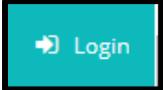


# HOW TO APPLY FOR DIRECTOR CREDENTIAL

1. Go to [www.papdregistry.org](http://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 three input fields: "Email address", "Password", and a checkbox for "Remember me". Below the fields is a dark blue "Login" button with a white right-pointing arrow. At the bottom left is a link "Forgot Password?" and at the bottom right is a link "Create Account" with a person icon.

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



<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. 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. (Note: Only can apply using this option once.)

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 >**

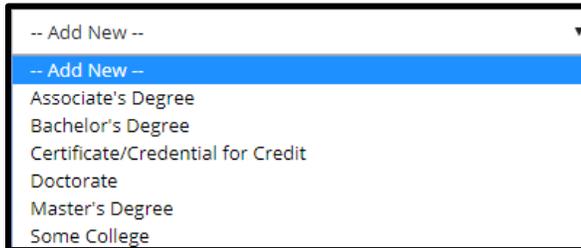
7. Education Tab:

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:

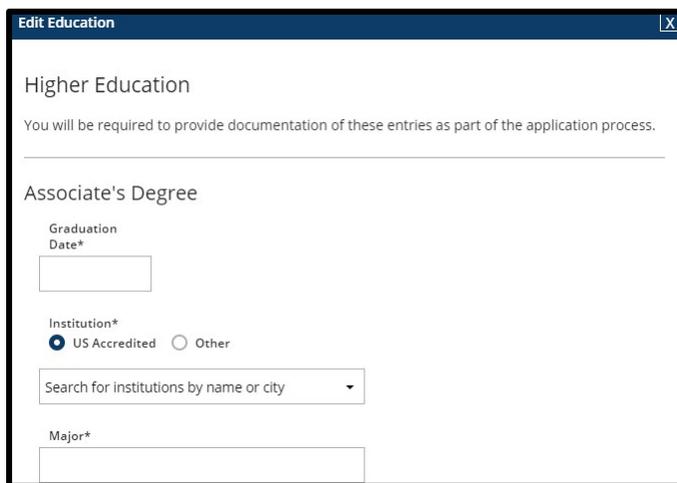
- A bachelor's degree transcript will be uploaded in the bachelor's degree section.
- If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.
- ✓ Director Credential certificate should be uploaded within the Pennsylvania Director Credential & Other NAEYC Approved Credentials section. This is required for Renewal applicants. This includes if you hold a current Administrator Credential from another state that is recognized by NAEYC. Note: It will be recognized as a PA Director Credential using the dates on your current out of state certificate.
- ✓ For Director Credential courses, choose 'Some College'. When entering the graduation date, enter the date the last course was completed.

- a. Enter High School information
- b. Enter Higher Education
  - i. Select the option that applies to you.



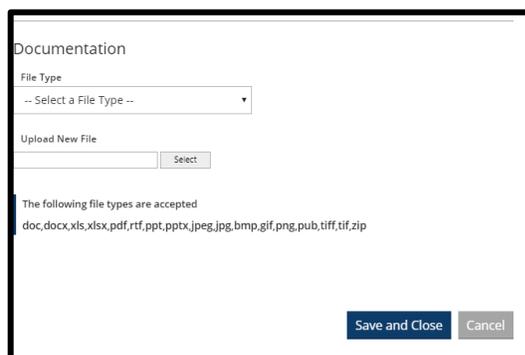
A dropdown menu with the following options: -- Add New --, -- Add New -- (highlighted), Associate's Degree, Bachelor's Degree, Certificate/Credential for Credit, Doctorate, Master's Degree, and Some College.

- 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)



The 'Edit Education' form shows the 'Higher Education' section. It includes a note: 'You will be required to provide documentation of these entries as part of the application process.' Below this, the 'Associate's Degree' section has the following fields: 'Graduation Date\*' (text input), 'Institution\*' (radio buttons for 'US Accredited' and 'Other'), a search dropdown 'Search for institutions by name or city', and 'Major\*' (text input).

- i. 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
- ii. Click **Save and Close** to continue



The 'Documentation' form includes a 'File Type' dropdown menu with the option '-- Select a File Type --'. Below it is an 'Upload New File' section with a text input and a 'Select' button. At the bottom, it lists accepted file types: doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip. 'Save and Close' and 'Cancel' buttons are at the bottom right.

- c. Repeat above steps to add additional Higher Education.
- c. Continue with this process to add any of the following:
  - Teacher Certification
  - Pennsylvania Director Credential and other NAEYC approved Credentials
  - Credentials, Certificates, Diplomas & Endorsements
  - CPR, First Aid, Fire Safety Requirements
  - Currently Enrolled (If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.)
- a. Review the Education you have enter to ensure its accuracy and all applicable documentation has been uploaded.
- b. Click **Save and Continue** to continue.

A rectangular button with a dark blue background and white text that reads "Save and Continue >".

8. Employment History: To add employment, follow the tipsheets located here. <https://www.pakeys.org/get-professional-development/professional-development/professionals-resources/>

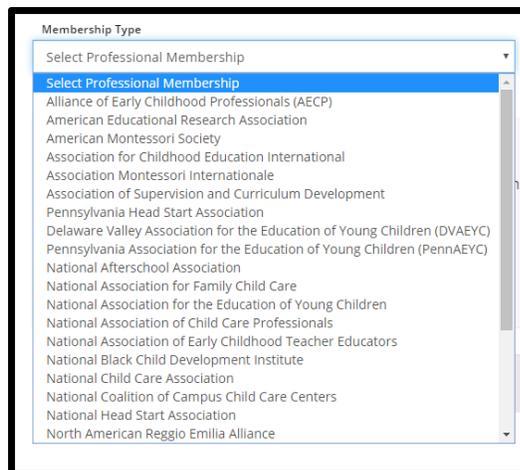
- a. Click **Save and Continue** to continue.

A rectangular button with a dark blue background and white text that reads "Save and Continue >".

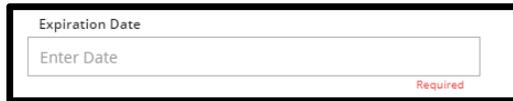
9. Professional Development Plan and More tab:

- a. *Professional Memberships*: **Renewal applicants must select at least one Professional Membership.**

- i. Click on  button
- ii. Click on the **Membership Type** drop-down menu and select the membership.

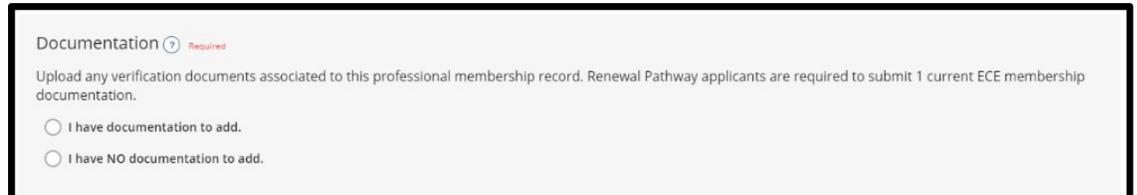
A screenshot of a web application's dropdown menu titled "Membership Type". The menu is open, showing a list of professional organizations. The first item, "Select Professional Membership", is highlighted in blue. Other items include "Alliance of Early Childhood Professionals (AECP)", "American Educational Research Association", "American Montessori Society", "Association for Childhood Education International", "Association Montessori Internationale", "Association of Supervision and Curriculum Development", "Pennsylvania Head Start Association", "Delaware Valley Association for the Education of Young Children (DVAEYC)", "Pennsylvania Association for the Education of Young Children (PennAEYC)", "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", "National Head Start Association", and "North American Reggio Emilia Alliance".

- iii. Enter the **Expiration Date** of the membership. Note: Membership must be current for Renewal Pathway applicants.



Expiration Date  
Enter Date Required

- iv. Under Documentation section, click on: **I have documentation to add button.**



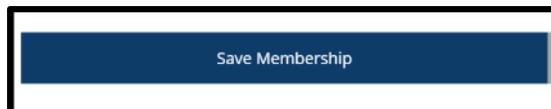
Documentation Required  
Upload any verification documents associated to this professional membership record. Renewal Pathway applicants are required to submit 1 current ECE membership documentation.  
 I have documentation to add.  
 I have NO documentation to add.

- v. Click on the  button.
- vi. Choose file from list. Then click **Open**.
- vii. Click on File Type.



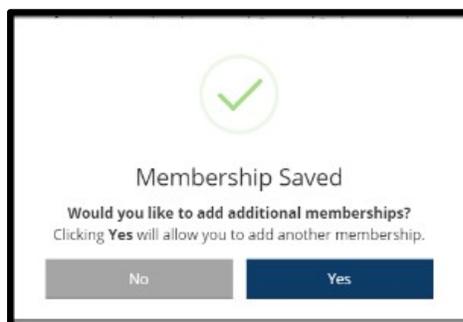
File Type  
Membership  
-- Select a File Type --  
General  
Membership

- viii. Click on **Save Membership** button at the bottom of the page.



Save Membership

- ix. Click on **No** if you are done adding membership information. Click **Yes** if you need to add more membership information and repeat the above steps.



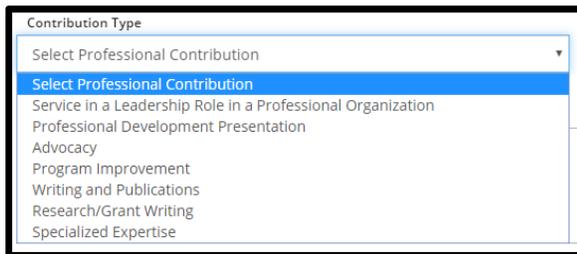
  
Membership Saved  
Would you like to add additional memberships?  
Clicking **Yes** will allow you to add another membership.



**b. Director Credential Professional Contributions: Renewal applicants must submit 3 professional contributions including documentation and a 150-word narrative for each.**

i. Click on  button.

ii. Click on the **Contribution Type** drop-down menu. Select the category that your professional contribution falls under. *Reminder: Each professional contribution must come from a different category.*

A screenshot of a web application's dropdown menu titled "Contribution Type". The menu is open, showing a list of options. The first option, "Select Professional Contribution", is highlighted in blue. Below it are several other options: "Service in a Leadership Role in a Professional Organization", "Professional Development Presentation", "Advocacy", "Program Improvement", "Writing and Publications", "Research/Grant Writing", and "Specialized Expertise".

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

- iii. Enter the **Date** you performed the Professional Contribution.



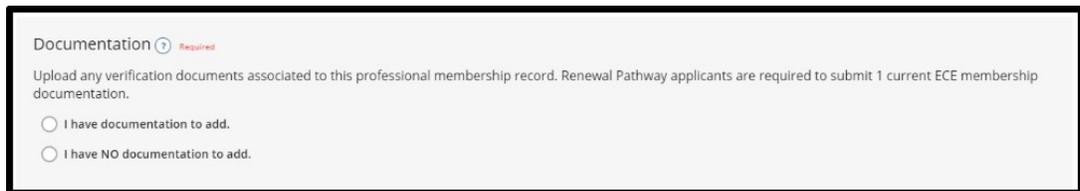
Date Earned  
Enter Date  
Required

- iv. Enter a brief **Contribution Description**.



Contribution Description  
Enter Description  
Maximum of 100 characters

- v. Under Documentation section, click on: **I have documentation to add button**.



Documentation  Required  
Upload any verification documents associated to this professional membership record. Renewal Pathway applicants are required to submit 1 current ECE membership documentation.  
 I have documentation to add.  
 I have NO documentation to add.

- vi. Click on the  button.
- vii. Choose file from list. Then click **Open**.
- viii. Click on **Save Contribution** button.



Save Contribution

- ix. Click on **Yes** to add the remaining professional contributions.



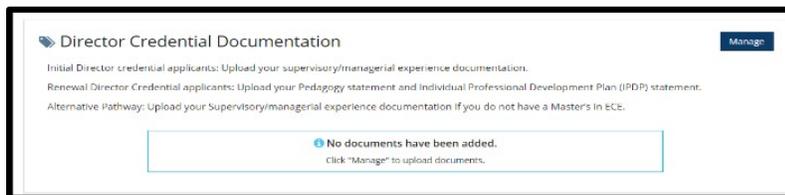
Contribution Saved  
Would you like to add additional contributions?  
Clicking **Yes** will allow you to add another contribution.  
No Yes

- x. Repeat the steps above for the remaining 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.**

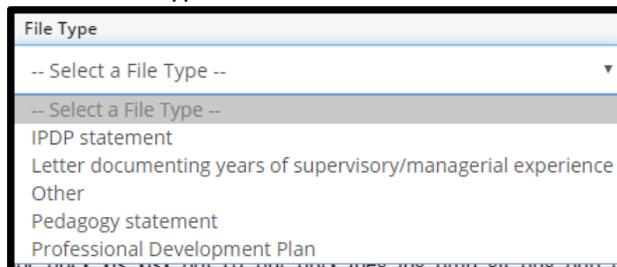
i. Click the **Manage** button.



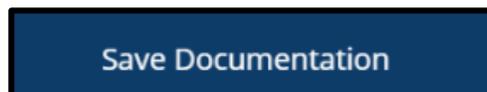
ii. Click on the  button.

iii. Choose file from list. Then click on **Open** button.

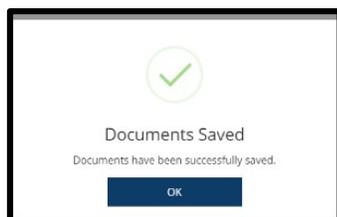
iv. Click on File Type.



v. Click on **Save documentation.**



vi. Click **OK**



vii. Repeat previous steps to add more documentation.



viii. Note: Renewal applicants need to complete the Self-Assessment and Professional Development Plan. To locate this tipsheet, follow this link. <https://www.pakeys.org/get-professional-development/professional-development/professionals-resources/>

ix. Click on **Save and Continue**.



10. 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
- Review
- Submit Application

**Instructions:**

This is the final step to complete your applications. 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 applications 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 applications, 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](mailto:registry@pakeys.org).

**Application Selections**

Item	Level	Expires	Fee*
Director Credential	None - Initial	N/A	\$25.00
<b>Total Processing Fee*:</b>			<b>\$25.00</b>

Cancel < Previous Step **Submit Application**



11. 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	<input type="text"/> <input type="button" value="Apply"/>

**Pay Online**

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

12. 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](#)