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.'

Financial Assistance Application Cancel

6808537
Kristin Madden

Application Type	Eligibility	Additional Information	Agreement
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Eligibility

Eligibility:

- Pennsylvania resident;
- Working at a Keystone STARS designated early learning program including Head Start and PA Pre-K Counts and demonstrates continuous employment for at least 12 months;
- Working a minimum of twenty (20) hours weekly in a classroom setting or as the director, assistant director or education coordinator;
- Aides, Assistant Teachers, Teachers, Assistant Directors: Earning less than \$40,000 annually;
- Child Care Center Directors, Family or Group Child Care Home Owners/Operators, Head Start Education Managers, Coordinators, Site Supervisors: Earning less than \$50,000 annually;
- Agreeing to continue to work in a Keystone STARS facility for 2 months for every credit supported by the Rising STARS Tuition Assistance Program (maximum commitment of 24 months); and
- Maintaining a 3.0 GPA for the classes taken or degree program in which the student is enrolled.
- Pursuing an approved degree. See the [list](#) (PDF) of approved degree programs.
- Updated profile in the Pennsylvania Professional Development Registry with current name, address, phone number, email address and employment information.


* Eligibility requirements are verified by the scholarship program staff and from information contained in the individual's Registry record.

[Previous](#) [Continue](#)



5. Complete all information on the next **'Additional Information'** page including:
- a. **Student ID**- This is the number assigned to you at the college.
 - b. **Institution**-College or University where the course is taken.

Rising STARS Tuition Assistance

Student ID 

Institution

Begin entering the institution name to select an institution
Required

- c. Student Information- Full or Part-time

Student Information

Are you a full or part-time student? Required

Full-Time Part-Time

- d. Employment Information- Answer all questions in this box.

Employment Information

I work in a school age program Required

Yes No

I work in an infant or toddler classroom (Birth to 3rd Birthday) Required

Yes No

Early Childhood Education teacher certification is required for my position Required

Yes No

PA Director Credential is required for my position Required

Yes No



- e. Program/Certificate information- Information about type of degree/credential, credits, and expected graduation date.

Program/Certificate

Program taking coursework in

Select Program ▼
Required

Total credits the degree/certificate program requires

Enter Credits Required
Required

Number of credits completed toward degree/certificate

Enter Credits Completed
Required

This is the first coursework that I am taking toward this degree/certificate Required

Yes No

Expected graduation/completion month and year

Select Month/Year
Required

What terms are you taking courses for between 07/01/2019 and 06/30/2020?

Fall

Spring

Summer

Winter

- f. Payment Recipient- Who is receiving the financial assistance check?

Payment Recipient

Choose one of the following payment recipients Required

Applicant
Financial Statement from institution of higher education showing proof of payment must be included

Employer

Institution



- g. Course Entry-Click 'Add Course' and then add the course title, course number, start/end date, credits, cost, and whether or not this course is partially funded by another agency. Click 'Save' when completed info is entered.

Course Entry Add Course

Courses entered will **ONLY** be accepted if the course start date is between **07/01/2019 - 06/30/2020**. Any courses entered that start before or after this time period will not be eligible for financial assistance for the current fiscal year.

No Courses Entered

Click "Add Course" to enter course information for all courses for which you are seeking financial assistance.

+ New Course ×

Only include courses that start during 07/01/2019 - 06/30/2020. Do not include courses that start after this time period as they will not be accepted.

Course Title

Required

Course Number

Required

Start Date Required End Date Required

Credits Required Cost Required

Is this course being partially funded by another agency? Required
 Yes No

Save
Close

- h. Read all information below 'Upload Scholarship Documentation.' Please make sure all documents requested are uploaded in this section. Read the required documentation carefully. Click **+Files** to upload documents.

Upload Scholarship Documentation **+Files**

Required Documents for Application Submission

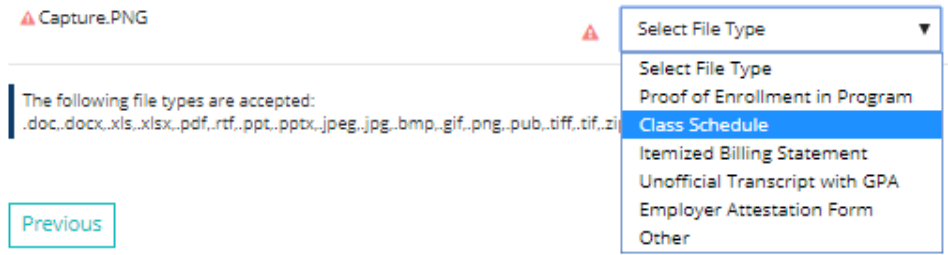
The following documents must be submitted with your application. Incomplete applications or those submitted with missing documents may result in delayed or rejected funding.

- The Name of your Degree, which may be listed on your transcripts, degree audit or other documentation from your institute of higher learning.
- Course information including Course Number, Course Title, Begin/End Dates of Course, Number of Credits. A course description is required for courses toward the Child Development Associate (CDA) Credential, Director Credential, or movement on the Career Lattice.
- Itemized Financial Billing Statement showing the cost of tuition for the course. The Billing Statement must indicate that the applicant has been registered for the course and must state the course name and the tuition cost for that specific course. Fees or other costs should not be included in the tuition cost line.
- Transcript showing current DPA as of most recent completed semester. Official transcript with raised seal not required. (Not required only if this is the first course taken for this degree/certificate)
- [Employer Attestation Form](#) (PDF) completed by your Director.

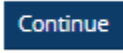
If you are unable to upload documents, please fax supporting documentation to 717-213-0585 or email it to pakeyvoucherprogram@pakeys.org.

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

- i. Find documents saved on your computer to upload and click open on your download options to add the documents.
- j. Choose the File Type that you are uploading. See options below. If you are uploading multiple documents, you will select each individual upload and add a file type for each upload.



- k. Click 'Continue' once **ALL** documents have been uploaded.



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 (must agree to terms)

7. Click Save.



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

Applicant Attestations and Agreements

