



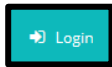
# HOW TO COMPLETE YOUR PROFILE

## AND

# APPLY FOR THE CAREER PATHWAY

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

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

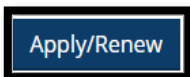


3. Enter your email address and password, then click **Login**.

4. Check the **Complete My Profile (Career Pathway)** box.

Option	Fee
<input checked="" type="checkbox"/> Complete my Profile (Career Pathway)	\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)	\$25.00
<input type="checkbox"/> Apply to become a PQAS Instructor	\$70.00

5. Click the **Apply/Renew** button.

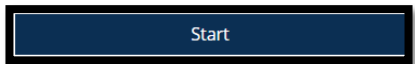


6. Collect digital copies\* of the necessary information for upload including:

- Education Transcripts
- Certificates
- Credentials
- Diploma

\*Digital copies can be scanned copies or a clear photo of individual documents.

7. Click the blue **Start** button.



8. Complete **Personal Information screen** by entering required information including your PPID number (if you have a Pennsylvania Teaching Certification from Pennsylvania's Department of Education) and a Previous Last Name if your education transcript has a different name than your current name.

9. Click **Save and Continue** when finished.



10. Complete **Education screen** by self-reporting and uploading the digital copies of your education documents for **ALL** your completed education and any relevant current degree enrollment.

- **High School**
  - Indicate if you do have a high school diploma, do not have a high school diploma, OR if you are enrolled in a CTE program.
  - Add your graduation date if you have a high school diploma.
  - Upload your diploma or transcript if this is your highest level of education.
- **Child Development Associate (CDA)**
  - Upload the official certificate from the Council or Professional Recognition.
- **Completed Higher Education**
  - Upload all transcripts for degrees earned and enter all required information.
- **Teacher Certification**
  - Upload official teacher certification certificate.
- **Pennsylvania Director Credential or other NAEYC approved Credentials**
  - Upload Official Certificate along with transcripts.
- **Credentials, Certificates, Diplomas & Endorsements**
  - Upload certificates, credentials, diplomas, or endorsements along with any applicable education transcripts.
- **CPR, First Aid, Safety Requirements**
  - Upload a certificate if you have taken a First Aid/CPR course outside of the PD Registry.
  - **NOTE:** You do not need to upload a certificate if you have completed a First Aid/CPR training from the PD Registry.
- **Currently Enrolled**
  - Upload documentation from the college that you are currently enrolled in a course or



program.

- **Professional Development taken Outside of the PD Registry**
  - Upload certificates of any PD taken outside of the PD Registry. These are considered self-reported and will not be verified by the PD Registry.
  - **NOTE:** There is no need to upload certificates from completed Better Kid Care courses as they are already reflected on your Learning Record.

**NOTE:** Failure to upload higher education transcripts and appropriate documents to support self-reported education may lead to incorrect placement on Pennsylvania's Early Childhood Education (ECE) Career Pathway.

11. Click **Save and Continue** when finished.

Save and Continue >

12. Complete **Employment screen** by adding your employment.

1. Click Edit Education.
2. Click Add Position.
3. Select the choice that best reflects your current employer.
4. Search your employer's name.
5. Answer all questions on the **Employment screen**.

13. Click **Save and Continue** when finished.

Save and Continue >

14. You do not need to complete or upload anything to the **Training screen**.

15. Click **Save and Continue**.

Save and Continue >

16. Complete the **Professional Development Plan and More screen** as needed.

**NOTE:** The below fields are required if you are applying for the Director Credential but is not necessary for Profile Completion or PA's ECE Career Pathway placement.



The screenshot shows two sections of a web form. The top section is titled "Director Credential Professional Contributions" and includes a blue "+Add" button. Below the title, it states: "This section is required for the Director Credential Renewal. Please submit 3 professional contributions including documentation and a 150 word paragraph for each." A message box below indicates "No Contributions have been entered." The bottom section is titled "Director Credential Documentation" and includes a blue "Manage" button. It provides instructions for initial, renewal, and alternative pathway applicants. A message box below indicates "No documents have been added. Click 'Manage' to upload documents."

17. Click **Save and Continue** when finished.



18. Review information on the **Review screen** for accuracy and completion.

19. Click **Save and Continue** when finished.



20. Click **Submit Application** in the bottom right corner of the **Submit Application screen**.

The screenshot shows a table titled "Application Selections" with the following data:

Item	Level	Expires	Fee*
<input checked="" type="checkbox"/> Career Pathway	None - Initial (Paper)	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

At the bottom right of the table, there are two buttons: "< Previous Step" and "Submit Application".

## Renewing, Updating, or Appealing your Placement

Profile completion and placement on Pennsylvania’s ECE Career Pathway is valid for one (1) year from the original date an individual is awarded a Career Pathway level. Individuals are sent an email reminder sixty (60) days before their expiration date. Individuals must re-submit their profile for annual renewal.

### Renewing Career Pathway Placement

1. Login to your PD Registry account.
2. Click Renew my Career Pathway Placement tab.
3. Update profile with new information or confirm that no information has changed.



### **Updating or Appealing Placement Before Expiration Date**

If an individual receives another degree or credential and wants to update their Career Pathway placement:

1. Complete the [Career Pathway Review form found on the Pennsylvania Key \(www.pakeys.org\) website](http://www.pakeys.org).
2. Login to your PD Registry account.
3. Upload new documentation on the Education screen.