

HOW TO UPLOAD EDUCATION TO YOUR PROFILE

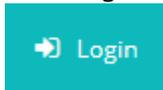
When uploading your education, please make sure you are uploading each credential or transcript in the appropriate section. *Do not upload all education within one section.*

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.

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](#)

4. Click on your 'Education' tab



5. Click on the 'Edit Education' button





6. High School: (if High School is the highest level of education, this section must be completed)
a. 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

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.

- 7. CDA & School Age Credential:
 - a. Select the option that applies to you.

-- Add New --

-- Add New --

CDA - Family Child Care

CDA - Infant Toddler

CDA - Pre-School

School Age Credential

- b. 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

A screenshot of a web form titled "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 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 right are "Save and Close" and "Cancel" buttons.

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

8. Repeat above step to add additional CDA & School Age Credentials.
9. Higher Education:
 - a. Select the option that applies to you.

A screenshot of a dropdown menu for higher education. The menu is open, showing a list of options: "-- Add New --", "Associate's Degree", "Bachelor's Degree", "Certificate/Credential for Credit", "Doctorate", "Master's Degree", and "Some College". The first option, "-- Add New --", is highlighted in blue.

-- 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

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

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



10. Repeat above step to add additional Higher Education.
11. 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.)