

## **PQAS Requirements**

To apply for PQAS, login at [papdregistry.org](http://papdregistry.org), then check the **Apply to become a PQAS Instructor** box and complete each section. All required documents should be attached within the **Education tab** and the **Instructor tab**.

If you do not have a PD Registry profile, create a new account. Directions to do this are available on the PA Key website at [pakeys.org/pdr-account](http://pakeys.org/pdr-account).

Please allow up to 90 days for the processing of an application. Once processed, you will receive an email with your next steps.

### **PROFESSIONAL DEVELOPMENT INSTRUCTOR REQUIREMENTS: Professional Development Instructors can provide their own curriculum to any Early Childhood Educator.**

To create your own curriculum in alignment with competencies you qualify for based on expertise and/or education, please review the information below to become a Professional Development Instructor.

**Education Tab:** Bachelor's degree from an accredited institution with a related field (OR Level C)

**Instructor Tab (attach within the Trainer Documentation):** Curriculum Vitae or Resume- Must include:

- Evidence to support training experience within the last five years
- Summary of previous training experience including number of years and topics delivered

**Instructor Tab (attach within the Trainer Documentation):** Professional Standard Area Support Form

**Instructor Tab (attach within the Trainer Documentation):** Professional Development Overview, Module, and supporting handouts

- Please make sure ALL fields are completed within the PD Overview and PD Module.
- PD Overview/Module and supporting handouts should have NO personal information. Replace 'name' with 'instructor'. Or if you have your contact information listed, replace it with 'Instructor Contact Information'. (Ex: 'Jane Doe' to 'Instructor')
- An original module and overview should be submitted. These cannot be shared between applicants during the application process.
- The Pennsylvania PD Registry is not a forum for advertising. The Pennsylvania Key strongly asks all presenters to refrain from marketing products during their sessions.

**Complete the following PD Registry self-paced courses:**

- Overview of Keystone STARS: Pennsylvania's Quality Rating and Improvement System (QRIS) (no cost)
- Engaging Adult Learners Course (\$7.00 fee)
- The Pennsylvania Professional Standards and Competencies for Early Childhood Educators (no cost)
- Submitting PQAS Courses in the PD Registry (no cost)

**Application Fee:** \$70.00

**STANDARDIZED PROFESSIONAL DEVELOPMENT INSTRUCTOR REQUIREMENTS: Standardized Professional Development Instructors are only able to provide specific approved Professional Development to Early Childhood Educator.**

A professional license or other type of recognized credential/degree, who do not have early childhood/school-age educational backgrounds, but have important information to share (e.g., nurses, accountants, lawyers).

**Education Tab:** Transcripts to verify your degree(s) and ECE credits (Career Pathway: Entry Level)

**Instructor Tab (attach within the Trainer Documentation):** Curriculum Vitae or Resume- Must include:

- Evidence to support training experience within the last five years
- Summary of previous training experience including number of years and topics delivered

**Instructor Tab (attach within the Trainer Documentation):** Provide verification for the course you are requesting permission to instruct on.

**Complete the following PD Registry self-paced courses:**

- Overview of Keystone STARS: Pennsylvania's Quality Rating and Improvement System (QRIS) (no cost)
- Engaging Adult Learners Course (\$7.00 fee)
- The Pennsylvania Professional Standards and Competencies for Early Childhood Educators (no cost)
- Submitting PQAS Courses in the PD Registry (no cost)

**Payment:** \$0.00 (this will be waived when your application is processed)

**PEDIATRIC FIRST AID/CPR; FIRE SAFETY; WATER SAFETY PQAS ONLY REQUIREMENTS:**

**Education Tab:** Document Highschool Graduation Year

**Education Tab- CPR, First Aid, Fire Safety Requirements section (Pediatric CPR/First Aid):** Attach up-to-date Pediatric First Aid/CPR Instructor Card

- To be eligible to apply to become Pennsylvania Quality Assurance System (PQAS) approved for Pediatric CPR/First Aid, you must hold a certification by at least one of the Pediatric CPR/First Aid curricula that are approved in meeting the childcare licensing regulation.
- Click [here](#) for the complete list of approved Pediatric First/Aid CPR curriculum.
- Lifeguard instructor certification does not qualify for Pediatric CPR/First Aid approval.
- All PQAS approved instructors for First Aid/CPR must have a current First Aid/CPR instructor card uploaded to your education tab to maintain approval for First Aid/CPR.

**Education Tab: CPR, First Aid, Fire Safety Requirements section (Fire Safety):** Attach up-to-date Fire Safety Instructor Certification

- 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.

**Education Tab- CPR, First Aid, Fire Safety Requirements section: (Water Safety):** Attach up-to-date Lifeguard Instructor Card

**Payment:** \$0.00 (this will be waived when your application is processed)

**FACULTY INSTRUCTOR REQUIREMENTS:** Faculty Instructors can only provide Professional Development under the Higher Ed Institute they are employed at.

**Education Tab:** Master's degree from an accredited institution. Faculty who has a Doctoral level degree, and do not have the ECE credits, may choose Professional Standard Areas that can be supported by their educational background.

**Employment Tab:** Faculty must have at least two years of experience, and be currently employed, as an instructor at an accredited institute of higher education. Employment must be listed to show currently employed as an instructor at an accredited institute of higher education

**Instructor Tab (attach within the Trainer Documentation):** Curriculum Vitae or Resume

**Instructor Tab (attach within the Trainer Documentation):** Faculty need to have taught a minimum of four courses over the last two years. Upload proof of four courses taught within two years.

**RENEWAL REQUIREMENTS:** When renewing your current PQAS type, the items listed under the above PQAS requirements within your current PQAS approval are required in addition to the below items. If renewing as a Professional Development Instructor, a new Professional Development Module is NOT required.

**Instructor Tab (attach within the Trainer Documentation):** Instructors must hold a minimum of five (5) Professional Development events within the PD Registry over the 5- year period to qualify for renewal.

**Payment:** \$0.00