



HOW TO OBTAIN YOUR PQAS FOR FIRE SAFETY APPROVAL WITHIN THE PD REGISTRY

To be eligible be PQAS approved for Fire Safety, an individual must be knowledgeable and competent in fire inspections, fire detection, fire suppression systems and practices, fire service training, emergency preparedness planning and emergency evacuation whose competence is demonstrated by membership in a professional organization which promotes fire safety education.

To apply for Fire Safety PQAS approval, login at www.papdregistry.org, then check the “Apply to become a PQAS Instructor” box and complete each section. All required documents must be attached within the Education tab and the Instructor tab.

Standardized Professional Development Instructor Requirements:

Standardized Professional Development Instructors are only able to provide specific approved Professional Development to Early Childhood Education Professionals.

Education Tab:

- CPR, First Aid, Fire Safety Requirements section: Attach up-to-date Fire Safety Instructor Certification

Trainer Documentation: attach within the Trainer Documentation section on the Instructor tab

- Curriculum Vitae or Resume

Payment: \$0.00 (this will be waived when you submit your application)

If you do not have a PD Registry profile, please visit <https://www.pakeys.org/get-professional-development/professional-development/professionals-resources/> for directions on how to create a new profile.

Please see the next page of this document for detailed steps on how to apply.



1. Log into www.papdregistry.org
 - a. If you do not have a PD Registry profile, please visit <https://www.pakeys.org/get-professional-development/professional-development/professionals-resources/> for directions on how to create a new profile.
2. Once logged in, check the **Apply to become a PQAS Instructor** box; then **Apply/Renew**

Welcome, Amanda Janeshefskie

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 direct service provider (including Service Coordinator)**, please check the Create Early Intervention Specialist Account option and complete all sections for your account to be reviewed.

If you are a **Family Support Specialist**, please check the Create Family Support 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 (Renewal is available beginning on 3/2/2022)		\$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
<input type="checkbox"/> Create Early Intervention Specialist Account (EI Specialist only)		\$0.00
Total Fee:		\$0.00

Apply/Renew

3. Click **Start**

My Personal Profile

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Professional Development Plan and More
6. Instructor Information
7. Submit Application

Start

4. Personal Information Tab:

- a. Complete this information
- b. Click **Save and Continue**

5. Education Tab:

(Tipsheet on How to Upload Education to your Profile-- <https://s35729.pcdn.co/wp-content/uploads/2020/07/How-to-Upload-Education-to-your-Profile.pdf>)

- a. Document and upload any education
- b. CPR, First Aid, Fire Safety Requirements section: Attach up-to-date Fire Safety Instructor Certification
- c. Click **Save and Continue**

6. Employment, Training, Professional Development Plan and More Tabs

- a. No information is needed on these tabs. Click **Save and Continue** until you get to the Instructor Information tab.

7. Instructor Information tab:

- a. Complete all fields
- b. Type: Select **Standardized Professional Development Instructor (SPD)**

Type
Standardized Professional Development Instructor (SPD)

- c. Instructor Directory- If you would like to show up within the Instructor Directory, check the '**Include my profile in public instructor search results**' box to allow your information in the public instructor search.

<input checked="" type="checkbox"/> Include my profile in public instructor search results

- d. Trainer Documentation Section: Upload Resume

- Click **Add Documentation**
- Select the **File Type: Curricula Vitae or Resume**
- Click **Select** to locate the document on your computer
- Click **Save and Close**

e. Training Qualifications Section:

- Check Fire Safety

Training Qualifications

Request permission to offer trainings that include the qualification(s) you select below.

Show All

DHS Safety

- Emergency Preparedness
- Fire Safety
- Supervising: It's Your Responsibility
- Water Safety

- Click **Save and Continue**

8. Review Tab: This is a summary of what you have submitted. Please ensure the correct documentation has been uploaded before submitting your application on the next page. Applications will be marked incomplete if all documentation is not submitted and will cause a delay in processing.

- a. Click **Save and Continue**

9. Submit Application Tab:

- a. Read and acknowledge to the *Pennsylvania Professional Development Registry Notice of Privacy Practices*; Click **Save and Continue**
- b. Read and acknowledge to the *Ethical Obligations and Professional Responsibility Agreement for Approved Instructors*; Click **Save and Continue**
- c. Click **Submit Application**

10. On the next page, you will be asked to submit payment. **DO NOT submit any payment.** The application fee will be waived for Instructors requesting only Fire Safety PQAS approval within the PD Registry.

If you have any questions, email PQAS@pakeys.org.