

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

The PQAS E-Learning Renewal Application is for organizations intending to continue to provide their asynchronous professional development opportunities.

The renewal will be valid for a five-year term, at which time the organization will complete the renewal process again.

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 meet the Pennsylvania 10-hour Health and Safety course required by Department of Human Services. In addition, some of the information included in this course may or may not reflect current Health and Safety Standards in Pennsylvania.***

## COMPLETE PRIOR TO SUBMISSION:

**Required Courses:** The below self-paced courses are required for the person who submits the application and the person who enters the courses/events. These only needed to be completed once; not at every renewal unless the organization contacts have not taken the courses.

- [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.

### **Required Updates:**

- Review current courses approved in the Registry to ensure course content and course listings are accurate and up to date.
  - If content changes are made but does not impact the course information inputted in the PD Registry (Title, Description, Hours, Course Level, Professional Standard Areas and Objectives, Audience, etc.) the course can remain.
  - If changes to the course content affect the previously mentioned fields, complete the Course Removal section so the course(s) can be removed from the Registry. The changed fields will affect learners that previously completed or are in process of completing the course.
  - Any updates to a course listing need to be done by creating a new course to the PD Registry.
- Review your Organization Profile on the Professional Development Registry and update any outdated information. This will include:
  - Contact Information
  - Communication Preferences
  - Physical and Mailing Addresses
  - Registered Employees

**Renewal Fee:** Along with the renewal application, a fee of \$500 is required. The \$500 fee is for processing and unlimited use of the PD Registry. Once your renewal is approved, you can continue to enter courses/events within the PD Registry. The approval is valid for five years, at which time a new application is required.

- Please [pay by credit card \(papdregistry.org/register.aspx?evid=366589\)](http://papdregistry.org/register.aspx?evid=366589) and submit emailed receipt with the application.

**Course Review:** A new eLearning module must be submitted for review. If a new module is not available, you may submit a pre-existing module currently in the Registry, but it cannot be one that was submitted with any prior applications or renewals. The module must meet the minimum scoring requirements for approval.

Please allow up to 60 days for the review of your renewal application. Once processed, you will receive an email with your next steps.

Application and renewal fee receipt should be submitted to [pqas@pakeys.org](mailto:pqas@pakeys.org). Indicate in the subject line: Renewal Application and name of organization.

## ORGANIZATION INFORMATION

<p><b>Date of Renewal Application:</b></p>	
<p><b>Organization Name:</b></p>	
<p><b>Org ID#:</b></p>	
<p><b>Contact Information:</b></p>	<p>Name: _____ Registry ID#: _____                  Phone Number: _____ Email: _____</p>
<p><b>Name of person responsible entering courses and events:</b></p>	<p><input type="checkbox"/> Same as above                  Name: _____ Registry ID#: _____                  Phone Number: _____ Email: _____</p>
<p><b>Act 48</b>   <a href="#">Click here for more information about Act 48</a></p>	<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> <p>Organization's AUN#: _____                  Act 48 Approval Date: _____                  Act 48 Expiration Date: _____</p>

## COURSE INFORMATION

<p>Please list any courses that need to be removed from the Registry. Include the Course ID # and title.</p>	
<p>Please explain how your current courses have been updated to reflect current research or practices?</p> <p>If no changes have been made, please explain why there are no changes.</p>	

## 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. <a href="mailto:pqas@pakeys.org">pqas@pakeys.org</a>	
2. <a href="mailto:pqasreviewer1@gmail.com">pqasreviewer1@gmail.com</a>	

3. <a href="mailto:pqasreviewer2@gmail.com">pqasreviewer2@gmail.com</a>	
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## **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.

<p><b><u>Course Instruction Time:</u></b> Enter the hours of the course</p>
<p>Hours: _____</p>

<p><b><u>Level of Training</u></b></p>
<p>Select the course level that best aligns with the course. Choose one.</p>
<p>____ <b>C1: Knowledge Acquisition:</b> 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.</p> <p>____ <b>C2: Knowledge Application:</b> 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.</p> <p>____ <b>C3: Critically Examine/Evaluate</b> 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.</p>

<p><b><u>Professional Standard Area</u></b></p>
<p>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</p>
<p>_____ <b>PSA 1: Child Development and Learning in Context</b></p> <p>_____ <b>PSA 2: Family–Teacher Partnerships and Community Connections</b></p> <p>_____ <b>PSA 3: Child Observation, Documentation, and Assessment</b></p> <p>_____ <b>PSA 4: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices</b></p> <p>_____ <b>PSA 5: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum</b></p> <p>_____ <b>PSA 6: Professionalism as an Early Childhood Educator</b></p> <p>_____ <b>PSA 7: Health and Safety</b></p> <p>_____ <b>K8: Program Organization and Administration</b></p>

**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.

<b>Content</b>	<b>Score:</b> <b>0= Non-Existent</b> <b>1=Partially Meets</b> <b>2=Meets</b>
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.	
<b>Content Total:</b>	

<b>Delivery</b>	<b>Score:</b> <b>0= Non-Existent</b> <b>1=Partially Meets</b> <b>2=Meets</b>
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.	
<b>Delivery Total:</b>	

<h2>Quality Assurance</h2>	<b>Score:</b> <b>0= Non-Existent</b> <b>1=Partially Meets</b> <b>2=Meets</b>
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.	
<b>Quality Assurance Total:</b>	

<b>TOTAL SCORE:</b> <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.

Reviewed the [Professional Development\(PD\) Registry Policies and Procedures](#)

Certifies that all current courses approved in the Registry have been reviewed and are up to date.

Verified current information within Organization Profile on the Professional Development Registry.

Submitted the receipt of payment for the renewal application fee.

Attached required documentation for the course.

## The Organization Representative\* agrees to:

Verify course creator has at least a bachelor’s degree or certification in a specialty discipline in a field related to the professional development topic.

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 \$500 to submit either a revised or new module for review.

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 \$500 application fee is nonrefundable.

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

\_\_\_\_\_  
Date