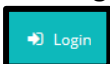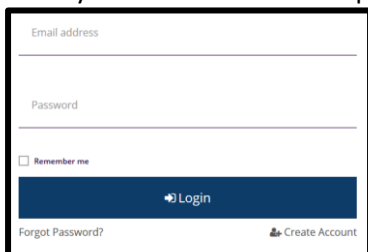# HOW TO RUN THE CDA SUMMARY REPORT

The CDA Summary report demonstrates all eligible training hours that an individual has completed toward a CDA. It is broken down into the CDA Content Areas and also provides an aggregate count of training hours.
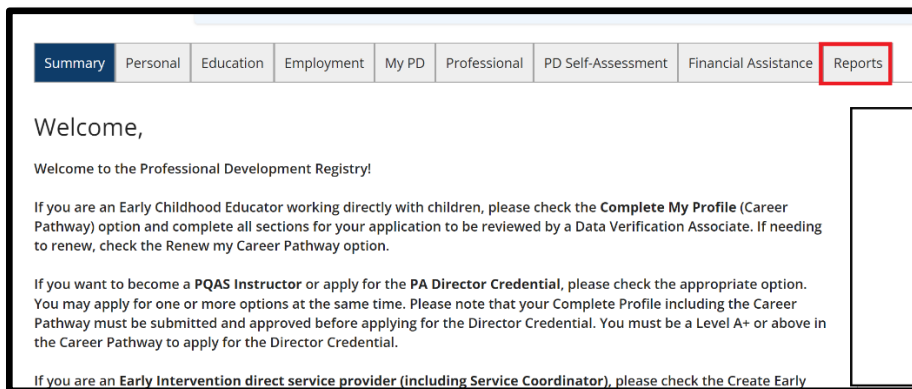
1. Go to www.papdregistry.org.
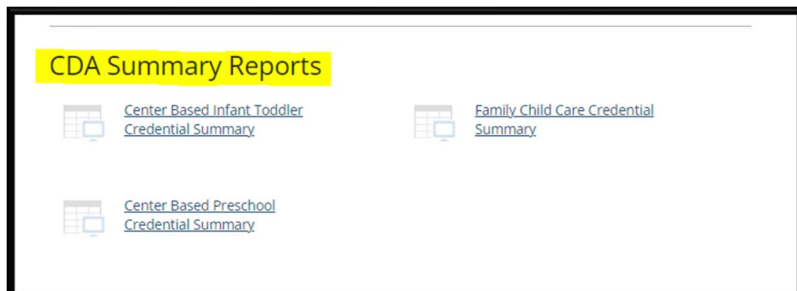
2. Click **Login** in the top right corner.

   ➔] Login

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

   Email address
   _____

   Password
   _____

   ☐ Remember me

   ➔] Login

   Forgot Password?   ➕ Create Account

4. Click the REPORTS tab.

   | Summary | Personal | Education | Employment | My PD | Professional | PD Self-Assessment | Financial Assistance | Reports |

   ## Welcome,

   Welcome to the Professional Development Registry!

   If you are an Early Childhood Educator working directly with children, please check the **Complete My Profile** (Career Pathway) option and complete all sections for your application to be reviewed by a Data Verification Associate. If needing to renew, check the Renew my Career Pathway option.

   If you want to become a **PQAS Instructor** or apply for the **PA Director Credential**, please check the appropriate option. You may apply for one or more options at the same time. Please note that your Complete Profile including the Career Pathway must be submitted and approved before applying for the Director Credential. You must be a Level A+ or above in the Career Pathway to apply for the Director Credential.

   If you are an **Early Intervention direct service provider (including Service Coordinator)**, please check the Create Early

5. Scroll down to CDA SUMMARY REPORTS and click the appropriate age group. This will populate your training record for submission to The CDA Council.

   ## CDA Summary Reports

   Center Based Infant Toddler Credential Summary

   Family Child Care Credential Summary

   Center Based Preschool Credential Summary

   Report Example:

Center Based Preschool Credential Summary

This report contains all verified training eligible for the Center Based Preschool CDA Credential. It includes all training taken between the dates listed and related to the Preschool/PreK age group. The Council for Professional Recognition has recognized the Pennsylvania PD Registry as an approved state workforce registry.

Tyesha Bradytest
6328 US 322
, PA 16323
Registry ID: 6754327

Printed: 1/27/2023
Training from: 1/27/2020 To: 1/27/2023

Summary of CDA Competency Hours
Includes Preschool Course types

Content Area:	Registered
Maintaining Professionalism	12.00
Observing & Recording Behavior	3.00
Productive Relationships with Families	6.00
Social & Emotional Development	2.00
Total:	**23.00**

Title	Date	Hours	CEU	Credits
Interactions Matter: Positive Teacher-Child Interaction Strategies Self-Learning Module - Better Kid Care	5/3/2020	2.00		
Age Group Preschool				
Topic Area Maintaining Professionalism				
Sponsor/Trainer Name Better Kid Care				
Description Quality interactions set the stage for how children experience learning and supportive relationships with teachers and their peers. How early care and education (ECE) professionals interact with children, and provide instruction within their programs, matters to children's growth and development. Research shows the importance of stimulating, focused interactions starting in infancy. Learn effective strategies to promote meaningful interactions and positive outcomes for children. For more information or to access this module in Better Kid Care's On Demand, please use the following link: https://extension.psu.edu/programs/betterkidcare/on-demand				
Get Started with Center-Based Care: Building Blocks for Quality Self-Learning Module - Better Kid Care	5/31/2020	10.00		
Age Group Preschool				
Topic Area Maintaining Professionalism				
Sponsor/Trainer Name Better Kid Care				
Description "Get Started with Center-Based Care: Building Blocks for Quality" is a ten-hour core orientation module required for new child care staff in Pennsylvania. Completion of this module meets the required hours of orientation for new staff professionals in Pennsylvania plus mandated health and safety education requirements (10 hours total). For more information or to access this module in Better Kid Care's On Demand, please use the following link: https://extension.psu.edu/programs/betterkidcare/on-demand				

Center Based Preschool Credential Summary

Title	Date	Hours	CEU	Credits
WIDA Partnerships with Families, Schools and Communities that Support Multilingual Learners	1/13/2021	3.00		
Age Group Preschool				
Topic Area Productive Relationships with Families				
Sponsor/Trainer Name PA Department of Education				
Description Participants will learn how to gather information about multilingual learners, their families, and cultures in order to support their learning in the classroom. The will recognize and use the strengths, resources and experiences of the multilingual learners to support and enhance language development and learning.				
An Introduction to the ASQ3 and the ASQ:SE 2	4/1/2021	3.00		
Age Group Preschool				
Topic Area Observing & Recording Behavior				
Sponsor/Trainer Name ELRC 4: ELRC4kids, Inc.				
Description Participants will learn how to use the ASQ3 and ASQ:SE 2 as a screening tool for children ages 3 months to 5 years. The session provides information on how to administer and score the screener and share results of the screener with families, including resources for making referrals to additional services if needed				
Developmentally Appropriate Practice (DAP): An Introduction Self-Learning Module - Better Kid Care	4/6/2021	2.00		
Age Group Preschool				
Topic Area Social & Emotional Development				
Sponsor/Trainer Name Better Kid Care				
Description This lesson explores what it means to implement Developmentally Appropriate Practice (DAP) in programs and in teaching. Learn about what factors to consider when determining which activities, lessons, and materials are appropriate for a group and for the children in the group. For more information or to access this module in Better Kid Care's On Demand, please use the following link: https://extension.psu.edu/programs/betterkidcare/on-demand				
Cultural Diversity and Responsiveness in Early Childhood Education Self-Learning Module - Better Kid Care	4/6/2021	3.00		
Age Group Preschool				
Topic Area Productive Relationships with Families				
Sponsor/Trainer Name Better Kid Care				
Description Effective early childhood education (ECE) professionals understand and embrace diversity—cultural, linguistic, and ability diversity (CLAD). They support the unique and individualized values, strengths, and potential of each child and family. This module explores how to gather insights and effective strategies grounded in research to support culturally responsive teaching practices as well as fair and equitable opportunities that lead to positive outcomes for all children. For more information or to access this module in Better Kid Care's On Demand, please use the following link: https://extension.psu.edu/programs/betterkidcare/on-demand				

Director Signature: