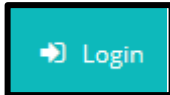


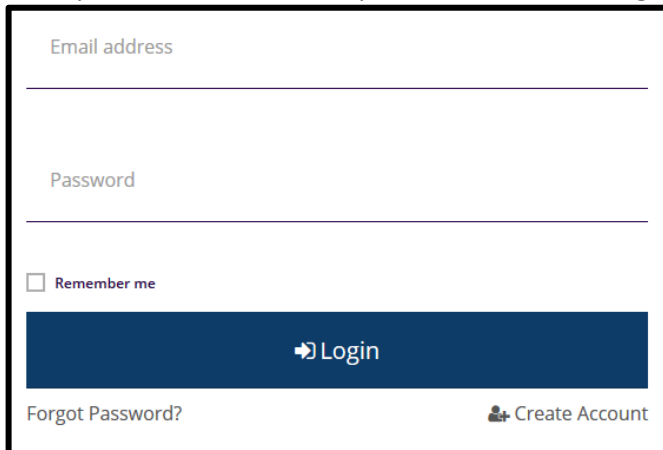
HOW TO FIND YOUR PD HISTORY

(NOW KNOWN AS YOUR LEARNING RECORD)

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.

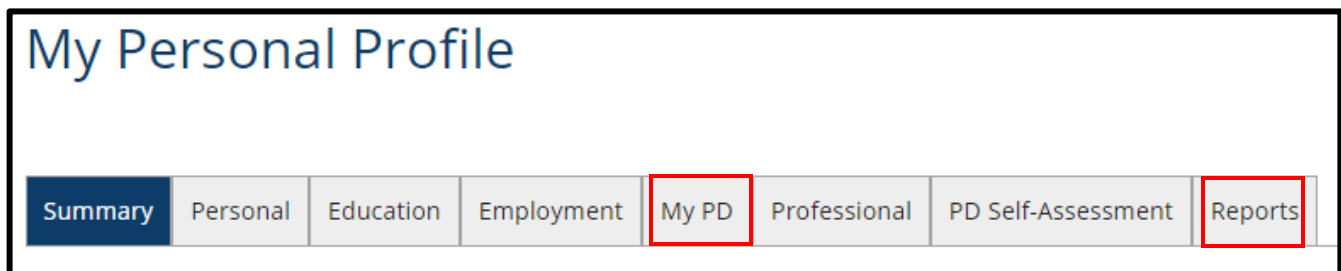


3. Enter your email address and password, then click **Login**.



A login form with a white background and a dark blue border. It contains the following elements: an "Email address" input field, a "Password" input field, a checkbox labeled "Remember me", a dark blue "Login" button with a white right-pointing arrow icon, a "Forgot Password?" link, and a "Create Account" link with a person icon.

There are two different tabs located on the home screen of the PD Registry where you can locate your Professional Development. The two tabs are labelled as 'My PD' and 'Reports'. If your profile is currently inactive or expired, you will only see the My PD and PD Self-Assessment tabs.



The 'My PD' tab lists all the PD sessions for which you have registered. This may include PD sessions that you have already completed or future PD events for which you have registered.

Note in the example below, online (E-learning) courses will be accessed in this location. You will see a blue box next to the online course. You will click on the blue box next to the course title to access the online course.

Summary Personal Education Employment **My PD** Professional Instructor Reports

Training Documentation

No documentation entered.

Training

Clicking , will open the E-Learning classroom.

Show E-Learning events only

Event ID	Title	Completed	Credit	Type	Hours	Level	
287991	ERS Online: Early Childhood Environment Rating Scale-Revised (ECERS-B)			Preschool/Pre-K	3.00	C1	REGISTERED
48991	ERS: Early Childhood Environment Rating Scale-Revised (ECERS-B) 202	02-03-18			2.00	N/A	VERIFIED
36838	TA CONSULTANTS/PBIS/MENTORS/DIRECTORS/ADMINISTRATORS: Practice Based Coaching Across the Early Care and Education System	10-06-16			6.00	N/A	VERIFIED

Edit Training

The Reports Tab is where you will find your official Learning Record used by Department of Human Services and Keystone STARS to verify the Professional Development you have completed. Click on the Reports tab and then click on My Professional Development Learning Record. Directors will also use this tab to access the Professional Development Learning Records of staff.

Summary Personal Education Employment My PD Professional Instructor **Reports**

My Reports

[My Professional Development Learning Record](#)

A record of your employment history, credentials, education and training, organized by Core Knowledge Area



My Professional Development Learning Record Sample



Core Knowledge Learning Record			
Name: _____	_____	Date Printed: 2/27/2018	Individual ID: _____

Employment History:								
Program Name	License#	Position Title	Age Group(s)	Hours/Week	Total Hours Worked	Start Date	End Date	Verified
Pennsylvania Key		Staff	Adult	40	26600	6/1/2005		Yes

Verified Degrees/Certificates/Diplomas/Credentials: None On Record

Complete Training List						Includes all Training
2018						
N/A						
Event ID	Course Title	Date	Hours	Sponsor	Verified	
48991	ERS: Early Childhood Environment Rating Scale-Revised (ECERS-R) 202	2/3/2018	2.00	Southeast Regional Key	Yes	
N/A Total Verified			2.00			
2018 Total Verified Credits/Hours (All Tier Levels)			2.00			
2016						
N/A						
Event ID	Course Title	Date	Hours	Sponsor	Verified	
36838	TA CONSULTANTS/PBIS/MENTORS/DIRECTOR S/ADMINISTRATORS: Practice Based Coaching Across the Early Care and Education System	10/6/2016	6.00	Pennsylvania Key	Yes	
29135	Trauma-Informed Practice	1/13/2016	2.00	Pennsylvania Key	Yes	
N/A Total Verified			8.00			
2016 Total Verified Credits/Hours (All Tier Levels)			8.00			