



**Pennsylvania's Early Childhood Education (ECE) Career Pathway  
in the Professional Development (PD) Registry  
Frequently Asked Questions (FAQ) from Directors**

Recorded on January 23, 2020

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## Initial Placement

**1. Can directors input their staff information in the pathway? Most do not have copies of their files and don't have the technology to scan and post what is needed.**

No. Each individual staff member must complete their own PD Registry profile and upload the appropriate education documents (i.e. college transcripts, certifications, etc.) to be verified by staff from The Pennsylvania Key and placed on the Career Pathway.

*How directors can support staff:*

- Offer specific time for staff members to complete their profile and upload their education documents away from the classroom.
- Help staff scan education documents. Early Learning Resource Centers (ELRCs) have portable scanners that Quality Coaches can bring to a child care program to help upload education documents. Mobile devices (cell phones, tablets, etc.) can also be useful in scanning documents for upload.

**2. Does the individual staff document their career path in the PD Registry?**

Yes. Each individual staff member must complete their own PD Registry profile and upload the appropriate education documents (i.e. college transcripts, certifications, etc.) to be verified by staff from The Pennsylvania Key and placed on the Career Pathway.

**3. My staff do not trust the security of putting all this information into the Career Path System.**

Pennsylvania's Professional Development (PD) Registry is a secure website. The Pennsylvania Key recognizes that privacy is important and any personal information, including individual compensation data, is not shared. A full PD Registry Privacy Statement is available at [bit.ly/PDRprivacy](http://bit.ly/PDRprivacy).

*Regarding Social Security Numbers (SSN) on college transcripts and other documents:* Before uploading an education document, an individual can black out their SSN. If a transcript is reviewed and the SSN is visible, one of the PD Registry's Data Verification Associates will black out the SSN and reupload the transcript.

**4. Can you upload unofficial transcripts?**

Yes. They may also be copies of the official transcript.

**5. How long does it typically take to verify submitted documents such as transcripts?**

Allow up to sixty (60) days for processing and placement on the Career Pathway.

**6. That works for directors; but family providers don't have the technology available [to scan education documents].**

Family child care providers can contact their Early Learning Resource Center (ELRC). ELRCs have been given portable scanners for this purpose.

7. **We have been hearing that teachers have uploaded 5 months ago and still have not heard what level they are. What should we tell them to do?**

First, they will need to make sure their profile is properly submitted for verification and placement. These steps should be completed:

1. Visit [www.papdregistry.org](http://www.papdregistry.org).
2. Login to their PD Registry profile.
3. Select the *Complete my Profile (Career Pathway)* checkbox.
4. Click blue *Apply/Renew* button.
5. Click blue *Start* button.
6. Complete required fields in each tab and select *Save and Continue* to move forward to each section:
  - Personal Information
    - First Name/Last Name
    - Mailing Address
    - Phone Number
    - Birth Date
    - Gender
    - Ethnicity
    - Communication Preferences
  - Education
    - Uploaded education documents (i.e. college transcripts, certifications, etc.) – **NOTE:** If someone has previously uploaded education documents, these should still be available, and they should not need to be reuploaded a second time.
  - Employer
    - Current employer
    - Compensation information (Wage/Salary)
  - Submit Application
    - I agree to the privacy policy
7. Click blue *Submit Application* button.

Once submitted, it can take up to sixty (60) days for verification and placement on the Career Pathway. A more in-depth step-by-step tipsheet on how to complete the PD Registry profile and submit for Career Pathway placement is available at [bit.ly/pakeyregistry](http://bit.ly/pakeyregistry).

If someone has completed these steps but has still has not received their placement, contact The Pennsylvania Key so a team member can further assist them. Call 1-800-284-6031 or email [registry@pakeys.org](mailto:registry@pakeys.org).

8. **What are the ramifications if a staff person does not complete this requirement?**

Currently, there are no ramifications. However, Pennsylvania shares data collected through profile completion and Career Pathway placement with partners, funders and policymakers to increase funding so the number of high-quality ECE programs rise and a knowledgeable, skilled and better compensated ECE workforce develops. Directors and Quality Coaches are encouraged to review staff members' profiles for completion.

## Annual Renewal

1. **So each year, staff must apply for a new Career Pathway Certificate?**

Yes, all staff will need to update their profile on an annual basis.

2. **I am interested in how the expiration/renewal of the annual certificates will work. Does everyone have to renew every year?**

Annually each individual needs to review their profile information for correctness and upload any new education documents. If an individual has not completed any new courses or obtained a degree, they only need to renew their Career Pathway and do not need to upload any additional documents.

3. **It is so time consuming to have to update these annually. If a staff member doesn't have any educational changes- why must we update?**

Each individual needs to review their profile information, including new professional development and credit-bearing coursework from the previous year, for correctness.

4. **If a person has a related degree and does not have any intention of going back to school, will they still need to update their transcript every year?**

No. If an individual has not completed any new courses or obtained a degree, they only need to renew their Career Pathway and do not need to upload any additional education documents. However, annually each individual needs to review their profile information for correctness.

5. **If someone has completed their degree and do not complete any more courses, do they need to upload transcripts (that are unchanged) annually?**

No. If an individual has not completed any new courses or obtained a degree, they only need to renew their Career Pathway and do not need to upload any additional education documents. However, annually each individual needs to review their profile information for correctness.

6. **When updating, will there be an option to state that everything is the same or will we be required to upload all of the same stuff every year?**

If an individual has not completed any new courses or obtained a degree, they only need to renew their Career Pathway and do not need to upload any additional education documents. However, annually each individual needs to review their profile information for correctness.

**7. If there is no change to the educational level or credentials held does everything have to be uploaded annually or is there a "No change" check box?**

If an individual has not completed any new courses or obtained a degree, they only need to renew their Career Pathway and do not need to upload any additional education documents. However, annually each individual needs to review their profile information for correctness.

**8. What if someone graduates and will move up before the certificate expires? Do they go back in and update?**

An individual may submit an updated education document (i.e. transcript) even if they have already been placed on the Career Pathway. This document will not be reviewed until their current Career Pathway placement expires and the individual resubmits for annual review.

**9. We have uploaded degrees after they were leveled. We are not given the option to update profile to make the adjustment.**

Email the PD Registry team ([registry@pakeys.org](mailto:registry@pakeys.org)) to talk with a team member. Include:

- Name
- Contact Information (Phone Number and Email)
- PD Registry ID#
- Summary of reason for contact

## Certificates

**1. Are we supposed to have this (career pathway certificate) in everyone's file?**

No. Through the Staff List Report, directors can see if individual staff members have been placed on the Career Pathway and their placement level.

**2. Who gives out the level certificates?**

Certificates are available in an individual's PD Registry profile. Once a Data Verification Associate from The Pennsylvania Key has verified an individual's education and placed them on the Career Pathway, said individual can access their Career Pathway Certificate under their Reports tab.

**3. How do we get the career lattice (pathway) certificates?**

Once a Data Verification Associate from The Pennsylvania Key has verified an individual's education and placed them on the Career Pathway, said individual can access their Career Pathway Certificate under their Reports tab.

**4. Will a new career pathway certificate be issued every year to individuals?**

Yes. After re-verification by The Pennsylvania Key, a new certificate will be available in the Reports tab.

## Appeal

**1. What is the name of the form for appeal for career pathway level?**

Visit [bit.ly/pakeyregistry](http://bit.ly/pakeyregistry) to access the appeal form.

## Grandfathering

- 1. What is meant by determined timeline when referring to grandfathering someone?**  
Individuals that currently meet the expectation of particular level of the Career Lattice will be honored at that level that is the equivalent if verified within the determined timeline when being placed on the Career Pathway.
- 2. When is the deadline if you need to be grandfathered into the Career Pathway?**  
Programs are encouraged to complete this task as soon as possible, but there is no current deadline.
- 3. Please clarify the comment of being grandfathered in. If a staff was a level 7 before, what is that equivalent to?**  
Individuals that currently meet the expectation of a specific Career Lattice level will be honored at the equivalent Career Pathway level if verified within the determined timeline.

## Levels

- 1. Is there a way to advance in the Career Pathway with years' experience in the center, but not through coursework?**  
Pennsylvania's ECE Career Pathway levels are evaluated on college courses, degrees and certifications, and/or other OCDEL approved endorsements.
- 2. Why does experience not count at any level?**  
Experience is extremely valuable. Hopefully, a reliable method to qualify experience and prior learning will be developed in the future.
- 3. Can PQAS training hours be counted towards education? If not, why?**  
PQAS hours are counted as training hours and do not count as education attainment or toward Career Pathway placement.
- 4. If someone has taught in the school district as a classroom assistant, how does this count? (experience being over 20 years)**  
This individual needs to complete their PD Registry profile and upload their education documents for verification to be placed on the Career Pathway.
- 5. Where do expired CDA staff fall on pathway?**  
College credits earned as part of CDA coursework may count toward Career Pathway placement, but expired CDA certifications do not.

*For those with an expired CDA Certification since January 1, 2010 looking to renew their CDA:*  
The CDA Council is currently offering a limited-time CDA Renewal Amnesty Program. For eligibility requirements, deadlines, and more information, visit [cdacouncil.org/renewal-amnesty-program](http://cdacouncil.org/renewal-amnesty-program).

**6. How does a full teaching degree count toward your levels?**

There are many different teaching degrees. To verify a specific degree, an individual should upload a copy of their college transcript that includes course titles, credit hours and grades awarded.

**7. Do the PK-4 certificates have to be the Instructional I or II certs or can they be private academic nursery/k certs?**

Pennsylvania's ECE Career Pathway only places current Instructional I or Instructional II teaching certifications valid in Pennsylvania.

**8. You mentioned that if a person has a PA teaching certificate for Pre-K – 4, that would count as credit. What if a person has a current PA teaching certificate K-6?**

A current Pennsylvania teaching certificate K-6 counts as an Elementary Education certification.

**9. If a staff person has a BS in Elementary Education and has finished their director's credential, but no ECE credits, what level would they be placed at?**

An individual who has not taken any ECE credits would be considered entry level on the Career Pathway. However, there are some ECE credits counted in an Elementary Education degree, which could qualify them for higher placement.

**10. One of the related fields was listed as EDUCATION...does that include Secondary and Elementary Education?**

This refers to a general Education degree.

**11. For foreign degrees, if they get it translated by the granting institution (the foreign university they attended) do they still need it translated by the [www.naces.org](http://www.naces.org) website?**

Upload this translated document for review and if further action is required, a staff member from The Pennsylvania Key will contact the individual.

**12. Is there a maximum amount of time that a teacher can be on the A+ level before having to move on?**

There are currently no time limits for moving Career Pathway levels.

**13. Career Lattice Level 5 can be something less like your B or C now?**

Career Lattice Level 5 links to Career Pathway Level B.

**14. When should Quality Coaches stop reviewing transcripts? It seems like there is a wait until they receive their results.**

ELRCs will continue to use the Career Lattice for Keystone STARS designation and Education and Retention Awards (ERA) until further notice.

## Other Related Questions

**1. What does an Apprenticeship Completion Certificate entail?**

This certificate is generated when an individual has completed all requirements for the ECE Apprenticeship program. Find out more about the ECE Apprenticeship program at [bit.ly/paeceapprenticeship](http://bit.ly/paeceapprenticeship).

**2. What are the I/T Mental Health Endorsement, I/T Credential, and the Apprenticeship Completion Certificate?**

These are new programs that have been developed by partnerships with agencies and institutions of higher education. More information will be available about these soon.

## Resources

- National Association of Education for Young Children (NAEYC)'s degree finder: [degreefinder.naeyc.org](http://degreefinder.naeyc.org)
- Career Pathway on the PA Key website: [bit.ly/paececareerpathway](http://bit.ly/paececareerpathway)
- The PD Registry on the PA Key website: [bit.ly/pakeyregistry](http://bit.ly/pakeyregistry)