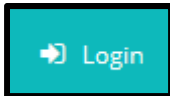


## HOW TO ADD EMPLOYMENT FOR EARLY CARE, SCHOOL AGE AND EDUCATION PROGRAMS

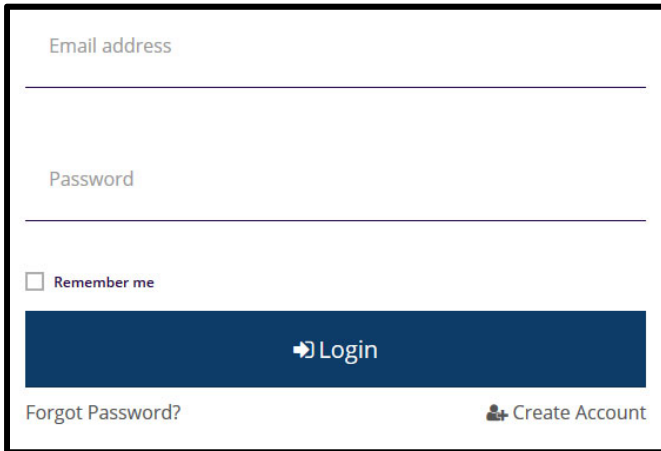
You will need to verify that your employment is listed in your employment tab after logging in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

1. Go to [www.papdregistry.org](http://www.papdregistry.org).

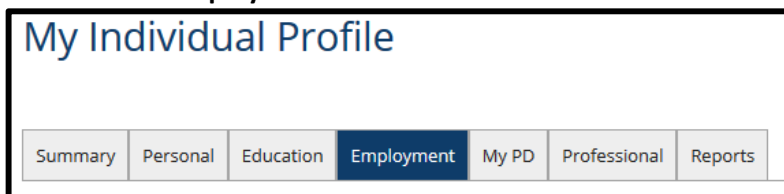
2. Click **Login** in the top right corner.



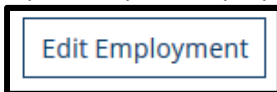
3. Enter your email address and password, then click **Login**.

A login form with two input fields: "Email address" and "Password". Below the fields is a checkbox labeled "Remember me". At the bottom is a dark blue button with a white right-pointing arrow and the text "Login". Below the button are two links: "Forgot Password?" and "Create Account" with a user icon.

4. Click on the **Employment** tab.



5. If you see your employment listed, click **Edit Employment**.



6. Click the **pencil icon** to add your hire date and click **Update** to save changes. Now your director may verify your employment.



*\*If you do not see your employer listed, continue with the below steps.*



7. Click **Add Position**.



8. Click **Select** next to the *Early Care, School-Age and Education Programs*. Please note that your *Organization ID* is *NOT* your *MPI* number option.

### Position Details

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

[Return to Employment List](#)

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

Out of state early learning or school age care or employment not related to early learning or school age care

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#### Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers



- Enter your **Organization ID** or **Employer Name/City** or **MPI Number** or **School District Number** to search for your Organization. Click **Search**. *\*If you think that you have reached the wrong area, you can click Start Over and it will take you back to Employer Search options.*

### Employer Search

Search for: Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

Organization ID

[Search](#)

Employer Name

City

[Search](#)

MPI Number

[Search](#)

School District Number

[Search](#)

[Start Over](#)

- Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Note the Organization ID is not the MPI number of your organization. Click on your organization.

Click on the Organization ID or Employer Name to that organization to your employment record.				
Organization ID	Name	Address	License	Effective
<a href="#">12124</a>	<a href="#">KinderCare 073079</a>	420 BELMONT AVE BALA CYNWYD, PA 19004		N/A
<a href="#">12602</a>	<a href="#">KINDERCARE LEARN CNT 073043</a>	4075 LONDONDERRY RD HARRISBURG, PA 17109		N/A
<a href="#">12082</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	201 RADIO PARK LN BROOKHAVEN, PA 19015		N/A
<a href="#">12081</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	489 W BUTLER AVE CHALFONT, PA 18914		N/A
<a href="#">11434</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	3715 KOHLER PL CAMP HILL, PA 17011		N/A
<a href="#">15645</a>	<a href="#">KINDERCARE LEARNING CENTER</a>	100 CAMPUS DR COLLEGEVILLE, PA 19426		N/A



11. Confirm the Program Information and click **Confirm**.

### Position Details

You selected the following program. Confirm the selected program is correct.

#### Program Information

Name	<b>Pennsylvania Key</b>
Address	200 North Third Street, Harrisburg, PA 17101 PA County United States
Phone	(800) 234-6031
Email	<a href="mailto:registry@pakeys.org">registry@pakeys.org</a>

*\*Continue to next page for last steps.*



12. Complete all require fields (those with an asterisk) and click **Save**.

*\*Please note that this information is not shared with anyone besides your Director or Administrator of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future.*

### Position Details

**Program Information**

Name: PA Key  
Address: 200 North Third Street, Harrisburg, PA17101  
Dauphin County  
United States  
Phone: (800) 234-6031

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**Position Information**

Title\*  
-- Make a selection --

Hours Per Week\*  
[Text Input]

Months per year\*  
[Text Input]

This is my primary employer

Age of Children\*

Infants     Kindergarten  
 Toddlers     School-Age  
 Pre-school     Adult  
 Pre-Kindergarten

Start Date\*    End Date  
[Text Input]    [Text Input]  
(mm/dd/yyyy)    (mm/dd/yyyy)

**Compensation**

Pennsylvania PD Registry recommends entering your wage information. \*

I receive an hourly wage  
 I receive an annual salary  
 I do not wish to provide this information

Date of last wage increase  
[Text Input]

Status Self Reported

**Save**    Cancel

13. Click **Finished Employment** when you completed your employment information.

*\*Notice that your information will be SELF REPORTED until your Director or Administrator verifies your employment. Directors and/or Administrators can follow the tipsheet 'How to Verify Staffs Employment' to complete this step.*

**Finished Employment**