



Career Pathway Placement Review Form

Submit all forms with the Subject: *Career Pathway Placement Form* to registry@pakeys.org.

NOTE: Documents will be reviewed and completed within 60 days of a completed submission. All incomplete forms will be emailed back to the sender and will need to be resubmitted. The date of the resubmission will be used to begin the process time frame.

This form should be used for those who have already been placed on the Career Pathway and would like a review or would like to re-submit, due to the following:

- ☐ A. **Re-submit (or Update):** You have recently completed education which would place you at a higher level on the Career Pathway, but your status has not expired.
- ☐ B. **Appeal:** You would like to have your transcripts reviewed again because Career Pathway placement is different than what you thought it to be, or incomplete upload of documents.

To ensure your Career Pathway placement can be properly reviewed, please upload all required documentation to the *Education* section of your PD Registry profile. If you are uploading transcripts, please ensure they contain the name of the institution, the student's name, courses, grades, credits, the conferred date, and the major obtained.

Information and Tipsheets for the PD Registry can be found at <https://www.pakeys.org/pdregistry/>

NOTE: You must fill out **SECTION A (Re-submit or Update)** or **SECTION B (Appeal)**.

SECTION A: Re-submit (or Update) for Career Pathway. Attach new transcript/credential.

Early Childhood Education (ECE) Professional	
Date	
First & Last Name	
PD Registry ID#	
Email	
Add (Documentation you need to upload to your PD Registry profile.)	☐ A new degree ☐ An evaluated degree ☐ A new credential ☐ 6, 9, or 12 additional ECE course credits



SECTION B: Appeal Career Pathway Placement

An ECE professional can submit a form on their own behalf.

In some cases, an ELRC representative or PDO partner might have additional information for an appeal. A signature is required by the Early Childhood Educator if the ELRC representative or PDO partner submits the form on the Educator's behalf.

ECE Professional		Early Learning Resource Center (ELRC)	
Date		Date	
First & Last Name		First & Last Name	
PD Registry ID#		ELRC#	
Email		Email	

Reason for Appeal (Check all that apply.)

- ☐ Career Pathway Level Placement
- ☐ Education Document Not Accepted
- ☐ Other:

Explain the Discrepancies/Issues (in detail)

After completing this form and uploading all documentation to your profile, email the form to ***registry@pakeys.org*** with the ***Subject: Career Pathway Placement Form.***

You will receive a confirmation email after your materials have been reviewed.

By signing this form, I am allowing my ELRC officials to share documents on my behalf.

ECE Professional Name

PD Registry ID#



ELRC Representative or PDO Partner

To be completed by the ELRC Representative or PDO Partner (if applicable).

Provide additional documentation used to establish the career pathway for the individual submitting this form and any additional information you feel will help in assessing discrepancies.

Attach all documents to this application and send with the *Subject: Career Pathway Placement Form* to registry@pakeys.org.

Dates of Original Document(s)	
Person(s) Completing Original Form	

Items Attached

Additional Information

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