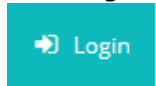# HOW TO APPLY FOR DIRECTOR CREDENTIAL

1. Go to www.papdregistry.org.

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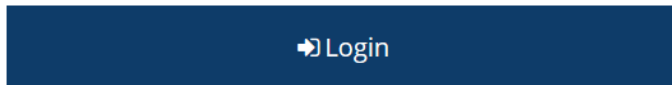
   ➡ Login

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

   Email address

   _____

   Password

   _____

   ☐ Remember me

   ➡ Login

   Forgot Password?   👤 Create Account

4. Check the 'Apply for the PA Director Credential (DC)' box. Then click on Apply/Renew.

☐ 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. Choose from the drop-down menu which Director Credential Pathway you are applying for.
        i. Choose 'Regular Pathway' for Initial or Renewal.
        ii. Choose 'Alternative Pathway' if you have at least a Master's degree.

Please select the Director Credential Pathway you are applying for (choose Regular Pathway if you are submitting an Initial or Renewal application).

-- Select Level --

-- Select Level --
Regular Pathway
Alternative Pathway

    b. Complete all information within the Personal Information tab.
    c. 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.

    ✓ Director Credential certificate should be uploaded within the Credentials, Certificates, Diplomas & Endorsements section. This is required for Renewal applicants.
    ✓ For Director Credential courses, choose 'Some College'. When entering the graduation date, enter the date the courses were completed.

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 |

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

High School

| I have a high school diploma or GED ▼ |

Graduation Year

[   ]

Four-digit year

c. 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

[   ] 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

d. Enter Higher Education
  i. 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

ii. Complete the required information.
  1. Enter the Graduation Date
  2. Select 'US Accredited' or 'Other'
  3. Select the 'Institution'
  4. Enter the Major
  5. 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*

[   ]

        iii.   Upload your Documentation; scroll down
- 6. Click on the 'File Type drop down'
- 7. 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]

e.   Repeat above step to add additional Higher Education.

f.   Continue with this process to add any of the following:
- i. CDA & School-Age Credential
- ii. Teacher Certification
- iii. Credentials, Certificates, Diplomas & Endorsements
- iv. CPR, First Aid, Fire Safety Requirements
- v. Currently Enrolled (If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.)

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

h.   Click 'Save and Continue' to continue.

[Save and Continue >]

8. 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 >

9. 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 >

10. Professional Development Plan and More tab:
   a. Professional Memberships: **Renewal applicants must select at least one Professional Memberships**.
      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

Mem...		D
🗆	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

b. Director Credential Professional Contributions: **Renewal applicants must upload a narrative of 150 words or less and documentation for each of the three (3) Professional Contributions.**
    i. Choose the category (one at a time) from the drop-dox box.

Director Credential Professional Contributions

For each Professional Contribution, you must upload a narrative of less than 150 words and documentation.

-- Select to add Professional Contribution --

-- Select to add Professional Contribution --
Advocacy
Professional Development Presentation
Program Improvement
Research/Grant Writing
Service in a Leadership Role in a Professional Organization
Specialized Expertise
Writing and Publications

    ii. Enter the <u>Date</u> you performed the Professional Contribution and the <u>Description</u> (title) for each Professional Contribution.

Date   **Description**

[   ]   [   ]

    iii. Follow the same steps as Professional Memberships to upload documentation for Director Credential Professional Contributions.

   c.   Director Credential Documentation:
- **Initial Director Credential applicants upload the supervisory/managerial experience documentation within this section.**

- **Renewal Director Credential applicants upload the Pedagogy statement and Individual Professional Development Plan (IPDP) statement within this section.**

- **Alternative Pathway applicants should upload supervisory/managerial experience documentation within this section, if an ECE degree is not held.**

     i.   Click 'Add Document' to upload the required documentation. When uploading, select the appropriate file type within the dropdown.

Director Credential Documentation   **Add Documentation**

Initial Director credential applicants: Upload your supervisory/managerial experience documentation.

Renewal Director Credential applicants: Upload your Pedagogy statement and Individual Professional Development Plan (IPDP) statement.

> ⚠ No documentation entered.

     ii.   Click 'Save and Continue' to continue.

Save and Continue >

11. 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'

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*
Director Credential	None - Initial	N/A	$25.00
Total Processing Fee*:			**$25.00**

Cancel   < Previous Step   **Submit Application**

12. Pay Invoice: Click 'Pay Invoice' and follow the prompts to make a payment.

✔ **Application Successfully Submitted.**
Your application has been successfully submitted on **06/20/2019.**

Your Director Credential application has been submitted.

Processing of your application can take between 60 - 90 days. If additional information is needed or there are questions, you will receive an email with specific information and notes will appear on your Profile page.

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

Process my Application

Application Submission Fee

To pay for a Director Credential and/or PQAS application, please click on the Pay Invoice button and follow prompts to make an online payment. A receipt will be emailed to you.

Invoice	2548323-20190620-2
Status	Unpaid
Amount	$25.00
Payment From	#2548323 Amanda Janeshefskie amajan@pakeys.org Receipt will be emailed
Coupon Code	[ ] Apply

Pay Online

Clicking "Pay Invoice" will allow you to pay via credit card online.

Pay Invoice

13. Once payment and all required documentation is submitted, click' Process my Application'.

Your Director Credential application has been submitted.

Processing of your application can take between 60 - 90 days. If additional information is needed or there are questions, you will receive an email with specific information and notes will appear on your Profile page.

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

Process my Application