

# PQAS REQUIREMENTS

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## How To Apply for PQAS

To apply for PQAS:

1. Login to your PD Registry account at [papdregistry.org](http://papdregistry.org). If you do not have a PD Registry profile, [create a new profile](#).
2. Check the **Apply to become a PQAS Instructor** box and complete each section.
3. Attach All required documents within the **Education tab** and the **Instructor tab**.

Allow up to 90 days for the processing of an application. Once processed, you will receive an email with your next steps.



# PROFESSIONAL DEVELOPMENT INSTRUCTOR REQUIREMENTS

Professional Development Instructors can provide their own curriculum to any Early Childhood Educator.

To create your own curriculum in alignment with competencies you qualify for based on expertise and/or education, review the information below to become a Professional Development Instructor.

Required documents needed can be found on at [pakeys.org/pqas](https://pakeys.org/pqas).

## Education Tab

Bachelor's degree from an accredited institution with a related field (OR Level C)

## Instructor Tab

Attach within the Trainer Documentation:

- Curricula Vitae/Resume must include:
  - Evidence to support training experience within the last five years.
  - Summary of previous training experience including number of years and topics delivered.
- [Professional Standards Area Support form](#)
- Professional Development (PD) Overview and PD Module
  - Complete all fields within the PD Overview and PD Module.
  - Remove all personal information from the Overview, Module and any supporting handouts. Your contact information listed, replace it with 'Instructor Contact Information'. (Ex: 'Jane Doe' to 'Instructor')
  - Sample modules must be between 2 clock hours (at minimum) and 4 clock hours excluding breaks (at most).
  - An original module and overview should be submitted. These cannot be shared between applicants during the application process.
- PD Module Supporting Handouts possibly including:
  - PowerPoint, participant handouts, materials used, etc.

## Required Courses

Complete the following PD Registry self-paced courses:

- Overview of Keystone STARS: Pennsylvania's Quality Rating and Improvement System (QRIS) (no cost)
- Engaging Adult Learners Course (\$7.00 fee)
- The Pennsylvania Professional Standards and Competencies for Early Childhood Educators (no cost)
- Submitting PQAS Courses in the PD Registry (no cost)

**Application Fee:** \$70.00

# STANDARDIZED PROFESSIONAL DEVELOPMENT INSTRUCTOR REQUIREMENTS

Standardized Professional Development Instructors are only able to provide specific approved Professional Development to Early Childhood Educator.

A professional license or other type of recognized credential/degree, who do not have early childhood/school-age educational backgrounds, but have important information to share (e.g., nurses, accountants, lawyers).

## Education Tab

Transcripts to verify your degree(s) and ECE credits (Career Pathway: Entry Level)

## Instructor Tab

Attach within the Trainer Documentation:

- Curricula Vitae/Resume must include:
  - Evidence to support training experience within the last five years.
  - Summary of previous training experience including number of years and topics delivered.
- Professional Standards Area Support
  - Provide verification for the course you are requesting permission to instruct on.

## Required Courses

Complete the following PD Registry self-paced courses:

- Overview of Keystone STARS: Pennsylvania's Quality Rating and Improvement System (QRIS) (no cost)
- Engaging Adult Learners Course (\$7.00 fee)
- The Pennsylvania Professional Standards and Competencies for Early Childhood Educators (no cost)
- Submitting PQAS Courses in the PD Registry (no cost)

**Payment:** \$0.00 (this will be waived when your application is processed)

## PEDIATRIC FIRST AID/CPR; FIRE SAFETY; WATER SAFETY PQAS ONLY REQUIREMENTS

### Education Tab

- Document Highschool Graduation Year
- CPR, First Aid, Fire Safety Requirements section (Pediatric CPR/First Aid):
  - Pediatric First Aid/CPR Instructor Card
    - To be eligible to apply to become Pennsylvania Quality Assurance System (PQAS) approved for Pediatric CPR/First Aid, you must hold a certification by at least one of the Pediatric CPR/First Aid curricula that are approved in meeting the childcare licensing regulation. A complete list of approved Pediatric First/Aid CPR curriculum is available at [pakeys.org/firstaid-cpr](https://pakeys.org/firstaid-cpr).
  - Lifeguard instructor certification does not qualify for Pediatric CPR/First Aid approval.
  - All PQAS approved instructors for First Aid/CPR must have a current First Aid/CPR instructor card uploaded to your education tab to maintain approval for First Aid/CPR.
- CPR, First Aid, Fire Safety Requirements section (Fire Safety):
  - Attach up-to-date Fire Safety Instructor Certification
  - To be eligible be PQAS approved for Fire Safety, an individual must be knowledgeable and competent in fire inspections, fire detection, fire suppression systems and practices, fire service training, emergency preparedness planning and emergency evacuation whose competence is demonstrated by membership in a professional organization which promotes fire safety education.
- CPR, First Aid, Fire Safety Requirements section (Water Safety):
  - Attach up-to-date Lifeguard Instructor Card
  - To be eligible be PQAS approved for Water Safety, an individual must be knowledgeable and competent in water safety.

**Payment:** \$0.00 (this will be waived when your application is processed)

## FACULTY INSTRUCTOR REQUIREMENTS

Faculty Instructors can only provide Professional Development under the Higher Ed Institute they are employed at.

### Education Tab

- Master's degree from an accredited institution. Faculty who has a Doctoral level degree, and do not have the ECE credits, may choose Professional Standard Areas that can be supported by their educational background.

### Employment Tab

- Faculty must have at least two years of experience, and be currently employed, as an instructor at an accredited institute of higher education. Employment must be listed to show currently employed as an instructor at an accredited institute of higher education.

### Instructor Tab

- Curriculum Vitae or Resume
- Faculty Instructors: Course Syllabi:
  - Faculty need to have taught a minimum of four courses over the last two years. Upload proof of four courses taught within two years.

## RENEWAL REQUIREMENTS:

To renew your PQAS, login to your PD Registry account at [papdregistry.org](http://papdregistry.org), then check the **Renew my PQAS Approval** box and complete each section. All required documents should be attached within the **Education tab** and the **Instructor tab**.

When renewing your current PQAS type, the items listed under the above PQAS requirements within your current PQAS approval are required in addition to the below items. If renewing as a Professional Development Instructor, a new Professional Development Module is NOT required.

### Instructor Tab

- Instructors must hold a minimum of five (5) Professional Development events within the PD Registry over the 5- year period to qualify for renewal.
- Attach within the Trainer Documentation-Professional Standards Areas Support

**Payment:** \$0.00