

Organizational PQAS Approved Update Form

Email completed form to pqas@pakeys.org. Please allow 2-3 weeks for review.

Organization Information

This form is to be completed by the person responsible for providing oversight to professional development programs within an Organization, Corporation, Association, or Agency. This form is only to update or add additional staff to an already existing PQAS-Approved Organization.

Date:

Organization's Name:

Org ID#:

Representative Agreement

Check all and provide digital signature at the bottom of the page.

The Organization Representative* agrees to:

Provide oversight to Instructors in the development, implementation, and evaluation of professional development experiences to ensure high quality services to Pennsylvania early childhood and school-age practitioners.

Code events using [Pennsylvania Professional Standards and Competencies for Early Childhood Educators](#) as applicable.

Post courses that are open to early childhood education and school-age professionals on [the Pennsylvania Key's PD Registry](#).

Follow recognized early childhood code of ethics, including delivering professional development in a culturally and individually sensitive manner using adult learning principles and current, developmentally appropriate best practices in the early childhood education and school-age fields.

Maintain records of each staff that documents each person's eligibility, including résumé indicating at least a bachelor's degree or certification in a specialty discipline in a field related to the professional development event topic.

Verifies instructors are current employees of the organization.

Verifies that outside contracted instructors, must have their Individual PQAS approval prior to event.

***NOTE:** Failure to follow the expectations will result in termination of the Organizational PQAS.

I have read the above requirements and agree to comply with them.

Signature of Person Responsible for Program

Date

Professional Standard Area Form

Please identify staff’s ability to instruct in the specific Professional Standard Area(s) listed below, which are drawn from the [Pennsylvania Professional Standards and Competencies for Early Childhood Educators](#). Select only those areas that are appropriate for their experience and educational background.

- **PSA 1:** Child Development and Learning in Context
- **PSA 2:** Family–Teacher Partnerships and Community Connections
- **PSA 3:** Child Observation, Documentation, and Assessment
- **PSA 4:** Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
- **PSA 5:** Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
- **PSA 6:** Professionalism as an Early Childhood Educator
- **PSA 7:** Health and Safety
- **K8:** Program Organization and Administration
- **FA/CPR:** Pediatric First Aid/CPR*

***NOTE:** If requesting Pediatric First Aid/CPR, please have the staff attach an up-to-date Pediatric First Aid/CPR Instructor Card within the Education Tab- CPR, First Aid, Fire Safety Requirements section on their PD Registry profile **prior to submitting this update form.**

Staff First Name Last Name	Registry ID #	Currently PQAS Approved (Yes or No)	Professional Standard Area(s) Requested
Ex: Jane Doe	5689452	No	PSA 1, PSA 2, etc.

