



## **FAQ FOR PROVIDERS ON NEW REGISTRY ENHANCEMENTS WEBINAR**

- 1. Will you have a tip sheet specifically for teachers that explains the profile and the updating process?** Yes. Tip sheets will be available on the PA Keys website at [www.pakeys.org](http://www.pakeys.org). Once you get to the website, click on the Professional Development tab and then the PD Registry tab. There will be several tip sheets for teachers on how to complete their profile and upload education documentation.
- 2. Do current employees that have already completed profiles need to go back in and update and submit documentation before July 1?** Individuals WILL have to select the 'Complete My Profile' and go through the application process. However, if documentation such as educational transcripts have already been uploaded, they will not have to re-upload that information. The reason they will have to 'Complete the Profile' is for their information to be verified by a PA Key Data Verification Specialist for placement on the Career Pathway.
- 3. Will there be an option to print a staff report of only select staff like we had in the old system?** No. The Staff List will show all employees that have attached their employment to their profile. You DO have the option within that report to click on certain individuals in which you want to see their Professional Development Records. The Staff Detailed Training Report will show all staff and all their Professional Development in one report.
- 4. If I uploaded documents in the past, will they show up on my profile?** Yes. If you have uploaded transcripts in the past, they will still be uploaded under the Education tab. You must still click on 'Complete My Profile' to go through the profile process and submit in order for those previously uploaded transcripts to be reviewed for Career Lattice Placement.
- 5. When will there be a STARS 10 online self-paced PD available in Spanish?** Currently we only have the STARS 102 online self-paced course in Spanish. If you would like to take the STARS 101 in Spanish, we do have face to face options available on the training calendar.
- 6. What does it mean that all data will be shared nationally? Will my personal information be shared?** No personal information will be shared, only aggregate data. For example, the data from PA may show the average salary of a Preschool Teacher or the number of teachers with a CDA. Individual data is not shared or reported.

If you have any additional questions, please email [registry@pakeys.org](mailto:registry@pakeys.org).