



## Career Pathway Placement Review Form

Please submit all forms to [donwen@pakeys.org](mailto:donwen@pakeys.org), with the Subject: *Career Pathway Placement Form*.

**Please 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: You have recently completed education which would place you at a higher level on the Career Pathway, but your current status has not expired. (Please attach new transcript/credential)
  
- 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.

Please choose SECTION A OR SECTION B

SECTION A: Re-submit for Career Pathway- Please attach new transcript/credential.

<b>Early Childhood Education (ECE) Professional</b>	
Date	
First Name Last Name	
PD Registry ID#	
Email	
ADD - what documentation you need to upload	<input type="checkbox"/> A new degree (Once per year) <input type="checkbox"/> A translated degree (Once per year) <input type="checkbox"/> A new credential (Once per year) <input type="checkbox"/> 6, 9, or 12 additional ECE course credits

Send form to [donwen@pakeys.org](mailto:donwen@pakeys.org) with the Subject: *Career Pathway Placement Form*.

1. You will be notified by email that your profile will be unlocked, allowing you to upload your recent educational achievement.
2. Find step-by-step tipsheets on how to complete your profile and apply for PA’s ECE Career Pathway and more on the PA Key website ([bit.ly/pakeyregistry](http://bit.ly/pakeyregistry)).
3. After review of the new documents, an email will be sent with Career Pathway placement.



**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 or an ECE Calculation Tool 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.

In order to process your documents, the following must be uploaded to your Education tab.

- ✓ Current Transcripts, Credentials, Certificates, Diplomas, and Endorsements. Transcripts must contain the name of the institution, the student’s name, the conferred date, and the major obtained.

<b><u>ECE Professional</u></b>		<b><u>ELRC</u></b>	
Date		Date	
First Name Last Name		First Name Last Name	
PD Registry ID#		ELRC#	
Email		Email	

Reasons: (check all that apply)

- Career Pathway Level placement
- Education Documentation not accepted
- Other \_\_\_\_\_

Please explain in detail what you believe are the discrepancies/issues:

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

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**PD Registry ID#**



**To be completed by the ELRC Representative or PDO Partner (If applicable)**

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**ELRC Representative or PDO Partner:**

Please provide additional documentation used to establish the career lattice for the individual submitting this form and any additional information you feel will help in assessing discrepancies. Please attach all documents to this application and send to [donwen@pakeys.org](mailto:donwen@pakeys.org), with the Subject: *Career Pathway Placement Form*.

<b>Dates of Original Document(s):</b>	
<b>Person(s) Completing Original Form:</b>	

**Items attached:**

**Additional Information:**

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