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INTRODUCTION
Beginning July 2020, child care programs in Pennsylvania’s Quality Rating and Improvement System (QRIS) Keystone STARS who maintain a STAR 2, 3, or 4 rating are required to participate in Pennsylvania’s Professional Development (PD) Registry. The PD Registry is a learning management system (LMS) that supports the professional development of Pennsylvania’s early childhood education (ECE) and after school workforce.

PURPOSE
This guide is meant to be a resource for Family Group Child Care Providers to successfully complete both their individual PD Registry profile and their organization profile.

Items that must be completed to have full access to features in the PD Registry:

- [ ] Individual Profile
  - [ ] Create Your Individual PD Registry Profile
  - [ ] Add Employment

- [ ] Organization Profile
  - [ ] Each Owner/Director must register their Facility/Program in addition to creating an individual profile.
  - [ ] Register Facility (Organization Profile)
  - [ ] Verify Staff’s Employment (if applicable)
  - [ ] Add Classrooms

CONFIDENTIALITY
The Pennsylvania Key as the manager of Pennsylvania’s PD Registry and the Office of Child Development and Early Learning (OCDEL) as the funder of the PD Registry will protect the confidentiality of personally-identifiable information provided to the extent permitted under state and federal law.

Read the PD Registry’s full Privacy Policy on the Pennsylvania Key website.

TERMS OF USE
Each user creating an account within the PD Registry is required to attest to the Terms of Use. This attestation allows the Pennsylvania Key to obtain information in aggregate form to report demographics including employment and education at the regional, state, federal, and national level.

Read the PD Registry’s full Terms of Use on the Pennsylvania Key website.

CONTACT
- Call 1-800-284-6031.
- Email registry@pakeys.org.
- Follow facebook.com/pdregistry.
Individual Profile

1. Create a New Profile
Creating an individual profile in the PD Registry allows you to add employment, apply for the Career Pathway, apply for RSTA or a CDA Voucher, register for Professional Development, complete a Self-Assessment/PD Plan, and your employment, and track professional development on the Professional Development Learning Record.


2. Click Register

3. Click Create Account

4. Enter in your personal information. Be sure to include an accurate email address. The PD Registry will use this to contact you about your account. Click Create Account.

5. Go to your email account and click on the link in the email from the PD Registry.  
*Please note: If your information matches an existing account or if you feel you already have an account, please call us at 1-800-284-6031.*
6. Accessing a New Profile
   a. Make sure your personal information is accurate.
   b. Check the box if the MAILING ADDRESS is the same as your HOME ADDRESS.
c. Check each box to receive informational emails and newsletters from the PD Registry. You may change your COMMUNICATION PREFERENCE at any time.

![Communication Preferences](image)


d. Click Next to continue.


![Terms of Use](image)

8. After reading over our policy, and if you agree, check I agree to the privacy policy below the policy.

![Privacy Policy Check Box](image)

9. Click Submit.

![Submit Button](image)

After creating your individual PD Registry profile, you will need to add your employment (Program/Facility where you are currently employed and your role).

- If you are an employee working for a Family/Group Child Care Home Provider, please follow the steps in the next section.
- If you are the owner/Operator/Director, you will add your employment and will also need to register your organization in the Register Your Program/Facility (Organization Profile) section.
2. Add Employment

You will need to add your employment in your **Employment Tab** within your personal profile in the PD Registry. Please follow these steps to add your employment information:

1. Click on the **Employment** tab.

2. Click **Edit Employment**

3. Click **Add Position**.

4. Click Select next to the Early Care, School-Age and Education Programs.
5. Enter your **Organization ID** or **Employer Name/City** or **MPI Number** to search for your Program/Facility. When searching by name, use the legal name of the program. Click **Search**.  
*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**.*

![Employer Search Form](image1)

6. Locate your correct Program/Facility. Please make sure you select the correct program based on the correct address of the Program/Facility. Click on the Program/Facility name.

7. Review the Program/Facility Information and click **Confirm**.

![Position Details](image2)
8. Complete all required fields (those with an asterisk) and click **Save**.  
*Please note that this information is not shared with anyone besides your Operator or Administrator of your Family Child Care or Group Child Care Program, 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](image)

9. Click **Finished Employment** when you completed your employment information.  
*Notice that your information will be SELF REPORTED until the Owner/Director verifies employment of themselves and staff. Owners/Directors can follow the tipsheet **How to Verify Staff Employment** to complete this step.*
Organization Profile

1. Register your Program/Facility

The below steps should only be completed by the Operator/Director/Owner of the Program/Facility. By registering your Program/Facility, you will have access to your Program/Facility within your profile and will have access to verify staff employment, create classrooms, and view staff reports to track hire dates, roles, professional development taken, PD Plans/Self-Assessments, and more.

1. On your profile page once you log in, click Add Organization Profile.

2. Click Create Profile
3. Enter **Contact Information** AND check ‘Yes, this organization provides direct care and/or education to children’. Click Next.

4. Select **Yes** and enter your **MPI Number** *(located on license)*. Complete any other applicable information. Click Next.
5. **Add any Program Accreditations** such as NAFCC that your Facility/Program may have. Click **Next**.

![Program Accreditation](image)

6. **Complete the Enrollment Information.** Click **Next**.

![Program Capacity](image)

7. **Complete the Facility/Program Address Information.** Click **Submit**.

![Organization Address](image)
8. After you submit your Program/Facility Profile Application, you can expect an email within 2-3 business days letting you know whether your Program/Facility profile has been approved or not. Once it has been approved, you will be able to access your Program/Facility profile in the upper right-hand corner within your personal profile.

2. Verify Staff Employment
If you do not have any staff employed within your Program/Facility, you may skip this section.

1. Click on your Program/Facility name listed under your name in the upper right context menu. (purple box)

2. Click on the Employees tab.

3. You will see a list of your employees. Click on the Update tab for each employee to verify employment.
4. Enter the start date of the employee. If the employee is no longer employed at your organization, click *This individual is no longer employed* and add the end date. Click on the **status drop down** and click **Verified by Program**. Click **Save Changes**.

3. **Create Classrooms**
   Once your Program/Facility Profile is approved, you will need to set up your classrooms. **NOTE:** You will only be able to set up classrooms if your staff have added their employment to their profiles AND you have verified them as an employee under the Employee tab within your organization.

   For Family/Group Child Care Home Providers with only one physical room for all children, set up one classroom. The name of this classroom will be added along with the number of children enrolled. You may add one or more teachers to a classroom.

   1. Click on your **Program/Facility name** in the drop-down menu under your name in the upper right-hand corner of the PD Registry home page.

   2. Click on the **Classrooms** Tab.

   3. Click **Edit**.

   4. Enter the **number of classrooms** in your Program/Facility. If you only have one physical space, you will enter one classroom.

   5. Enter the number of children **enrolled** in each age group. Enter the number of “**high needs**” children per classroom. A child should be counted as “**high needs**” if meets one or more of the following criteria:
- Receives Child Care Works (CCW)
- Has documented special needs (e.g. Individualized Family Service Plan (IFSP), Individualized Education Plan (IEP), and Dual Language Learner)
- Experiencing homelessness

A drop-down menu will appear to select the specific risk factors for the children within a classroom. Select the appropriate risk factors that apply.

6. Select the option to describe when your program (facility) is open and serving children.

When is your program open and serving children? (Please choose the one answer that best fits.)

- Select Timeframe
- Full calendar year
- School year only (typically September-May)
- Summer only

6a. In the next section, please describe any time your Program/Facility is closed for more than 2 weeks and not serving children.

7. Click Update.

7a. If the Director is listed, skip to step 14. The Director is the same as Owner/Operator of a Program/Facility. Click Edit next to Director section if the Director is not listed.

8. Click the Add Director tab.

9. Click Select next to the Director listed in the staff list.
10. Indicate date when this employee became the Director/Owner (or started facility) and click Confirm.

11. Confirm start date for Director/Owner and click Update.

12. Click on the Add Classroom tab to add classrooms.

13. Add name of classroom, date the classroom opened, hours open per week, times classroom is open, days of the week, ages served, and capacity. Once a classroom is set up, you do not need to add this classroom each year.

14. Click Save.
15. Scroll down to the middle of the screen to add Lead Teacher and Teachers to the classroom. Click the + sign to add a Lead Teacher and Teacher.

*(Add yourself if you are the only employee)*

![Add Lead Teacher and Teachers](image)

16. A list of teachers that have added their employment will be displayed.

*NOTE: A teacher must add their employment and the Owner/Director must verify employment under the Employee tab within the organization before you will be able to add them as a Lead Teacher or Teacher to a classroom.*

17. Click the **select** tab to the right of the Lead Teacher for this classroom.

18. Add start date and hours worked per week and click **next**.

![Add start date and hours worked](image)

19. Click **return** on the next screen after verifying Lead Teacher information. This will take you back to the classroom to add information for the other teachers in the classroom.

   a. Click on the **+ sign** to add a Teacher to this classroom. Multiple Teachers may be listed under the Teacher section. You will need to go through this same process to add multiple teachers.

![Add Teacher](image)

20. Choose the correct teacher from the list of employees to be added to this classroom.
21. Add start date and hours worked per week and click **next**.

![Add Classroom Form](image)

22. Click **Update** and go back to the Classroom tab. Go to **Add Classroom** to continue setting up classrooms with teachers.

**Once all the above is completed, you are now all set up in the PD Registry!**

*Keep your individual profile and organization profile up-to-date at all times.*