



## Organizational PQAS Application

The Office of Child Development and Early Learning (OCDEL), in working to establish collaborations across the varied systems that provide professional development to early childhood and school-age professionals in Pennsylvania, approves organizations where the organization offers a professional development approval and oversight system for instructors that is comparable to PQAS.

The Pennsylvania Quality Assurance System certifies instructors and organizations which provide professional development to early childhood and school-age professionals in Pennsylvania. The PQAS maintains a registry of approved instructors to help ensure that professional development activities meet quality standards.

Staff who are approved, can only provide professional development under the auspices of the approved organization for events that are available to the early childhood education community.

**Eligibility for Organizational Approval:** Organizations must meet one of the requirements below.

- Organizations that are:
  - Head Start Organizations which are in good standing with the Federal Office of Head Start as well as the Region III Office
  - AEYC/Child Care Associations (with fulltime paid staff)
  - Government Bureaus
- Organizations which do not offer professional development that is specific to early childhood or school-age educational practice but have important information to share.

### **Application Process:**

- The review of the application will take up to 90 days once an application and all required documentation are received.
- The contact person on the application will be notified by email if additional items are needed.
- At the completion of the review process, the contact person will be notified by email indicating the status of the application.
- Approval is valid for three years.
- An updated application will need to be submitted once an approval is expired.

**Submit application and all documents to:** [PQAS@pakeys.org](mailto:PQAS@pakeys.org),

**Subject Line: Organizational PQAS Application**

- Organization Information page
- Signed Representative Agreement page
- Professional Development Organization Narrative pages
- Knowledge Area(s) form completed by each staff wishing to be approved
- Staff Spreadsheet

**The below items must be completed prior to submitting the application.**



## Organizational PQAS Application

### Organization Requirements:

- Organization must have a current Organization Profile with the PD Registry.

*If you don't know if you have a current profile, please email [pqas@pakeys.org](mailto:pqas@pakeys.org) BEFORE creating a new profile.*

To create an organization profile,

1. Log into [www.papdregistry.org](http://www.papdregistry.org)
2. Click on **Add Organization Profile** box within the main page of your profile.
3. Click **Create Profile**
4. Complete the Contact Information section
5. Answer **NO** for 'Does this organization provide care and/or education to children?'
6. Organization Type: Complete this section as I did in the below screenshot.
7. Organization Address: Complete this section.
8. Click **Submit**

### Instructor Requirements:

- Instructors must be a current employee of the organization.
- Instructors must have a current profile in the PD Registry.
- Instructors must complete the Knowledge Area form within the application.
- Instructors must attach the Organization to the employment tab on their profile
- Engaging Adult Learners (Suggested course, not mandatory.)

This course is available as a three-hour online course. To locate the online courses and register:

1. Go to **Search Training Events** in the left-hand menu
2. Scroll down and select **Training Type**.
3. Select **Online Self-Paced and E Learning**
4. Click **Search**
5. Scroll through the events until you find the online course you are looking for
6. Click **Register** and follow payment steps. (Cost: \$7.00)
7. Once you have registered, you may click on your **MY PD tab** to get to the course
8. If a blue box appears to the right of the course title, click on it to begin the course. If one does not appear click the course title to be taken to the course details where a link to the course will be provided.

Questions can be answered by calling (800) 284-6031 or sending a request to [pqas@pakeys.org](mailto:pqas@pakeys.org).  
Include the following information with your completed application.

### Organization Information



## Organizational PQAS Application

This application is to be completed by the person responsible for providing oversight to professional development programs within an Organization, Corporation, Association, or Agency.

Organization Name: \_\_\_\_\_ Org ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Type of Organization/Association:

Head Start Organization: \_\_\_\_\_ STAR 3: \_\_\_\_ STAR 4: \_\_\_\_

AEYC or Child Care Association Employees: \_\_\_\_\_

Intermediate Unit: \_\_\_\_\_

Early Intervention Technical Assistance: \_\_\_\_\_

Government Bureau: \_\_\_\_\_

School District: \_\_\_\_\_

Specialty Discipline (specific competency group): \_\_\_\_\_

(Organizations that **do not** offer professional development that is specific to early childhood or school-age educational practice.)

### Emphasis Area:

Professional development provided by the applicant targets the following groups (select all that apply):

Infant/Toddler

Preschool

School-age

Adults



## Organizational PQAS Application

### Representative Agreement

The Organization Representative agrees to (Check All):

- Provide oversight to Instructors in the development, implementation, and evaluation of professional development experiences to ensure high quality services to PA early childhood and school-age practitioners.
- Code events using Pennsylvania Core Knowledge Competencies for Early Childhood & School-Age Professionals (CKC) and Pennsylvania's Learning Standards for Early Childhood (ELS) as applicable.
- Post courses that are open to early childhood education and school-age professionals on the PA Key's PD Registry.
- Follow recognized early childhood code of ethics, including delivering professional development in a culturally and individually sensitive manner using adult learning principles and current, developmentally appropriate best practices in the early childhood education and school-age fields.
- Maintain records of each staff that documents each person's eligibility, including:
  - Résumé indicating at least a bachelor's degree or certification in a specialty discipline in a field related to the professional development event topic.
- Verifies instructors are current employees of the organization.
- Verifies that outside contracted instructors, must have their Individual PQAS approval prior to event.

**Failure to follow the expectations will result in termination of the Organizational PQAS.**

I have read the above requirements and agree to comply with them.

\_\_\_\_\_  
Signature of Person Responsible for Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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## Professional Development Organization Narrative

1. Describe your organization's professional development approval and oversight system for instructors.

2. Describe the process used to assess instructor qualifications.

3. Indicate the minimum requirements for instructor qualifications.

4. Incorporate a statement of internal process to evaluate instructor performance.

5. Include a copy of the relevant tools.

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## Professional Development Organization Narrative Continued

6. Using the table below, list the professional development that will be available to early childhood and/or afterschool professionals.

By placing the appropriate code(s) in the space provided below, identify how the content in these professional development opportunities aligns with the following:

- The Pennsylvania Core Knowledge Competencies for Early Childhood & School-Age Professionals (CKC)  
<https://www.pakeys.org/get-professional-development/professional-competencies/early-learning-professional-competencies/>
  
- Pennsylvania’s Learning Standards for Early Childhood (ELS)  
<https://www.pakeys.org/pa-early-learning-initiatives/early-learning-standards/>

Title	# Hours	CKC	ELS	Standards
<i><b>Example: How Do Social Emotional Skills Affect Behavior?</b></i>	<b>3</b>	<b>K 2</b>	<b>15.4.2, 251.2, 25.2.1,25.2.2</b>	
A.				
B.				
C.				
D.				
E.				
F.				
G.				
H.				
I.				

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7. Attach a copy of the participant evaluation tool and describe the process for how feedback is used to adjust future professional development activities listed in the question 6 above.

Label them A, B, C, D, E... If the evaluation tool is the same for all professional development activities listed attach one copy and indicate such.

<u>Participant Evaluation Tool</u>	<u>Process for how feedback is used to adjust future professional development activities</u>	<u>Example Label</u> (A, B, C, D, E, F, G, H, I)

8. Include information about how feedback is gathered from participants, and other processes used to evaluate and monitor the quality of the professional development provided.

# Organizational PQAS Application

**Knowledge Area(s)** (Must be completed by all staff)

Please select the Knowledge Area(s) you wish to instruct, listed below, which are drawn from the Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals. Select only those areas that are appropriate for your experience and educational background.

Name: \_\_\_\_\_ Registry ID#: \_\_\_\_\_

Select the Knowledge Area(s) you wish to instruct	Knowledge Area
	K1: Child Growth and Development
	K2: Curriculum and Learning Experiences
	K3: Family, Schools and Community Collaboration and Partnerships
	K4: Assessment
	K5: Communication
	K6: Professionalism and Leadership
	K7: Health, Safety, and Nutrition
	K8: Program Organization and Administration



