

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



[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.
- 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.

– 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

- ii. 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

- iii. 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

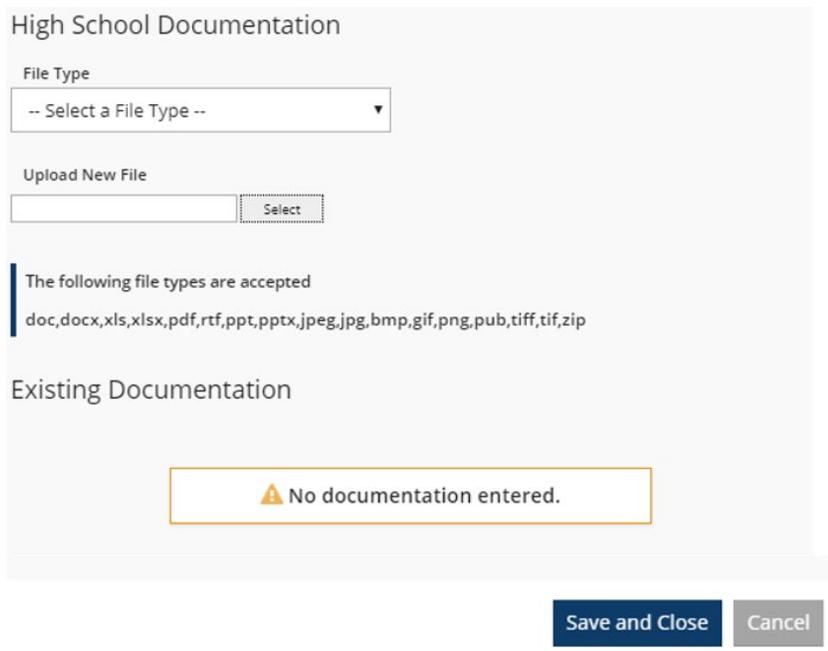
- I am currently enrolled in a high school Career Technical Institute program

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

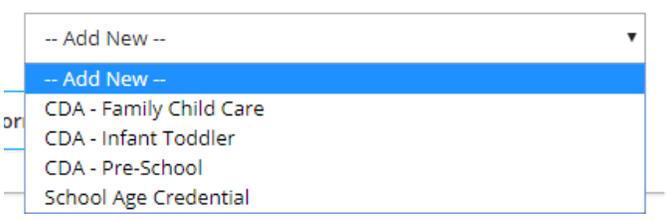
- I am currently enrolled in a GED program.

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

The form is titled 'High School Documentation'. It contains 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 message states 'The following file types are accepted' followed by a list: doc, docx, xls, xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip. Underneath is an 'Existing Documentation' section with a warning box that says 'No documentation entered.' At the bottom right, there are two buttons: 'Save and Close' (dark blue) and 'Cancel' (grey).

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

A dropdown menu is shown with the following options: '-- Add New --', '-- Add New --' (highlighted in blue), 'CDA - Family Child Care', 'CDA - Infant Toddler', 'CDA - Pre-School', and 'School Age Credential'. The word 'or' is written to the left of the menu.



- 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 form has a dark blue header with the title and a close button (X). Below the header, the text "CDA & School Age Credential" is displayed, followed by a note: "You will be required to provide documentation of these entries as part of the application process." The main section is titled "CDA - Family Child Care" and contains three input fields: "Date*" (with a calendar icon), "Expires*" (with a calendar icon), 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 blue vertical bar highlights the text: "The following file types are accepted" followed by a list: "doc, docx, xls, xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip". At the bottom right, there are two buttons: "Save and Close" (dark blue) and "Cancel" (grey).



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
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Pennsylvania Child Care Association (PACCA)</div> </div>	<input style="width: 100%;" type="text"/>
<div style="border: 1px solid #ccc; padding: 2px;"> -- Select to add Professional Membership -- </div>	

- 1. Click 'Edit'

Documentation of membership required for verification.

Professional Memberships

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div> <p>Documentation</p> <p>Documents have not been Uploaded for this Item</p> </div> <div style="margin-left: 10px; border: 1px solid #0056b3; padding: 5px; color: white;"> Edit </div> </div>

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

 Documentation	<input type="button" value="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

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

14. Submit Application tab

- a. Read and agree to the privacy policy.
- b. Click 'Save and Continue' to continue.

- c. Click '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



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](#)