

# HOW TO CLAIM AN UNREGISTERED ORGANIZATION PROFILE

This tip sheet is for Center, Family, and Group Home Programs. Before claiming your organization profile, you will need a personal profile and your login information.

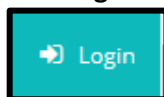
The below steps should **only** be completed by the Operator/Director/Owner of the Program/Facility. By registering your Program/Facility, you will have access to your Program/Facility within your organization profile and will have access to verify staff employment, create classrooms, and view staff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

These steps are also available for viewing in a How-to Video, follow the below link.

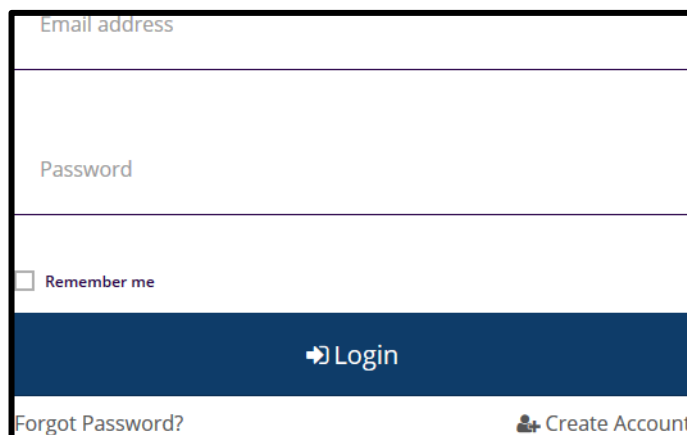
<https://www.youtube.com/watch?v=mGUISs7mRek&t=4s>

## Steps to Register an Organization Profile:

1. Go to [www.papdregistry.org](http://www.papdregistry.org).
2. Click **Login** in the top right corner. Ensure you have a personal profile and your login information.



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



The screenshot shows a login form with the following elements:

- An input field labeled "Email address" at the top.
- An input field labeled "Password" below it.
- A checkbox labeled "Remember me" below the password field.
- A dark blue button with a white right-pointing arrow and the text "Login" at the bottom.
- At the bottom left, a link that says "Forgot Password?".
- At the bottom right, a link that says "Create Account" with a small person icon.

4. On your personal profile page, once you log in, click **Add Organization Profile**.

**How long does it take to process a Career Pathway application?**  
We are currently processing materials received Wednesday, January 20, 2021  
**NOTE:** Early Intervention Specialist accounts will be processed within 14 days of receipt

Summary
Personal
Education
Employment
My PD
Professional
Instructor
PD Self-Assessment
Financial Assistance
Reports

Welcome,

Welcome to the Professional Development Registry!

If you are an Early Childhood Educator working directly with children, please check the **Complete My Profile** (Career Pathway) option and complete all sections for your application to be reviewed by a Data Verification Associate. If needing to renew, check the **Renew my Career Pathway** option.

If you want to become a **PQAS Instructor** or apply for the **PA Director Credential**, please check the appropriate option. You may apply for one or more options at the same time.

If you are an **Early Intervention Specialist**, please check the **Create Early Intervention Specialist Account** option and complete all sections for your account to be reviewed.

Please note, an applicant with missing information will be notified by email and allowed 90 days from date of submission to complete their application. Incomplete applications will be cancelled after 90 days and a new application will be required.

**Your profile is current.**

<input type="checkbox"/> Renew my Career Pathway <small>(Renewal is available beginning on 11/30/2021)</small>	\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)	\$25.00
<input type="checkbox"/> Renew my PQAS Approval <small>(Renewal is available beginning on 5/1/2024)</small>	\$0.00
<input type="checkbox"/> Create Early Intervention Specialist Account (EI Specialist only)	\$0.00
<b>Total Fee:</b>	<b>\$0.00</b>

[Apply/Renew](#)

**Financial Assistance**

The Rising STARS Tuition Assistance Program pays 95% of tuition costs for eligible college coursework taken by early learning professionals working in a child care facility that holds a current (in good standing) Child Care License under the Department of Human Services (DHS).

The CDA Assessment Fee Voucher Program supplies payment for the CDA Assessment Fee that is required to complete the CDA Assessment process.

Once you have submitted your **Completed Profile (Career Pathway)**, you may be eligible to apply for financial assistance. You'll see a **Financial Assistance** tab in your profile, where you can begin an application for financial assistance.

**Notes** (0)

Filter by: Filter by Activity

⚠ No notes exist.

[Add Organization Profile](#)

**Organization Profile Management**

- ✓ This is for Directors or Administrators, who are the primary contact for your facility/organization.
- ✓ **ECE Directors/Administrators:** Before setting up an Organization Profile, please email [registry@pakeys.org](mailto:registry@pakeys.org) to determine if your Organization is registered in our system.
- ✓ **Early Intervention users:** If you do not know your MPI, please email [adminintervention@pa.gov](mailto:adminintervention@pa.gov) to obtain it. Otherwise, proceed with setting up your organization profile by clicking below.

5. To claim, or register an organization profile, click **Create Profile**.

### Organization Profile Lookup

Please enter the Organization ID to request access to the organization profile. This is not the MPI number.

Organization ID

Required

**Need to Setup your Organization Profile?**

If your organization is unregistered in our system, please click "Create Profile" to begin your organization profile setup.

**Don't Know the Organization ID?**

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.



6. Enter **Contact Information** AND check **'Yes, this organization provides direct care and/or education to children'**. Click **Next**.

The screenshot shows the 'Organization Registration' form, Step 6: Contact Information. The form is titled 'Organization Registration' and includes a sub-section 'Contact Information'. It asks for contact details for the organization. The fields are: First Name\* (PD), Last Name\* (Registry), Email Address\* (registry@pakeys.org), and Phone (555-555-5555). Below the contact information, there is a question: 'Does this organization provide care and/or education to children?'. The form explains that the website is designed to serve a wide variety of organizations in the early learning and school-age care field. There are two radio button options: 'Yes, this organization provides direct care and/or education to children' (which is selected) and 'No, this organization does not provide direct care and/or education to children'. A 'Next >' button is located at the bottom right of the form.

7. Select **Yes** and enter your **MPI Number** (located on Certificate of Compliance). Complete any other applicable information. Click **Next**.

The screenshot shows the 'Organization Identification' form, Step 7: Organization Identification. The form is titled 'Organization Identification' and includes a sub-section 'Organization Identification'. It asks for identifying information for the organization. The fields are: Are you licensed by the Pennsylvania Department of Human Services? (Yes), Enter your license number here (required) (MPI), Is this location a HSEHS administrative site or provide direct services to children? (Yes), Please specify your organization type (Head Start/Early Head Start Center), Select your Head Start partner (required) (Make a Selection...), Are you a child care program in partnership with Head Start? (Yes), Select your Head Start partner (required) (Make a Selection...), Are you a school district? (Yes), Please specify your organization type (School District), Select your school district (required) (Make a Selection...), Are you a child care program in partnership with a School District? (Yes), Select your school district (required) (Make a Selection...), and PHLipnet Program (Yes). A 'Next >' button is located at the bottom right of the form.



8. Add any Program Accreditations such as National Association for Family Child Care (NAFCC) that your Facility/Program may have. Click **Next**.

### Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

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

**Program Capacity**

Enter the number of children by age group for which you provide care. In addition enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and supports including children with disabilities or developmental delays, who are English Language Learners, who are migrants, homeless or in foster care.

Number of Classrooms / Groups

Total Number of Children Enrolled

Infants	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Toddlers	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Preschool	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Pre-Kindergarten	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Kindergarten	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
School Age	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>

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

-- Select Timeframe --

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

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

**Organization Address**

Organization Name\*

**Physical Address**

Address Line 1\*  Line 2

Zip\*  City\*  State\*

County\*  Country

Same as physical address

**Mailing Address**

Address Line 1\*  Line 2

Zip\*  City\*  State\*

County\*  Country

Phone\*

Fax

Primary Website

**Additional Info**

Enter any additional information about your organization that you would like to appear on the web site.

**Communication Preferences**

The PA Keys sends periodic communications.

Unsubscribe  
You will not receive informational emails from PA Keys, but you will continue to receive emails regarding your account.

Subscribe  
You will receive informational emails from PA Keys in addition to emails regarding your account.

11. 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 organization profile has been approved or not. Once it has been approved, you will have administrative access to your Program/Facility organization profile in the upper right-hand corner in your personal profile.



**To request administrative access to a registered organization profile:**

Once an organization profile is registered, administrative access can be requested. To request administrative access to a registered organization profile, enter the **Organization ID** and click **Find Profile** to request administrative access to the organization profile. This is not the MPI number. If you do not know your Organization ID#, please email [registry@pakeys.org](mailto:registry@pakeys.org).

