

# HIGHER EDUCATION INSTITUTIONS ORGANIZATIONAL PQAS APPLICATION

The Office of Child Development and Early Learning (OCDEL), in working to establish collaborations across the varied systems that provide professional development to early childhood and school-age professionals in Pennsylvania, approves organizations where the organization offers a professional development approval and oversight system for instructors that is comparable to PQAS.

The Pennsylvania Quality Assurance System certifies instructors and organizations which provide professional development to early childhood and school-age professionals in Pennsylvania. The PQAS maintains a registry of approved instructors to help ensure that professional development activities meet quality standards.

## Application Process:

- The review of the application will take up to 90 days once an application and all required documentation are received.
- The contact person on the application will be notified by email if additional items are needed.
- At the completion of the review process, the contact person will be notified by email indicating the status of the application.
- Approval is valid for five years.
- A renewal application will need to be submitted once an approval is expired.

*Please note: Effective July 1, 2024, staff will not be individually approved under an organizational approval. Organizations who are approved can manually list their instructors within the event. More details to follow upon approval.*

## Complete Prior To Submission:

**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: Professional Learning Organization.
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.

### **Items Needed for Review:**

- Organization Information
- Completion of required self-paced courses
- Representative agreement

Application and additional documentation should be submitted to [pqas@pakeys.org](mailto:pqas@pakeys.org).  
Questions can be answered by calling (800) 284-6031 or sending a request to [pqas@pakeys.org](mailto:pqas@pakeys.org).

## Organization Information

This application is to be completed by the person responsible for providing oversight to professional development programs within an Organization, Corporation, Association, or Agency.

<b>Higher Education Institution:</b>	
<b>Org ID#:</b>	
<b>Contact Information:</b>	<b>Name:</b> _____ <b>Registry ID#:</b> _____ <b>Phone Number:</b> _____ <b>Email:</b> _____
<b>Name of person responsible entering courses and events:</b>	<input type="checkbox"/> Same as above <b>Name:</b> _____ <b>Registry ID#:</b> _____ <b>Phone Number:</b> _____ <b>Email:</b> _____



## Representative Agreement

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

### The Organization Representative agrees to:

- Completed the self-paced courses.
- Submitted the receipt of payment for the application fee.
- Created the Organization Profile.
- Completed the application in its entirety.
- Attached all required documentation for the application.
- Reviewed the [Professional Development \(PD\) Registry Policies and Procedures](#)
- Maintain records of each staff that documents each person’s eligibility, including: Résumé indicating at least a bachelor’s degree or certification in a specialty discipline in a field related to the professional development event 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.
- Provide oversight to Instructors in the development, implementation, and evaluation of professional development experiences to ensure high quality services to PA early childhood and school-age practitioners.
- Verifies instructors are current employees of the organization.
- Verifies that outside contracted instructors, must have their Individual PQAS approval prior to event.
- 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.

**Failure to follow the expectations will result in termination of the Organizational PQAS.**

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

\_\_\_\_\_  
Signature of Person Responsible for Organization

\_\_\_\_\_  
Date