

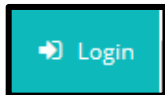
HOW TO CLAIM AN UNREGISTERED ORGANIZATION PROFILE (HEAD START)

Before claiming your organization profile, ensure you have a personal profile and your login information. You will also need to have your correct position listed under your Employment Tab.

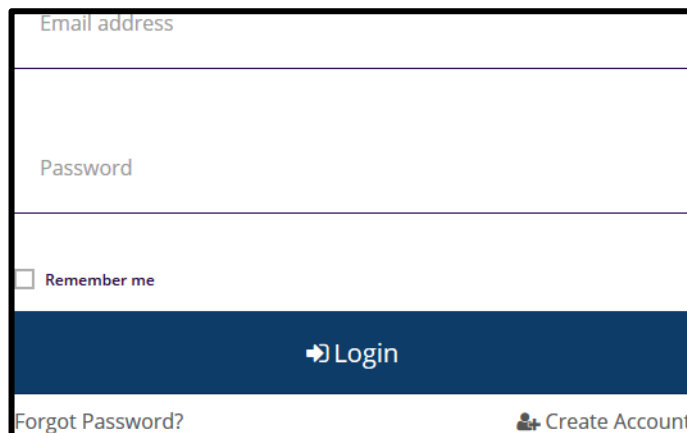
The below steps should **only** be completed by the Operator/Director/Owner of the Program/Facility. By registering your Program/Facility, you will have access to your Program/Facility within your organization profile and will have access to verify staff employment, create classrooms, and view staff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

Steps to Register an Organization Profile:

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner. Ensure you have a personal profile and your login information.



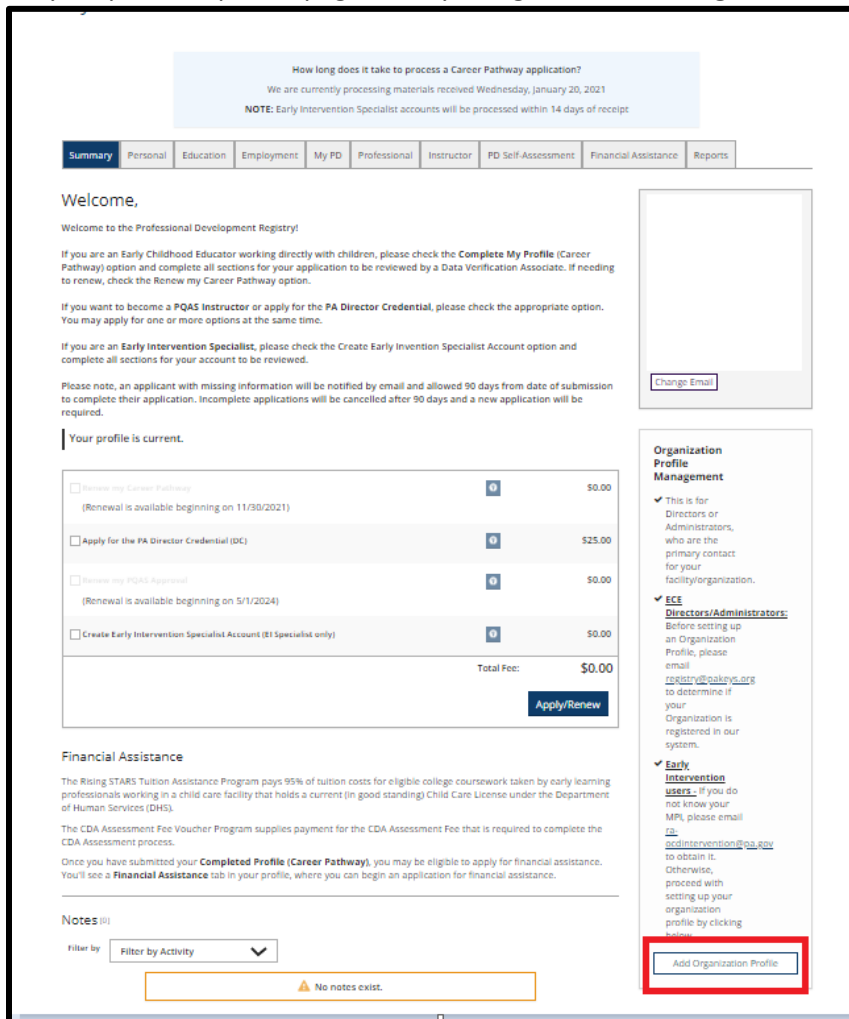
3. Enter your email address and password, then click **Login**.



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 the email field.
- 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 center.
- At the bottom left, a link labeled "Forgot Password?".
- At the bottom right, a link labeled "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 (Renewal is available beginning on 11/30/2021)	\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)	\$25.00
<input type="checkbox"/> Renew my PQAS Approval (Renewal is available beginning on 5/1/2024)	\$0.00
<input type="checkbox"/> Create Early Intervention Specialist Account (EI Specialist only)	\$0.00
Total Fee:	\$0.00

[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:

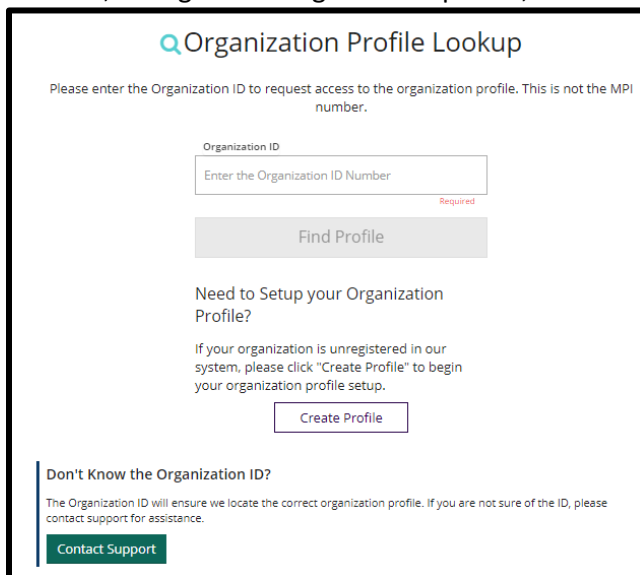
No notes exist.

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 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 to obtain it. Otherwise, proceed with setting up your organization profile by clicking below.

[Add Organization Profile](#)

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
Enter the Organization ID Number Required

[Find Profile](#)

Need to Setup your Organization Profile?

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

[Create Profile](#)

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.

[Contact Support](#)



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, specifically the 'Contact Information' section. The form is titled 'Organization Registration' and includes instructions: 'Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.' The 'Contact Information' section asks for the person who will be contacted regarding all matters related to the organizational account. It includes fields for 'First Name*' (with 'PD' entered), 'Last Name*' (with 'Registry' entered), 'Email Address*' (with 'registry@pakeys.org' entered), and 'Phone' (with '555', '555', and '5555' entered in the respective boxes). Below these fields is a question: 'Does this organization provide care and/or education to children?' with 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 license).

The screenshot shows the 'Organization Identification' section of the form. It starts with the text: 'You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. Answer Yes or No to all questions.' The first question is 'Are you licensed by the Pennsylvania Department of Human Services?' with a 'Yes' radio button selected. Below this is a text input field for the license number, containing '101097258-0001', and a note: 'License number must be in this format: 0000000000-0000'. The second question is 'Is this site a Head Start/Early Head Start Administrative Site or Direct Care Site?' with a 'Yes' radio button selected. Below this is a sub-section for specifying the site location, with two radio button options: 'Head Start/Early Head Start Recipient (Direct Care Site Only)' and 'Head Start/Early Head Start Recipient (Administrative Site Only)'. A dropdown menu for 'Select your Head Start recipient (required)' is set to '-- Make a Selection --'. The third question is 'Are you a child care program in partnership with Head Start?' with a 'Yes' radio button selected. Below this is a dropdown menu for 'Select your Head Start grantee (required)' set to '-- Make a Selection --'. The fourth question is 'Are you a school district?' with a 'No' radio button selected.



8. Complete Head Start information:

- Choosing either Head Start/Early Head Start Recipient (Director Care Site Only) or Head Start/Early Head Start Recipient (Administrative Site Only)
- Or if the program is in partnership with Head Start.

Whether the program is a Direct Care Site Only or Administrative Site Only. Be sure to complete all other required fields.

Is this site a Head Start/Early Head Start Administrative Site or Direct Care Site?

It is possible that a site can be both an administrative site and a direct care site. You will need to create two separate organization profiles to reflect both sites. Direct Care sites will have an MPI number, which can be obtained by contacting your ELRC.

Yes. Please specify your site location.

Head Start/Early Head Start Recipient (Direct Care Site Only)

Head Start/Early Head Start Recipient (Administrative Site Only)

Select an option below
Select your Head Start recipient (required)

Berks County Intermediate Unit - 03CH010: ▾

No

Are you a child care program in partnership with Head Start?

Yes

Select your Head Start grantee (required)

-- Make a Selection -- ▾

No

9. Confirm this is the correct location. (Program information will appear in box) Click **Next**.

We found the following program data using the identification numbers you provided. Confirm the programs found are correct.

[Next »](#)

10. Add any Program Accreditations such as NAFCC that your Facility/Program may have. Click **Next**.

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation -- ▾ [Add](#)



How to Claim an Unregistered Organization Profile (Head Start) (updated May 2022)

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

The screenshot shows the 'Program Capacity' form. At the top, there are navigation tabs: Contact Info, ID Numbers, Organization Type, Enrollment (selected), and Address. The form title is 'Program Capacity'. Below the title, there is a paragraph of instructions: '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 level) or otherwise in need of special assistance and support; 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: 0

Age Group	Number	High Needs	High Needs
Infants	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddlers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pre-kindergarten	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kindergarten	<input type="text"/>	<input type="text"/>	<input type="text"/>
School-Age	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:

Navigation: < Previous, Next >

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

The screenshot shows the 'Organization Address' form. At the top, there are navigation tabs: Contact Info, ID Numbers, Organization Type, Enrollment, and Address (selected). The form title is 'Organization Address'.

Organization Name*:

Physical Address

Address Line 1*: Line 2:

Zip*: City*: State*:

County*: Country:

Mailing Address Same as physical 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 this 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.

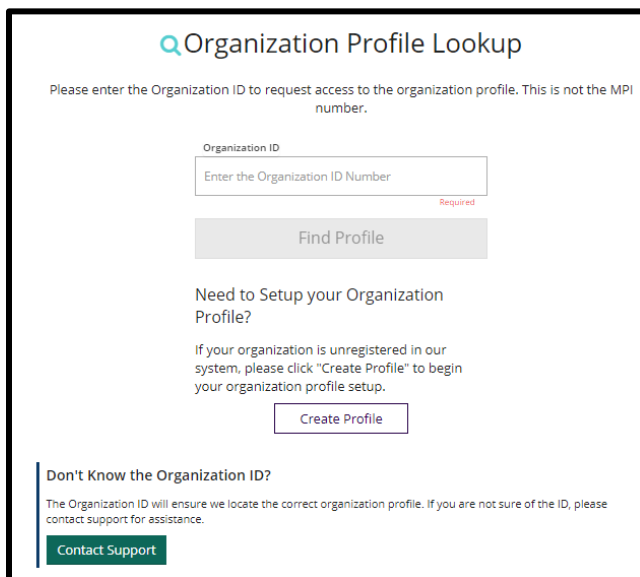
Navigation: < Previous, Submit

13. 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 be able to administrative access your Program/Facility organization profile in the upper right-hand corner within 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.



A screenshot of the 'Organization Profile Lookup' form. The title is 'Organization Profile Lookup' with a magnifying glass icon. Below the title, there is a note: 'Please enter the Organization ID to request access to the organization profile. This is not the MPI number.' The form contains a text input field labeled 'Organization ID' with the placeholder text 'Enter the Organization ID Number' and a red 'Required' label. Below the input field is a grey 'Find Profile' button. Underneath, there is a section titled 'Need to Setup your Organization Profile?' with the text: 'If your organization is unregistered in our system, please click "Create Profile" to begin your organization profile setup.' Below this text is a 'Create Profile' button. At the bottom left, there is a section titled 'Don't Know the Organization ID?' with the text: 'The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.' Below this text is a 'Contact Support' button.