

PQAS Initial Application Requirements

Please review the specific PQAS type you wish to obtain for detailed requirements.

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PQAS Application will be processed in the order they are received. First Aid/CPR PQAS applications will be processed within 30 days of a completed application. All other PQAS applications will be processed within 90 days of a completed application. Once processed, you will receive an email with your next steps. We appreciate your attention to these details and look forward to processing your application. If you have any questions, please email us at PQAS@pakeys.org.

Professional Development Instructors can create their own curriculum in any approved Professional Standard Area and are approved for five years, at which time an online renewal application must be submitted.

Standardized Professional Development Instructors are authorized to provide only specific, pre- approved professional development related to early childhood education.

- If approved solely for Pediatric First Aid/CPR, Fire Safety, and/or Water Safety you are not permitted to create or deliver any curriculum outside those approved training(s).
- PQAS approval will expire on the date the Instructor's Pediatric First Aid/CPR instructor card expires, at which time, an online renewal application must be submitted.

Faculty Instructors can only provide Professional Development under the Higher Ed Institute they are employed at and are approved for five years, at which time an online renewal application must be submitted.

How To Apply for PQAS

1. Log into your PD Registry account at papdregistry.org.
 *If you do not have a PD Registry account, please use this pakeys.org/pdr-account for information on how to create a new account.
2. Check the *Apply to become a PQAS Instructor* box and complete each section.
3. Click *Apply/Renew*.
4. Click *Start*

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps, you may come back and complete it later.

Personal Information	Update as needed, click <i>Save and Continue</i>
Education	Upload the required information, click <i>Save and Continue</i>
Employment	Update as needed, click <i>Save and Continue</i>
Training	Update as needed, click <i>Save and Continue</i>
Professional Development Plan & More	No information needed, click <i>Save and Continue</i>
Instructor Information	Complete Instructor Type, Age Group Expertise and additional information, click <i>Save and Continue</i>
Review	Review information, ensure all items have an uploaded item for review, click <i>Save and Continue</i>
Policies/Agreements	PD Registry Privacy Policy: Review/Agree, click <i>Save and Continue</i> Instructor Agreement: Review information, click <i>Save and Continue</i>
Submit Application	Click <i>Submit Application</i>
Payment	Faculty Instructor approval or Standardized Professional Development Instructor approval including First Aid/CPR, Fire Safety, and Water Safety--- After you submit your PQAS application, the system will request payment, please skip this by clicking Return to My Profile. The fee will be waived when your application is processed.

Professional Development Instructor (PDI) Requirements

*Required documents can be found at pakeys.org/pgas.

Education

- ✓ **Higher Education:** Bachelor's transcripts from an accredited institution with a related field. Upload final transcripts that contain the name of the institution, the student's name, the conferred date, the credits earned, the grade earned, all courses that were taken, and the major.

Instructor Information

- ✓ **Curriculum Vitae or Resume:** **Must** include evidence to support training experience within the last five years, AND summary of previous training experience including number of years and topics delivered.
 - Labeling: Curriculum Vitae (or) Resume
 - Upload Location: Upload within the Instructor Tab > Trainer Documentation section > Curricula Vitae/Resume dropdown.
- ✓ ***Professional Standard Area Support Form:** Select only those areas that are appropriate for your experience and educational background, as supported by attached documentation. Supporting documentation for this could be college transcripts, Learning Record, any experience, etc.
 - Labeling: PSA Support form
 - Upload Location: Upload within the Instructor Tab > Trainer Documentation section > Professional Standards Area(s) Support dropdown.
- ✓ ***Professional Development Overview/Module:** Ensure you review all directions within the PD Module prior to submitting.
 - Labeling: Professional Development Module
 - Upload Location: Upload materials to the Instructor Tab > Trainer Documentation section > PD Overview/Module dropdown.
- ✓ **Supporting Handouts:** Ensure all handouts are in order and correctly labeled within the Handout Section of the PD Module. Handouts can include PowerPoints, participant handouts, and other materials. For PowerPoints, add instructor notes, and provide URLs for any videos or web links in the notes section of the slides. Replace any personal details with 'Instructor' and 'Instructor Contact Information' (ex, replace "Jane Doe" with "Instructor").
 - Labeling: When labeling handouts for upload, use the following format: Handout 1 'Title,' Handout 2 'Title,' and so on. The titles should match those listed within the Handout Section of the PD Overview. We need the physical handout. Do not include links to documents.
 - Upload Location: Upload materials to the Instructor Tab > Trainer Documentation section > PD Module Supporting Handouts dropdown.

Required Courses

- ✓ **PD Registry Self-Paced courses:** The following course are required for all PDI applicants.
This is verified within the Event Entry section of the PD Registry by the PQAS Team at the review of your application.

To register, click on 'Search Training Events' within the left-hand menu. Enter the Course Title 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.

- 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

✓ **Application Fee:** \$100.00

Standardized Professional Development Instructor (SPDI) Requirements - Pediatric First Aid/CPR; Fire Safety; Water Safety PQAS Only

Pediatric CPR/First Aid: To be eligible to provide Pediatric CPR/First Aid instruction under a PQAS Instructor certification, you must hold an instructor certification by at least one of the Pediatric CPR/First Aid curricula that are approved in meeting the childcare licensing regulation. View a complete list of approved Pediatric First/Aid CPR curriculum at pakeys.org/firstaid-cpr.

All PQAS approved instructors for Pediatric First Aid/CPR must have a current Pediatric First Aid/CPR instructor card uploaded to your education tab to maintain PQAS approval for Pediatric First Aid/CPR within the PD Registry.

Fire Safety: To be eligible to provide Fire Safety instruction under a PQAS Instructor certification, 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.

Water Safety: To be eligible to provide Water Safety instruction under a PQAS Instructor certification, an individual must be knowledgeable and competent in water safety.

Education

- ✓ **High School:** Graduation Year
- ✓ **Pediatric First Aid/CPR Instructor Card**
 - Upload Location: Upload within the Education Tab > CPR, First Aid, Fire Safety Requirements Section > Pediatric CPR/First Aid Dropdown.
- ✓ **Fire Safety Instructor Certification**
 - Upload Location: Upload within the Education Tab > CPR, First Aid, Fire Safety Requirements Section > Fire Safety Dropdown.
- ✓ **Lifeguard Instructor Card:**
 - Upload Location: Upload within the Education Tab > CPR, First Aid, Fire Safety Requirements section > Water Safety dropdown.

Payment

- ✓ **Application Fee:** \$0.00
 - After you submit your PQAS application, the system will request payment, please skip this by clicking Return to My Profile. The fee will be waived when your application is processed.

Faculty Instructor (FI) Requirements

Education

- ✓ **Higher Education:** Master's degree from an accredited institution (diploma required; transcripts recommended) Upload final transcripts that contain the name of the institution, the student's name, the conferred date, the credits earned, the grade earned, all courses that were taken, and the major.

Employment

- ✓ **Employment: 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 Information

- ✓ **Curriculum Vitae or Resume: Must** include evidence to support training experience within the last five years, AND summary of previous training experience including number of years and topics delivered.
 - Labeling: Curriculum Vitae (or) Resume
 - Upload Location: Upload within the Instructor Tab > Trainer Documentation section > Curricula Vitae/Resume dropdown.
- ✓ **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.
 - Labeling: Course Syllabi
 - Upload Location: Upload within the Instructor Tab > Trainer Documentation section > Course Syllabi dropdown

Payment

- ✓ **Application Fee:** \$0.00
 - After you submit your PQAS application, the system will request payment, please skip this by clicking Return to My Profile. The fee will be waived when your application is processed.