

Special Event/Conference PQAS Application

Special Event/Conference approval is required for individuals who do not have their individual PQAS approval. A Special Event/Conference PQAS request is for multi-session, multi-instructor events or national speakers.

Applications should be submitted by either a current PQAS approved Instructor or a PQAS approved Organization. Application must be submitted within 60 days of the conference/event.

Upon approval, a notice will be sent to the contact person listed below via email. **It is the responsibility of the contact person to submit the conference for course approval in the PD Registry.** Once the event has occurred, you will have two weeks to complete all necessary documentation in the system.

Sessions/Events that require individual PQAS approval include:

- Pediatric First Aid and Pediatric CPR
- Mandated Reporter
- Fire Safety
- Water Safety

College courses do not qualify for Special Event PQAS.

Submit Application

Subject Line: Special Event/Conference

1. [Application](#)
2. [Presenter Spreadsheet](#) (See page 3.)
3. Bio or Resume of Presenter
4. [Course Overview](#) (See page 4.)

Email completed application and all documents to PQAS@pakeys.org.

Application

Title of Conference:

Date(s) of Conference:

Number of Professional Development Hours (excluding breaks and lunch):

County Where Event is Located:

Name of Sponsoring Organization:

Address:

City:

State:

Zip Code:

Name of Contact Person:

PQAS Approved

Yes

No

Email:

Phone:



Presenter Spreadsheet

Presenter's Name	Registry ID #	Currently PQAS Approved	Session Title	Professional Standard Area(s) Requested
Ex: Jane Doe	256975	No	How to wash your hands	PSA 1, PSA 2, etc.

Course Overview Template

The following should be completed per session needing approval for the specific Instructors.

<p>1. Course Title (Required)</p>	
<p>2. Course Type</p>	<p>PQAS Approved</p>
<p>3. Level of Training (Required)</p>	<p>C1- Understand/Remember C2- Analyze/Apply C3- Create/Evaluate</p>
<p>4. Description (Required)</p>	<p><i>Instructions: Add a descriptive overview of the course as a preview in the course catalog. (75-100 words)</i></p>
<p>5. Course Owner Info (Required)</p>	<p><i>Instructions: Choose the option that best fits the course ownership of this course.</i></p> <p>Created by Myself Created and Owned by My Organization Published by Others</p>
<p>6. Course Category (Required)</p>	<p><i>Instructions: Select the age group that best represents the information presented in your course.</i></p> <p>Infant Toddler Preschool-PreK School-Age Business</p>

<p>7. Classroom Hours (Required)</p>	<p><i>Instructions: Enter the hours of the course.</i></p> <p>Hours</p>
<p>8. Professional Standard Area (Required)</p>	<p><i>Instructions: Enter the number of hours for each Professional Standard Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.</i></p> <p>PSA 1: Child Development and Learning in Context</p> <p>PSA 2: Family–Teacher Partnerships and Community Connections</p> <p>PSA 3: Child Observation, Documentation, and Assessment</p> <p>PSA 4: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices</p> <p>PSA 5: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum</p> <p>PSA 6: Professionalism as an Early Childhood Educator</p> <p>PSA 7: Health and Safety</p> <p>K8: Program Organization and Administration</p>
<p>9. CDA Content Area (Required)</p>	<p><i>Instructions: Enter the number of hours for each CDA Content Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.</i></p> <p>Principles of Child Growth & Development</p> <p>Social & Emotional Development</p> <p>Productive Relationships with Families</p> <p>Observing & Recording Behavior</p> <p>Physical & Intellectual Development</p> <p>Maintaining Professionalism</p> <p>Safe, Healthy Learning Environment</p> <p>Effective Program Operation</p>

<p>10. Prerequisites</p>	<p><i>Instructions: List and prerequisites or advanced preparation required for participants of this training. Only required if there are prerequisites for the course.</i></p>
<p>11. Learning Objectives (Required)</p>	<p><i>Instructions: The learning objectives should clearly align with the course description, the needs assessment and the Professional Standard Area. The objectives answer the question "What will the participant learn, and be able to do after taking this training?" Two hours of training might only address two objectives. You should be able to assess if the objectives have been met. Objectives are to be measurable and there should be at least 1 objective per hour of training.</i></p>
<p>12. Professional Standard Area</p>	<p><i>Instructions: Enter the Pennsylvania Professional Standard Area for Early Childhood & School-Age Professionals. These areas will align with your course learning objectives previously listed.</i></p>

<p>13. Diversity/Inclusion (Optional but strongly encouraged.)</p>	<p><i>Instructions: Briefly explain how cultural diversity and inclusion will be addressed within this training.</i></p> <p><i>Example: If the training is on diaper changing, one way to address diversity would be to discuss how the diaper changing process can be more enjoyable for infant when the changer speaks and sings in English as well as the child's home language. One way to address inclusion would be to discuss how some older children with disabilities may still need to wear a diaper in the older preschool room, and how classroom staff need to have diapers available and a changing area set up to accommodate the child's needs.</i></p>
<p>14. Outline of Training Content, Training Methods, and Training Timeline</p>	<p><i>Instructions: Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section. The trainer may include the training outline that will be distributed to the participants. Training content must be consistent with sound theories and principles of child development, professional development competencies, quality standards, best practices, and licensing regulations. The trainer must connect the content to practical application. The content outline should include content that supports each objective and competency goal indicated.</i></p>

<p>15. Training Activity</p>	<p><i>Instructions: In this section, the trainer should describe what participants will be doing in the course. The instructor may submit an example of a specific training activity. Include details of what the participants will do during the activity, how the activity addresses a training objective, and how this activity is assessed to determine success in meeting the objective.</i></p>
<p>16. Assessment of Learning Objectives</p>	<p><i>Instructions: How will you evaluate what participants have gained from your session? Please provide an example that relates to your learning objectives. Examples include Pre/post-test, asking questions, debriefing, culminating projects and opportunities for participants to follow up with fellow participants of the training.</i></p>
<p>17. Major Resources Used to Develop Training (Required)</p>	<p><i>Instructions: List the resources that reflect current knowledge and support evidence-based practice, including diversity and inclusion. Provide titles, authors, and sources.</i></p>

<p>18. Handouts</p>	<p><i>Instructions: List any handouts for participants.</i></p>														
<p>19. Target Audience (Required)</p>	<p><i>Instructions: Select the Target Audience. This is a multi-select section.</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Administrators</td> <td style="width: 50%;">Home Visitor</td> </tr> <tr> <td>Directors</td> <td>Early Child Mental Health</td> </tr> <tr> <td>Center Staff</td> <td>Pre-K Counts</td> </tr> <tr> <td>Family/Group</td> <td>Coaches</td> </tr> <tr> <td>Head Start/Early Head Start</td> <td>Trainers</td> </tr> <tr> <td>Early Intervention</td> <td></td> </tr> <tr> <td>Parent Educators</td> <td></td> </tr> </table>	Administrators	Home Visitor	Directors	Early Child Mental Health	Center Staff	Pre-K Counts	Family/Group	Coaches	Head Start/Early Head Start	Trainers	Early Intervention		Parent Educators	
Administrators	Home Visitor														
Directors	Early Child Mental Health														
Center Staff	Pre-K Counts														
Family/Group	Coaches														
Head Start/Early Head Start	Trainers														
Early Intervention															
Parent Educators															
<p>20. Ages Addressed (Required)</p>	<p><i>Instructions: Select the Ages Addressed. This is a multi-select section.</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Infants</td> <td style="width: 50%;">Kindergarten</td> </tr> <tr> <td>Toddlers</td> <td>School-Age</td> </tr> <tr> <td>Preschool</td> <td>Adult</td> </tr> <tr> <td>Pre-Kindergarten</td> <td></td> </tr> </table>	Infants	Kindergarten	Toddlers	School-Age	Preschool	Adult	Pre-Kindergarten							
Infants	Kindergarten														
Toddlers	School-Age														
Preschool	Adult														
Pre-Kindergarten															
<p>21. Training of Trainers (Required)</p>	<p><i>Instructions: Click yes if this course requires an instructor to have completed a PDII before being allowed to be an approved trainer. Enter the required criteria for instructors to instruct this course.</i></p> <p>Yes</p> <p>No</p>														

<p>22. Authorized Trainers <i>(Required)</i></p>	<p><i>Instructions: Click "Yes" if this course requires instructors to be authorized to instruct this course. If you mark "yes," you will then add the instructors that you approve to instruct this course by clicking "Add Trainer." ONLY instructors that you have listed here will be able to schedule and instruct this course. Instructors will be approved when the course is reviewed.</i></p> <p>Instructor Name Instructor PD Registry ID#</p> <p>Instructor Name Instructor PD Registry ID#</p> <p>Instructor Name Instructor PD Registry ID#</p> <p>Instructor Name Instructor PD Registry ID#</p>
<p>23. Training Scheduler</p>	<p><i>Instructions: Click "Yes" if you would like an organization to schedule your events for you. Please note that if that organization is given access to your course, the organization will be the one to schedule the event and manage the event. You will be responsible for renewing the course.</i></p> <p>Yes</p> <p>No</p>