

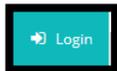
HOW TO PULL FACILITY REPORTS

Directors, Quality Coaches, and Certification Representatives will have access to the reports within each licensed child care and school age facility listed in the PD Registry. Follow the steps below to access these reports. The two new reports are:

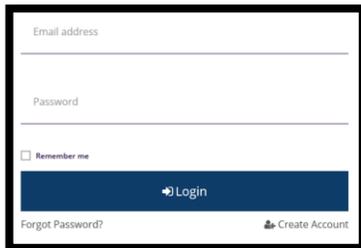
Staff List- This report will list each employee, registry ID, hire date, role/position, career pathway level, if a director has a Director Credential, and if they have completed a PD plan and self-assessment. The professional development learning record may also be accessed for each person by clicking on the employee's name.

Staff Detailed Training Report-This report is a running list of all employees and all of the professional development taken in a given time period. It will list each individual along with their degree or credential, if it has been verified, along with the professional development including a specific section for STARS 101 and 102 and the 10-hour Health and Safety course.

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

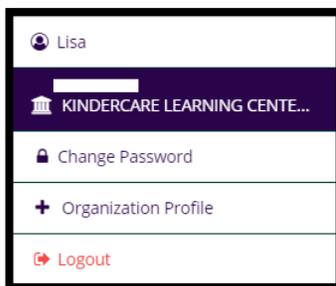


3. Enter your email address and password, then click 'Login'.



A login form with two input fields: "Email address" and "Password". Below the fields is a checkbox labeled "Remember me". A blue "Login" button is centered below the checkbox. At the bottom left is a link "Forgot Password?" and at the bottom right is a link "Create Account".

4. If you are a **Director or Administrator** of a child care or school-age program, click the tab with your organization name in the upper right corner context menu under your name. Move to step 6. If you are a Quality Coach or Certification Representative, skip this step and go to step 5.

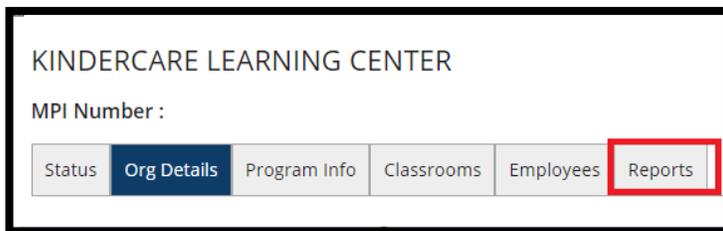


5. If you are a **Quality Coach or Certification Representative**, select the **Organization Administration** tab in the upper corner context menu below your name.

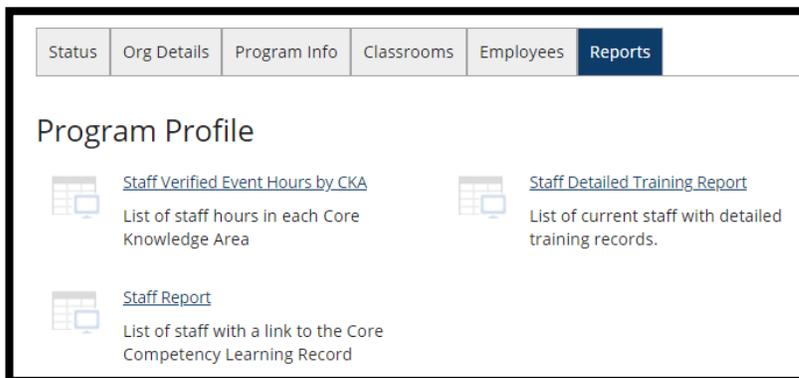


Next, type in the Organization name and click search. Find the exact location and click the link of the Organization.

6. Click on the Reports tab to see facility wide reports.



7. Three reports will be listed. Choose the one you are looking for and click the link.



Staff List-

- **Data Fields:** Each employee, position, employee start date, employment verification status, whether a PD plan and self-assessment has been completed, career pathway level, career pathway expiration date, and if an employee has a Director Credential.
- **Changeable Parameter:** Yes. The date range may be changed at the top of the report.
- **Download Format:** PDF, Excel, Word

Facility ID	Type	Licensed Child Care Center	Start Date							
Facility Name	Contact	Expires	Open							
	Phone									
	County	Cumberland								
Click on 'Current Staff ID or 'Name' below to view Licensing Learning Record.										
Current Staff ID	Name	Position	Employment Start Date	Verification Status	PD Plan	Self Assessment	Career Pathway Level	Career Pathway Expiration Date	Director Credential Expiration Date	
4208764		Director	01/20/1995	Verified by Registry	No	Yes	Not Placed	N/A	03/23/2020	
2931367		Group Supervisor/Teacher	07/06/2006	Self Reported	No	No	Not Placed	N/A	N/A	
5149595		Education Coordinator	03/10/2013	Self Reported	No	No	Not Placed	N/A	N/A	
6289598		Group Supervisor/Teacher	08/15/2016	Self Reported	No	No	Not Placed	N/A	N/A	
1588894		Group Supervisor/Teacher	11/01/2003	Verified by Program	No	Yes	Not Placed	N/A	N/A	
5805676		Group Supervisor/Teacher	10/05/2015	Self Reported	No	No	Not Placed	N/A	N/A	
2404079		Assistant Group Supervisor/Assistant Teacher	03/19/2001	Self Reported	No	Yes	Not Placed	N/A	N/A	
6495383		Group Supervisor/Teacher	01/23/2017	Self Reported	No	No	Not Placed	N/A	N/A	
5010977		Group Supervisor/Teacher	11/01/2017	Self Reported	No	No	Not Placed	N/A	N/A	

Staff Detailed Training Report-

- **Data Fields:** Each employee, position, employee start date, employment verification status, completed higher education and/or credential, higher education institution where degree/credential was earned, number of total credits, award date, list of all professional development completed within a date range. Keystone STARS Required courses including STARS 101,102, and the 10-hour Health and Safety courses are included in a special section for quick review.
- **Changeable Parameter:** Yes. The date range may be changed at the top of the report.
- **Download Format:** PDF, Excel, Word

		Education Coordinator	3/10/2013	Verified by Program			
Completed Higher Education							
Title	Program Name	Approved* Credits	Award Date				
Bachelor's Degree Communicative Disorders	West Chester University of Pennsylvania	37	8/22/2009				
		Total	37				
Keystone STARS Required		No date range filter applied					
No Keystone STARS Required training on record.							
Additional Professional Development		Training on record between 7/1/2018 and 7/1/2019					
Event ID	Title	Applies Toward	Hours	Verified	Training Date	Completion	Status
26351	ERS: School-Age Care Environment Rating Scale Updated (SACERS-U)	ERS	2.00	2.00	10/10/2015	12/15/2015	Verified
289441	Guiding Behavior: Responding to Biting and Teaching Sharing Self-Learning Module - Better Kid Care		2.00	2.00	Self-Paced	10/28/2018	Verified
289576	Infant-Toddler Care: Emotional and Social Development Self-Learning Module - Better Kid Care		2.00	2.00	Self-Paced	10/27/2018	Verified
288451	STEAM for the Preschool Programming Engine Self-Learning Module - Better Kid Care		2.00	2.00	Self-Paced	10/31/2018	Verified
Total Hours:			8.00	8.00			
Grand Total Hours:			8.00	8.00			

Staff Verified Event Hours by CKA-

- **Data Fields:** Each employee and the total number of professional development hours that have been completed in each of the eight Knowledge Areas.
- **Changeable Parameter:** No. This report shows the total number of PD hours ever completed.
- **Download Format:** PDF, Excel, Word

Core Name		N/A	C1	C2	C3
Assessment	Assessment	N/A			
		42	0	0	0
		9.5	0	0	0
		0	0	1	0
		0	0	1	0
		11	0	3	3
		0	0	1	0
		6	0	1	0
		0	0	1	0
		0	0	1	0
Child Growth and Development	Child Growth and Development	N/A			
		26	0	0	0
		2.5	0	0	0
		2	0	1	2
		3	1	1	0
		31.5	0	1	0
		0	2	1	0
		33.5	0	1	0
		0	0	1	0
		2	4	1	0
Communication	Communication	N/A			
		4	0	0	0
		7.5	0	0	0
		5	0	1	0
		0	0	4	0
		6	0	1	0
		0	0	1	0
		4	0	1	0
		0	0	1	0
		2	4	1	0
Curriculum and Learning Experiences	Curriculum and Learning Experiences	N/A			
		110.25	0	0	0
		30.25	0	0	0
		15.75	4	3	0
		3	6	2.5	0
		21.75	2	1	0
		4	2	3	0
		64.5	1	6	0
		0	0	1	0
		11.75	8	12	0

For questions, please email registry@pakeys.org.