Pennsylvania Quality Assurance System (PQAS)
Individual E-Learning Initial Application

The PQAS E-Learning Application is for individuals 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 three-year term, at which time the individual will need to update their material as needed and renew their approval.

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

PQAS requirements, processes and privileges are subject to change because of policy changes.

> ***NOTE:** All practitioners in Pennsylvania must complete a 6-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 PD Registry must have a disclaimer at the beginning of the course overview.
>
> The disclaimer **must** include:
> *This course does not fulfill the required Pennsylvania 6-hour Pre-Service Health and Safety Training course.*

Complete Prior To Submission

Individual Profile: An individual profile in the PD Registry 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, create one by following the directions at pakeys.org/pdr-account.

Organization Profile: Individuals must have a current Organization Profile with the PD Registry. If you do not already have an Organization Profile, you will need to create one. Since this application is for offering eLearning courses, you must create a new Organization Profile specifically for your eLearning offerings. We recommend including "eLearning" in the new organization name to distinguish it from any existing profiles for face-to-face and/or virtual courses. The person submitting the application must create this new Organization Profile to obtain an Org ID#. Please follow the steps below to complete this process.

1. Log in at papdregistry.org.
2. Within the dropdown menu next to your name, select **+ Organization 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 self-paced courses below are required for the person who submits the application AND the person who enters the courses/events. While reviewing your application, the PQAS team verifies this information in the Event Entry section.

- The Pennsylvania Professional Standards and Competencies for Early Childhood Educators Course reviews an example of an approved E-Learning course and codes using the Professional Standards and Competencies for courses.
- The Submitting PQAS Courses in the PD Registry Course provides directions on how to properly submit a course within the PD Registry.

To register:
1. Click *Search Training Events* (left-hand menu).
2. Enter the appropriate *Course Title.*
3. Click *Search.*
4. Click *Register* and follow the prompts.

To access/complete the course:
1. Click on *View All My Training* to get to the course.
2. 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.*

Application Fee: Along with the application and required documents, a fee of $100 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. Please search course title **PQAS Initial Application Fee for Individual E-Learning Review** to submit payment via event registration 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/post tests 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 pqas@pakeys.org.

Individual Organization Information

Date of Application:	
Individual Organization Name: (i.e. eLearning Jane Doe)	
Org ID#	
Contact Information:	**Name:** **Registry ID#:** **Phone Number:** **Email:**
Name of person responsible entering courses and events:	Same as above **Name:** **Registry ID#:** **Phone Number:** **Email:**
Act 48 [Learn more about Act 48 >](#)	I am approved through the Pennsylvania Department of Education to provide Act 48 hours for applicable professional development. **Yes** **No** If yes, please provide: **Individual's AUN #:** **Act 48 Expiration Date:**

Course Access Information

Courses are reviewed by an independent reviewer and require access to the course content. If you are using your own LMS please complete Part A. If you are using The Pennsylvania Key LMS please complete Part B.

A. 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:

Access Email:	Access Password:
1. pqas@pakeys.org	

B. Please provide information to access the course for review. The course must be able to be viewed as a learner would view it.

Outline of Course

Provide the course information below for the course you are submitting for review. Additional courses/events can be entered in the PD Registry after your application is approved.

Resources are available at pakeys.org/pdregistry/instructor-resources.

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

Course Title Title of the course should provide detail regarding course content.

Course Cost Include the cost of the course. (Include a range if this varies.)

Language Select the language in which the courses are presented.
English **Spanish** **Other:**

Course Instruction Time: Enter the hours of the course. (Choose only one.)
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.

Course Description
Add a descriptive overview of the course as a preview in the course catalog. The course description focuses on content, is clear and easy-to-read, and presents information in a detailed organized way. (75-100 words)

Course Category	**Target Audience**	**Ages Addressed**
Select only one group that best represents the information presented in your course.	Select the Target Audience. (Choose all that apply.)	Select the Ages Addressed. (Choose as many as apply.)
Infant	**Administrators**	**Infants**
Toddler	**Directors**	**Toddlers**
Preschool-PreK	**Center Staff**	**Preschool**
School-Age	**Family/Group**	**Pre-Kindergarten**
Business	**Head Start/Early Head Start**	**Kindergarten**
	Early Intervention	**School-Age**
	Parent Educators	**Adult**
	Home Visitors	
	Early Child Mental Health	
	Pre-K Counts	
	Coaches	
	Trainers	

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 Hours indicated 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-Eastablish 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	**Physical & Intellectual Development**
Social & Emotional Development	**Maintaining Professionalism**
Productive Relationships with Families	**Safe, Healthy Learning Environment**
Observing & Recording Behavior	**Effective Program Operation**

Prerequisites

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

Awareness of diversity, equity, inclusion, and belonging

Briefly explain how this module demonstrates awareness of diversity, equity, inclusion, and/or belonging. Evidence can include diverse materials, inclusive language, open-ended questions, participant perspectives, or practices like safe spaces and trigger warnings. Specific DEIB activities are not required but may be included. (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/post tests and corresponding answers.

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. This is the same information independent reviewers will use to score your E-Learning course.

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. (Ie. 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:	

Quality Assurance	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:	

Representative Agreement

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

The Representative:

Completed the self-paced courses.

Submitted the receipt of payment for the application fee.

Created an Individual Profile.

Created an Organizational Profile.

Completed the application in its entirety.

Attached required documentation for the course.

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

The Representative* agrees to:

Have their module reviewed by The Pennsylvania Key. If there are two unsuccessful reviews, I am aware that I will pay an additional $100 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 the [Pennsylvania Professional Standards and Competencies for Early Childhood Educators](#).

Schedule events and maintain attendance records for each event within Pennsylvania's 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