
PENNSYLVANIA QUALITY ASSURANCE SYSTEM (PQAS) NATIONAL E-LEARNING ORGANIZATIONAL APPLICATION

The PQAS E-Learning Application is for organizations requesting their asynchronous professional development opportunities to be approved hours for Pennsylvania's Keystone STARS and Child Care Certification.

The approval will be valid for a five-year term, at which time the organization will need to update their material as needed and renew their approval.

If approved, online courses will be housed in the Pennsylvania's PD Registry. The course will be entered in the PD Registry by your organization. This requires course approval and requires the organization to manage the attendance within the PD Registry.

PQAS requirements, processes and privileges are subject to change as a result of policy changes.

***Please note, all practitioners in Pennsylvania must complete a 10-hour Health and Safety course specifically developed for Pennsylvania. Certification/Licensing staff in Pennsylvania are the only authorized trainers on specific regulatory information. Additional health and safety courses will be reviewed by the Pennsylvania Key to ensure regulatory topics or content are not referenced. Any health and safety courses approved in the Professional Development Registry must have a disclaimer at the beginning of the course overview.**

The disclaimer must include:

This course does not fulfill the required Pennsylvania 10-hour Pre-Service Health and Safety Training course.

COMPLETE PRIOR TO SUBMISSION:

Individual Profile: A PD Registry individual profile is required for the person who submits the application AND the person who enters the courses/events. If you do not have an individual profile, please click [here](#) for directions on how to create a new profile.

Organization Profile: Organizations must have a current Organization Profile with the PD Registry. The person who submits the application will need to create an organization profile to obtain an Org ID#, please follow the below steps to do so.

1. Log into the [PD Registry](#)
2. Click on **Add Organization Profile** box within the main page of your profile.
3. Click **Create Profile**
4. Complete the Contact Information section
5. Answer **NO** for 'Does this organization provide care and/or education to children?'
6. Organization Type: National Training Agency.
7. Organization Address: Complete this section.
8. Click **Submit**

Required Courses: The below self-paced courses are required for the person who submits the application AND the person who enters the courses/events.

To register, click on link below to access the Training Search. Enter the Course Title below and click Search. Next, click Register and follow the prompts. Once you have registered, click on the MY PD tab to get to the course. Next, click on the blue box to the right of the course title to begin the course. If one does not appear click the course title to be taken to the course details where a link to the course will be provided.

- [The Pennsylvania Professional Standards and Competencies for Early Childhood Educators course](#) to view an example of an approved E-Learning course, and to be able to code using the Professional Standards and Competencies for courses.
- [The Submitting PQAS Courses in the PD Registry course](#) will walk you through on how to properly submit a course within the PD Registry.

Application Fee: Along with the application and required documents, a fee of \$750 is required. This fee is for the review and processing of the application, including the submitted course, and use of the PD Registry for a five-year time period. *A \$500 fee will be required at the time of renewal.* Once approved, you can enter unlimited courses/events within the PD Registry. Please [use this link to pay by credit card](#), and submit the emailed receipt with the application.

Items Needed for Review:

- Completion of required self-paced courses
- Receipt of payment
- Organization information
- Course access information
- Outline of course
 - Handouts for participants
 - Copy of the assessments including pre/posttests and corresponding answers
- Self-review of course
- Representative agreement

Please allow up to 120 days for the review of your application and course. Once processed, you will receive an email with your next steps.

Application and additional documentation should be submitted to pgas@pakeys.org.

ORGANIZATION INFORMATION

Date of Application:	
Organization Name:	
Org ID#:	
Contact Information:	Name: _____ Registry ID#: _____ Phone Number: _____ Email: _____
Name of person responsible entering courses and events:	<input type="checkbox"/> Same as above Name: _____ Registry ID#: _____ Phone Number: _____ Email: _____
Act 48 Click here for more information about Act 48	<p>Our organization is approved through the Pennsylvania Department of Education to provide Act 48 hours for applicable professional development. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the following:</p> Organization's AUN#: _____ Act 48 Approval Date: _____ Act 48 Expiration Date: _____

COURSE ACCESS INFORMATION

Courses are reviewed by three independent reviewers, and each require access to the course content. Please provide the URL to access the course and either a voucher code or login information for each of the three email addresses below.

Course Location Webpage: _____

<u>Access Email</u>	<u>Access Password</u>
1. pqas@pakeys.org	
2. pqasreviewer1@gmail.com	
3. pqasreviewer2@gmail.com	

OUTLINE OF COURSE:

Please provide the course information below for the course you are submitting for review. If your application is approved, then you can enter as many courses/events within the PD Registry.

Available Resources at the [PQAS Instructors & Professional Learning Organizations Resource page](#) on The Pennsylvania Key website.

The Pennsylvania PD Registry is not a forum for advertising. The Pennsylvania Key strongly asks all presenters to refrain from marketing products during their sessions.

<u>Course Title</u>
Title of the course should provide detail regarding course content.

<u>Course Cost</u>
Include the cost of the course. (Include a range if this varies)

<u>Language</u>
Select the language in which the courses are presented.
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____

<u>Course Description</u>
Add a descriptive overview of the course to be used as a preview in the course catalog. (75-100 words) Course description provides enough detail for reviewer and readers to understand what content is covered in the course.

Course Instruction Time:

Enter the hours of the course

Hours: _____

Level of Training

Select the course level that best aligns with the course.
Choose one.

___ C1: Knowledge Acquisition: At this level course participants understand the content and can describe how it relates to daily practice. Courses should align to learning objectives/competencies indicated at the C1 level below.

___ C2: Knowledge Application: At this level course participants are expected to not only understand content but also apply newly learned competencies within the allotted course time and implement within their daily practice once the course is completed. Courses should align to learning objectives/competencies indicated at the C2 level below.

___ C3: Critically Examine/Evaluate At this level course participants are expected to reflect upon daily practice to assess what is working, to analyze what may need to be adapted for better outcomes, and to explore the reasons impacting the outcomes. Participants at this level become competent in evaluating policy and practice to make positive change (or continuous quality improvement (CQI)) within their settings. Courses should align to learning objectives/competencies indicated at the C3 level below.

Professional Standard Area

Enter the number of hours for each Professional Standard Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the Course Instruction Time above

_____ PSA 1: Child Development and Learning in Context

_____ PSA 2: Family–Teacher Partnerships and Community Connections

_____ PSA 3: Child Observation, Documentation, and Assessment

_____ PSA 4: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices

_____ PSA 5: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum

_____ PSA 6: Professionalism as an Early Childhood Educator

_____ PSA 7: Health and Safety

_____ K8: Program Organization and Administration

Professional Standard Area Learning Objectives

Using the selected Professional Standard Area(s) above, copy and paste the corresponding learning objective(s) from the [Course Level and Learning Objectives/ Competency Alignment document](#). The objectives chosen for a course must align with the chosen course level. One to two learning objectives must be entered per hour of course instruction. If multiple objectives are chosen with different aligned course levels, choose the highest course level aligned.

Example: {PSAs 1 and 4 and course level C1 were selected for this 2-hour module.}

- ✓ PSA 1a – Describe how social interaction, relationships and play are central to children’s development and learning (C 1)
- ✓ PSA 1c - Know that quality early childhood education influences children’s lives (C 1)

PSA 4a-Establish positive and supportive relationships and interactions with young children (C 1)

CDA Content Area

Enter the number of hours for each CDA Content Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.

- Principles of Child Growth & Development**
- Social & Emotional Development**
- Productive Relationships with Families**
- Observing & Recording Behavior**
- Physical & Intellectual Development**
- Maintaining Professionalism**
- Safe, Healthy Learning Environment**
- Effective Program Operation**

Course Category

Select the group that best represents the information presented in your course.

- Infant**
- Toddler**
- Preschool-PreK**
- School-Age**
- Business**

Prerequisites

List and prerequisites or advanced preparation required for participants of this training. Only required if there are prerequisites for the course.

Diversity/Inclusion

Briefly explain how cultural diversity and inclusion will be addressed within this training. (Optional--strongly encouraged.)

Resources and Supports for Learners

List the resources provided to the learners that support the topic. This may include web links, articles, books, etc.

Handouts

List and attach any handouts for participants. Handouts must be labeled with handout # and title. You will need to include copies of handouts, PowerPoint, and all printed materials with reference and copyright information when uploading your Course Overview. Please ensure that the uploaded handout title matches what it uploaded to the PD Registry.

References

List the references that reflect current knowledge and support evidence-based practice, including diversity and inclusion. Provide titles, authors, and sources. References should be current, within a 10-year period.

Process used to test knowledge:

Describe what process is used to test what knowledge was learned during this course.
If it is an assessment, what type of assessment is it and what is a passing score?
Include a copy of the assessments including pre/posttests and corresponding answers.

Transfer of Learning:

Briefly describe how participants will demonstrate future implementation of their knowledge gained from this course.

SELF-REVIEW OF COURSE

Please complete the below self-review for the course you are submitting for approval. To pass, the course must score a minimum of 23/30. Review the [eLearning Scoring Rubric](#) on the PA Key website to ensure your Course Outline meets the criteria.

Content	Score: 0= Non-Existent 1=Partially Meets 2=Meets
All the course content matches the stated learning objective(s) and aligns with the identified Pennsylvania Professional Standard areas. All content is appropriate for the target audience.	
The amount of content covered matches the number of PQAS hours for the course.	
All course assessments are effective in measuring the course content.	
All of information covered aligns with the content and the competency level of the target audience.	
Content Total:	

Delivery	Score: 0= Non-Existent 1=Partially Meets 2=Meets
Course includes full gating, so learners view all content in linear order.	
All instructional media (video, photo, audio, props, animation, branching) promote the course content.	
At least 3 types of assessments are evident. (I.e. True/false, multiple choice, fill in the blank)	
At least 3 instructional strategies (didactic presentation, case studies, scenarios, examples, simulations, games, guided observations) are used and relevant to the course content.	
The course provides constructive, specific feedback in real time for the learner.	
Delivery Total:	

<h2>Quality Assurance</h2>	Score: 0= Non-Existent 1=Partially Meets 2=Meets
Navigation throughout the course is logically sequenced, consistent, efficient, and predictable; A tutorial is available.	
All of the course content is professional, appropriate, and free from bias and distracting advertisements.	
There are no errors in grammar, usage, mechanics, and spelling.	
Accommodations to learners with disabilities are evident and alternative delivery methods are available.	
All the references and/or resources are professional, relevant, and current. All links are working properly.	
Appearance is appealing and easy to read and/or hear.	
Quality Assurance Total:	

TOTAL SCORE: <i>To pass, the course must score a minimum of 23/30.</i>	
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REPRESENTATIVE AGREEMENT

Check all and provide a signature at the bottom of the page.

The Organization Representative:

- Completed the self-paced courses.
- Submitted the receipt of payment for the application fee.
- Created the Individual Profile(s) and the Organization Profile.
- Completed the application in its entirety.
- Attached required documentation for the course.
- Reviewed the [Professional Development\(PD\) Registry Policies and Procedures](#)

The Organization Representative* agrees to:

- Have their module reviewed by The Pennsylvania Key. If there are two unsuccessful reviews, I am aware that the organization will be charged an additional \$750 to submit either a revised or new module for review.
- Verify course creators have at least a bachelor's degree or certification in a specialty discipline in a field related to the professional development topic.
- Post courses that are open to Early Childhood Educators and School-Age Professionals within the Pennsylvania Professional Development (PD) Registry.
- Code courses using [Pennsylvania Professional Standards and Competencies for Early Childhood Educators](#).
- Schedule events and maintain attendance records for each event within the Pennsylvania Professional Development (PD) Registry. Update the status of all registered attendees in the event roster within two weeks of the event's end date and mark the event completed.
- Follow recognized early childhood code of ethics, including delivering professional development in a culturally and individually sensitive manner using adult learning principles and current, developmentally appropriate best practices in the early childhood education and school-age fields.
- Abide by the Professional Development (PD) Registry Policies and Procedures to ensure a consistent, high-quality experience for all users when developing, deploying, and reporting on learning content in the PD Registry.

***NOTE:** Failure to follow the expectations will result in termination of the E-Learning Organizational PQAS.

I have read the above requirements and agree to comply with them. I understand that the \$750 application fee is nonrefundable.

Signature of Person Responsible for Organization

Date