

## HOW TO UPLOAD EDUCATION TO YOUR PROFILE

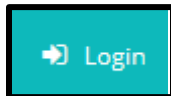
When uploading your education, please make sure you are uploading each credential or transcript in the appropriate section. *Do not upload all education within one section.*

Examples:

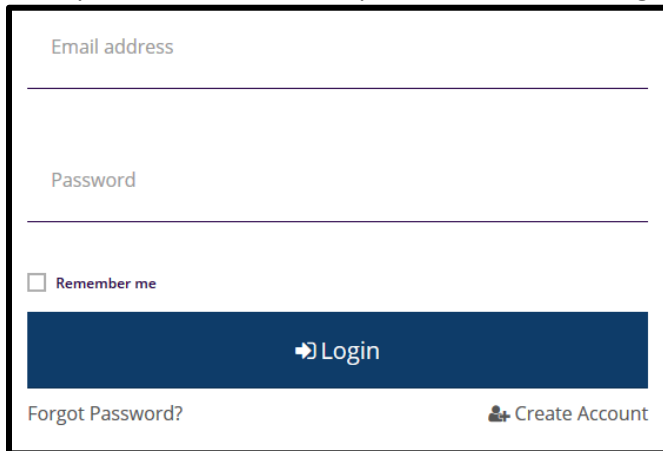
- A Director Credential will be uploaded in the Director Credential section.
- A bachelor's degree transcript will be uploaded in the bachelor's degree section.
- If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.

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

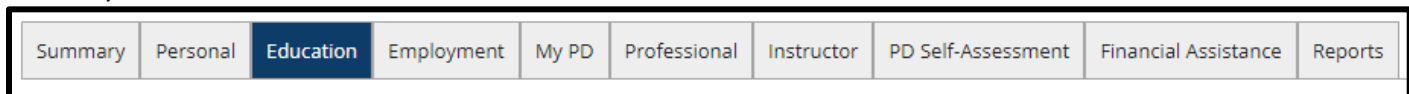
2. Click **Login** in the top right corner.



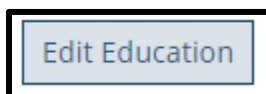
3. Enter your email address and password, then click **Login**.

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

4. Click on your **Education** tab



5. Click on the **Edit Education** button



- 6. High School: (if High School is the highest level of education, this section must be completed)
  - a. Select the option the applies to you.

High School

Select Current High School Education

Select Current High School Education

I have a high school diploma or GED

I do not have a high school diploma or GED

- b. If you selected **I have a high school diploma or GED**, enter your **Gradation Year**

High School

I have a high school diploma or GED

Graduation Year

Four-digit year

- c. If you selected **I do not have a higher diploma or GED**, complete one of the below.

High School

I do not have a high school diploma or GED

I am currently enrolled in High School

Graduation Date

I am currently enrolled in a high school Career Technical Institute program

Graduation Date

I am currently enrolled in a GED program.

Graduation Date



- i. Upload your Documentation; scroll down
  - 1. Click on the **File Type drop down**
  - 2. Select if the document type (Diploma or Transcript/Certificate)
    - a. Click on **Select**
    - b. Click on document you wish to upload
- ii. Click **Save and Close** to continue

High School Documentation

File Type  
-- Select a File Type --

Upload New File

The following file types are accepted  
doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip

Existing Documentation

⚠ No documentation entered.

- 7. CDA:
  - a. Select the option that applies to you.

-- Add New --

- CDA - Family Child Care Home
- CDA - Family Child Care Home-Bilingual
- CDA - Home Visitor
- CDA - Home Visitor-Bilingual
- CDA - Infant Toddler
- CDA - Infant Toddler-Bilingual
- CDA - Pre-School
- CDA - Pre-School-Bilingual

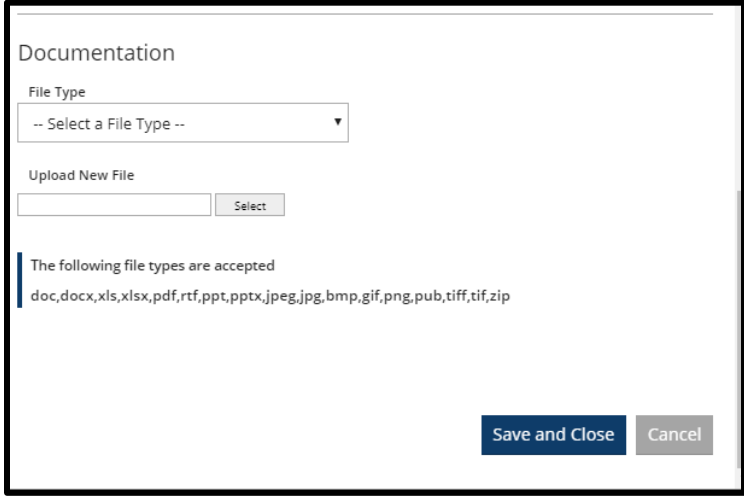
- b. Complete the required information.
  - i. Enter the **Approval Date**
  - ii. Enter the **Expiration Date**
  - iii. Enter the **Institution** (if applicable)

Date\*

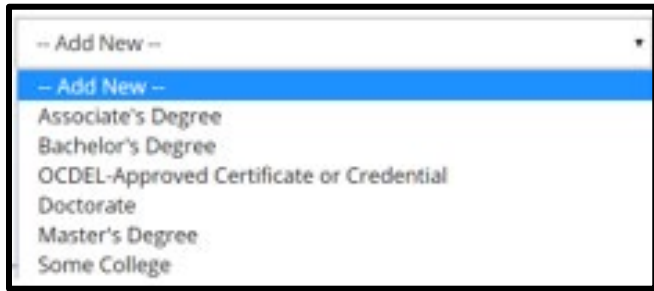
Expires\*

Institution (if applicable)

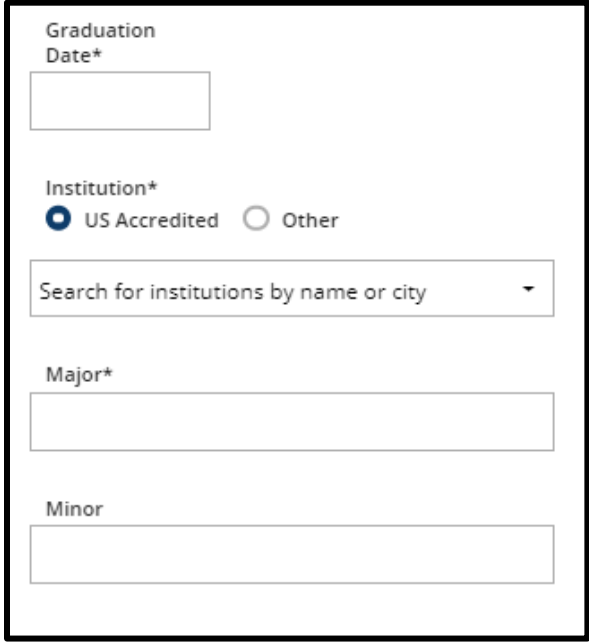
- iii. Upload your Documentation; scroll down
  - 1. Click on the **File Type drop down**
  - 2. Select if the document type (Diploma or Transcript/Certificate)
    - a. Click on **Select**
    - b. Click on document you wish to upload
- iv. Click **Save and Close** to continue

A screenshot of a web form titled "Documentation". It contains a "File Type" dropdown menu with the text "-- Select a File Type --". Below this is an "Upload New File" section with a text input field and a "Select" button. A blue vertical bar highlights the text "The following file types are accepted" followed by a list of file extensions: doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip. At the bottom right, there are two buttons: "Save and Close" (in blue) and "Cancel" (in grey).

- 8. Repeat above step to add additional CDA's.
- 9. Completed Higher Education:
  - a. Select the option that applies to you.

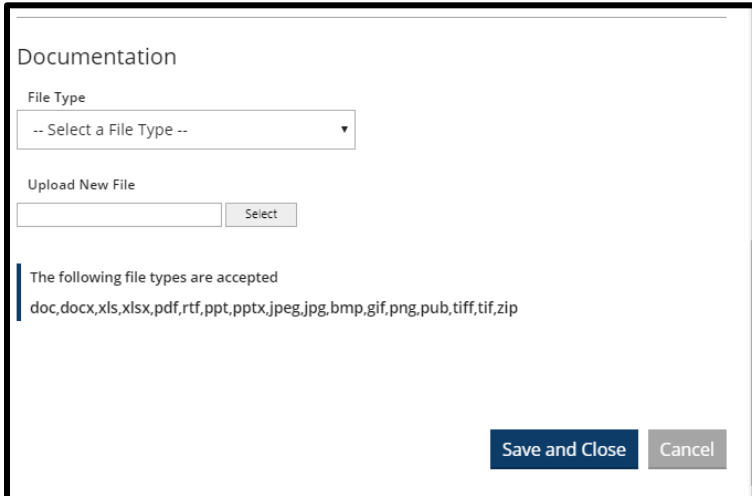
A screenshot of a dropdown menu for higher education. The menu is open, showing a list of options. The top two options are "-- Add New --". The third option, "Associate's Degree", is highlighted in blue. Other options include "Bachelor's Degree", "OCDEL-Approved Certificate or Credential", "Doctorate", "Master's Degree", and "Some College".

- b. Complete the required information.
  - i. Enter the **Graduation Date**
  - ii. Select **US Accredited** or **Other**
  - iii. Select the **Institution**
  - iv. Enter the **Major**
  - v. Enter the **Minor** (if applicable)



The screenshot shows a form titled "Graduation Date\*" with a text input field. Below it is the "Institution\*" section with radio buttons for "US Accredited" (selected) and "Other". A search box contains the text "Search for institutions by name or city" with a dropdown arrow. Below the search box are two more text input fields labeled "Major\*" and "Minor".

- v. Upload your Documentation; scroll down
  - 1. Click on the **File Type drop down**
  - 2. Select if the document type (Diploma or Transcript/Certificate)
    - a. Click on **Select**
    - b. Click on document you wish to upload
- vi. Click **Save and Close** to continue



The screenshot shows a form titled "Documentation". It has a "File Type" dropdown menu with "-- Select a File Type --" selected. Below that is an "Upload New File" section with a text input field and a "Select" button. At the bottom, there is a list of accepted file types: "The following file types are accepted: doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip". At the bottom right, there are two buttons: "Save and Close" and "Cancel".

10. Repeat above step to add additional Completed Higher Education.



11. Continue with this process to add any of the following:
  - a. Teacher Certification
  - b. Pennsylvania Director Credential and other NAEYC approved Credentials
  - c. Credentials, Certificates, Diplomas & Endorsements
  - d. CPR, First Aid, Fire Safety Requirements
  - e. Currently Enrolled (If you are currently enrolled at a Higher Education Institute, you must upload proof of enrollment within the Currently Enrolled section.)