

# Pennsylvania Quality Assurance System (PQAS)

## Organizational Initial 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.

Staff who are approved, can only provide professional development under the auspices of the approved organization for events that are available to the early childhood education community.

### Eligibility for Organizational Approval

Organizations must meet one of the requirements below.

Organizations that are:

- Head Start Organizations which are in good standing with the Federal Office of Head Start as well as the Region III Office
- AEYC or Child Care Associations (with fulltime paid staff)
- Intermediate Unit
- Early Intervention Technical Assistance
- Government Bureau
- School District
- Other: Organizations who provide professional development to early childhood or school-age educational programs.

**\*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.**

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

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).



## 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.

## 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 in at [papdregistry.org](https://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: Professional Learning Organization.
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.*

**Professional Development Module:** Organizational applicants should thoroughly review the criteria used for scoring the PD Module to ensure that the module has sufficient detail to allow the Peer Reviewers to make their assessments in the areas of content, organization, and presentation. Note: This must be an original module that the Organization created.

**Professional Development Module Self-Review:** Please complete/submit a self-review for the module you are submitting for approval. To pass, the module must score a minimum of 75/100. Review the [PD Scoring Rubric](#) on the PA Key website to ensure your PD Module Outline meets the criteria.

**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 Organizational Review*** to submit payment via event registration and submit the emailed receipt with the application.

**Items Needed for Review:**

- Completion of Required Courses
- Application
  - Organization Information
  - Representative agreement
- Professional Development Module
- Professional Development Module Self-Review
- Receipt of payment

## 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>Organization Name:</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>	<b>Same as above</b> <b>Name:</b> <b>Registry ID#:</b> <b>Phone Number:</b> <b>Email:</b>
<b>Type of Organization/ Association:</b>	Select One:  Head Start Organization AEYC or Child Care Association Employees Intermediate Unit Early Intervention Technical Assistance Government Bureau School District Other:
<b>Emphasis Area:</b>	Professional development provided by the applicant targets the following groups. Select all that apply:  Infant/Toddler Preschool School-age Adults

## 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 is one unsuccessful review, I am aware that the organization will be charged an additional \$100 to submit either a revised or new module for review.
- 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 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 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

## 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 75/100. Review the [PD 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 content is relevant to the work of the target audience	
All of the participant learning outcomes are addressed in the Training Module Guide	
At least two opportunities are indicated in the module for participants to individually reflect and/or plan how they will use the information in their daily work	
The Training Module Guide makes a connection between theory or current research to best practice	
Instructor provides at least two opportunities to connect participants' prior knowledge to content	
Module clearly reflects an awareness of DEIB	
The amount of content being presented appropriately supports adult learning and comprehension	
All of the course content aligns with the selected Pennsylvania Professional Standard Area(s) and the appropriate amount of corresponding learning objective(s).	
All materials/handouts support the content of the module.	
Age addressed and course category identified in the overview and are applicable to the content.	
75% or more of the resources and references reflect current, up-to-date research (within the last 10 years & websites must be active)	
All of the content aligns with the competency level.	
Content Total:	

Organization	Score: 0= Non-Existent 1=Partially Meets 2=Meets
All documents are written with no errors in grammar, usage, mechanics, or spelling	
Tools and resources utilized in PA state quality initiatives are linked to content, presentation, or handouts for participants.	
All of the participant learning outcomes are written with measurable action verbs.	
All materials/handouts are labeled (typed, not hand-written) with identifying information, cited in the Instructional Plan, and listed in the Training Module Guide*. This includes materials created by the instructor.	
The course description focuses on content, is clear, easy-to-read, and presents information in a detailed organized way.	
In consideration of adult learning principles, the time frame is appropriately broken down in the Training Module Guide within the Content Outline and Description and Presentation Methods sections, and time allotted for the module is appropriate	
Flow of the module provides a balance between content instruction and activities.	
Organization Total:	

Presentation	Score: 0= Non-Existent 1=Partially Meets 2=Meets
<i>Instructor uses one or more strategies or tools to perform initial needs assessment of participants</i>	
<i>All of the instruction/activities flow in a logical sequence</i>	
<i>Module utilizes at least three different presentation techniques, at least one of which is a collaborative activity.</i>	
<i>Instructor uses one or more strategies or tools to measure every stated participant learning outcome.</i>	
<i>All of the presentation is professional, appropriate and free from bias and distracting advertisements.</i>	
<i>At least two resources/references are suggested for continued learning</i>	
<i>The Training Module Guide* is written with enough detail that any instructor could present the session as intended without any questions</i>	
<i>Applies adult learning principles throughout the module as demonstrated in the Engaging Adult Learners course.</i>	
Presentation Total:	

<b>TOTAL SCORE:</b>  <i>To pass, the course must score a minimum of 75/100.</i>	
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