



Special Events/Conferences Application

Special Event/Conference approval is required for individuals who do not have their individual PQAS approval. A Special Event/Conference PQAS request is for multi-session, multi-instructor events or national speakers.

Applications should be submitted by either a current PQAS approved Instructor or a PQAS approved Organization. Application must be submitted within 60 days of the conference/event.

Upon approval, a notice will be sent to the contact person listed below via email.

It is the responsibility of the contact person to submit the conference for course approval in the PD Registry. Once the event has occurred, you will have two weeks to complete all necessary documentation in the system.

Sessions/Events that require individual PQAS approval include: Pediatric CPR/First Aid, Mandated Reporter, Fire Safety, and Water Safety. College courses do not qualify for Special Event PQAS.

Submit application and all documents to: PQAS@pakeys.org,

Subject Line: Special Event/Conference

- Application
- Presenter Spreadsheet (within application)
- Bio or resume of the instructor(s)
- PD Registry Course Overview (within application) for each session.

More information about Pennsylvania's Core Knowledge Competencies (CKC) is available on the Pennsylvania Key website at www.pakeys.org for coding purposes.

Questions can be answered by calling (800) 284-6031 or sending a request to pqas@pakeys.org.



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PD Registry Course Overview

The following should be completed per session needing approval for the specific Instructors.

Course Title	
Course Type	<i>PQAS Approved</i>
Level of Training	<input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3
Description	<i>Instructions: Add a descriptive overview of the course as a preview in the course catalog. (75-100 words)</i>
Course Owner Information	<i>Instructions: Choose the option that best fits the course ownership of this course.</i> <input type="checkbox"/> Created by Myself <input type="checkbox"/> Created and Owned by My Organization <input type="checkbox"/> Published by Others



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<p>Category</p>	<p><i>Instructions: Select the age group that best represents the information presented in your course.</i></p> <p><input type="checkbox"/> Infant</p> <p><input type="checkbox"/> Toddler</p> <p><input type="checkbox"/> Preschool-PreK</p> <p><input type="checkbox"/> School-Age</p> <p><input type="checkbox"/> Business</p>
<p>Course Hours</p>	<p><i>Instructions: Enter the hours of the course, excluding breaks.</i></p> <p><input type="checkbox"/> 1 Hour</p> <p><input type="checkbox"/> 2 Hours</p> <p><input type="checkbox"/> 3 Hours</p> <p><input type="checkbox"/> 4 Hours</p> <p><input type="checkbox"/> Other _____</p>
<p>Knowledge Area</p>	<p><i>Instructions: Enter the number of hours for each Knowledge Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.</i></p> <p>_____ Child Growth and Development</p> <p>_____ Curriculum and Learning Experiences</p> <p>_____ Family, Schools and Community Collaborations and Partnerships</p> <p>_____ Assessment</p> <p>_____ Communication</p> <p>_____ Professional and Leadership</p> <p>_____ Health, Safety and Nutrition</p> <p>_____ Organization and Administration</p>
<p>CDA Content Area</p>	<p><i>Instructions: Enter the number of hours for each CDA Content Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.</i></p> <p>_____ Principles of Child Growth & Development</p> <p>_____ Social & Emotional Development</p> <p>_____ Productive Relationships with Families</p>



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	<p> <input type="checkbox"/> Observing & Recording Behavior <input type="checkbox"/> Physical & Intellectual Development <input type="checkbox"/> Maintaining Professionalism <input type="checkbox"/> Safe, Healthy Learning Environment <input checked="" type="checkbox"/> Effective Program Operation </p>
<p>Learning Objectives</p>	<p><i>Instructions: The learning objectives should clearly align with the course description, the needs assessment, and the Core Knowledge Competencies. The objectives answer the question "What will the participant learn, and be able to do after taking this training?" Two hours of training might only address one or perhaps two objectives. You should be able to assess if the objectives have been met.</i></p>
<p>Diversity/Inclusion</p>	<p><i>Instructions: Briefly explain how cultural diversity and inclusion will be addressed within this training. Example: If the training is on diaper changing, one way to address diversity would be to discuss how the diaper changing process can be more enjoyable for infant when the changer speaks and sings in English as well as the child's home language. One way to address inclusion would be to discuss how some older children with disabilities may still need to wear a diaper in the older preschool room, and how classroom staff need to have diapers available and a changing area set up to accommodate the child's needs.</i></p>



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Outline of Training Content, Training Methods, and Training Timeline	<p><i>Instructions: Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section. The trainer may include the training outline that will be distributed to the participants. Training content must be consistent with sound theories and principles of child development, professional development competencies, quality standards, best practices, and licensing regulations. The trainer must connect the content to practical application. The content outline should include content that supports each objective and competency goal indicated.</i></p>
Training Activity	<p><i>Instructions: In this section, the trainer should describe what participants will be doing in the course. The instructor may submit an example of a specific training activity. Include details of what the participants will do during the activity, how the activity addresses a training objective, and how this activity is assessed to determine success in meeting the objective.</i></p>



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Assessment of Learning Objectives	<p><i>Instructions: How will you evaluate what participants have gained from your session? Please provide an example that relates to your learning objectives. Examples include Pre/post-test, asking questions, debriefing, culminating projects and opportunities for participants to follow up with fellow participants of the training.</i></p>
Training Materials List	<p><i>Instructions: Provide a list of materials (flip chart, video, books, etc.) needed for the training. You may want to include copies of handouts, power point, and all printed materials with reference and copyright information. This information will not be seen by the public but would be beneficial for other instructors that are approved to instruct this course.</i></p>



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References	<i>Instructions: List the resources that reflect current knowledge and support evidence-based practice, including diversity and inclusion. Provide titles, authors, and sources.</i>
Handouts	<i>Instructions: List any handouts for participants.</i>



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Target Audience	<p><i>Instructions: Select the Target Audience.</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Administrators<input type="checkbox"/> Directors<input type="checkbox"/> Center Staff<input type="checkbox"/> Family/Group<input type="checkbox"/> Head Start/Early Head Start<input type="checkbox"/> Early Intervention<input type="checkbox"/> Parent Educators<input type="checkbox"/> Home Visitors<input type="checkbox"/> Early Child Mental Health<input type="checkbox"/> Pre-K Counts<input type="checkbox"/> Trainers<input type="checkbox"/> Coaches/Mentors
Ages Addressed	<p><i>Instructions: Select the Ages Addressed.</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Infants<input type="checkbox"/> Toddlers<input type="checkbox"/> Preschool<input type="checkbox"/> Pre-Kindergarten<input type="checkbox"/> Kindergarten<input type="checkbox"/> School-Age<input type="checkbox"/> Adult
Authorized Trainers	<p><i>Instructions: List all presenters for this session here.</i></p>



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