



## HOW TO ADD EMPLOYMENT FOR OUT OF STATE EARLY LEARNING OR SCHOOL AGE CARE OR EMPLOYMENT NOT RELATED TO EARLY LEARNING OR SCHOOL AGE CARE

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.



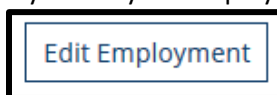
3. Enter your email address and password, then click **Login**.

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'.

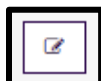
4. Click on the **Employment** tab.

A navigation bar for 'My Individual Profile' with several tabs: 'Summary', 'Personal', 'Education', 'Employment', 'My PD', 'Professional', and 'Reports'. The 'Employment' tab is highlighted in dark blue.

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.*



## How to Add Employment for Out of state Early Learning or School Age Care or Employment not Related to Early Learning or School Age Care

(updated July 2020)

7. Click **Add Position**.



8. Click **Select** next to the *Out of state early learning or school age care or employment not related to early learning or school age care* option.

### Select Employer Type

Personal Information   Education   **Employment**   Training   Professional Development Plan and More   Submit Application

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**

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



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9. Enter your employer by employer's name, program type, mailing address, city, state, zip, county, and phone number. Click **Save and Continue**. *\*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.*

## Enter Employer Details

Employer's Name\*

Program Type\*

-- Make Selection --

Contact First Name

Contact Last Name

Mailing Address\*

Suite/Box#

Country

United States

Zip\*: City\* State\*

PA

County\*

Phone\*

Fax

Save and Continue > Start Over



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

## Position Details

### Program Information

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

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



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11. 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\*

Months per year\*

This is my primary employer

Age of Children\*

Infants     Kindergarten  
 Toddlers     School-Age  
 Preschool     Adult  
 Pre-Kindergarten

Start Date\*  End Date   
(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

Status Self Reported

12. 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.*

