PQAS RENEWAL REQUIREMENTS

NOTE: Renewal applications can be submitted up to 60 days prior to the expiration date. We encourage you to take advantage of this timeframe to ensure a smooth transition and continuation of your ability to schedule events in the PD Registry.

Contents

HOW TO APPLY FOR PQAS

To apply for PQAS:

1. Login to your PD Registry account at **papdregistry.org**. If you do not have a PD Registry profile, **create a new account**.
2. Check the Apply to become a PQAS Instructor box and complete each section.
3. Attach All required documents within the Education tab and the Instructor tab.

PROFESSIONAL DEVELOPMENT INSTRUCTOR RENEWAL 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 transcripts from an accredited institution with a related field
Please upload final transcripts that contain the name of the institution, the student's name, the conferred date, the credits earned, the grade earned, all courses that were taken, and the major.

Instructor Tab

Curriculum Vitae or Resume (attach within the Trainer Documentation- Curricula Vitae/Resume)
Must include: Evidence to support training experience within the last five years. AND Summary of previous training experience including number of years and topics delivered.

Professional Standard Area Support Form (attach within the Trainer Documentation—Professional Standards Areas Support)
Select only those areas that are appropriate for your experience and educational background, as supported by attached documentation. Supporting documentation for this could be college transcripts, Learning Record, any experience, etc.

Professional Development Taught (attach within the Trainer Documentation- Professional Standards Areas Support)
Instructors must hold a minimum of five (5) Professional Development events within the PD Registry over the 5- year period to qualify for renewal.

Required Courses

Complete the following PD Registry self-paced courses: To register, click on 'Search Training Events' within the left-hand menu. Enter the Course Title and click Search. Next, click Register and follow the prompts. Once you have registered, click on the MY PD tab to get to the course. Next, click on the blue box to the right of the course title to begin the course. If one does not appear click the course title to be taken to the course details where a link to the course will be provided.

- 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: $50.00

STANDARDIZED PROFESSIONAL DEVELOPMENT INSTRUCTOR RENEWAL 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
Please upload final transcripts that contain the name of the institution, the student's name, the conferred date, the credits earned, the grade earned, all courses that were taken, and the major.

Instructor Tab
Curriculum Vitae or Resume (attach within the Trainer Documentation- Curricula Vitae/Resume)
Must include: Evidence to support training experience within the last five years. AND Summary of previous training experience including number of years and topics delivered.

Professional Standard Area Support Form (attach within the Trainer Documentation—Professional Standards Areas Support)
Provide verification for the course you are requesting permission to instruct on.

Required Courses
Complete the following PD Registry self-paced courses: To register, click on 'Search Training Events' within the left-hand menu. Enter the Course Title and click Search. Next, click Register and follow the prompts. Once you have registered, click on the MY PD tab to get to the course. Next, click on the blue box to the right of the course title to begin the course. If one does not appear click the course title to be taken to the course details where a link to the course will be provided.
- 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: $0.00
*After you submit your PQAS application it will request payment, please skip this by clicking on any tab or exiting your screen. If you do pay the application fee, you will be refunded when your application is processed.

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

To be eligible 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. A complete list of approved Pediatric First/Aid CPR curriculum at **pakeys.org/firstaid-cpr**. All PQAS approved instructors for Pediatric First Aid/CPR must have a current Pediatric First Aid/CPR instructor card uploaded to your education tab to maintain approval for First Aid/CPR.

To be eligible 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 be eligible be PQAS approved for Water Safety, an individual must be knowledgeable and competent in water safety.

Education Tab

Highschool Graduation Year
Please document your highschool graduation year.

Pediatric First Aid/CPR Instructor Card (attached within CPR, First Aid, Fire Safety Requirements--Pediatric CPR/First Aid section)

Fire Safety Instructor Certification (attached within CPR, First Aid, Fire Safety Requirements—Fire Safety section)

Lifeguard Instructor Card (attached within CPR, First Aid, Fire Safety Requirements—Water Safety section)

Application Fee: $0.00
*After you submit your PQAS application it will request payment, please skip this by clicking on any tab or exiting your screen. If you do pay the application fee, you will be refunded 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
Please upload final transcripts that contain the name of the institution, the student's name, the conferred date, the credits earned, the grade earned, all courses that were taken, and the major.

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

Curriculum Vitae or Resume (attach within the Trainer Documentation- Curricula Vitae/Resume)
Must include: Evidence to support training experience within the last five years. AND Summary of previous training experience including number of years and topics delivered.

Course Syllabi (attach within the Trainer Documentation- Faculty Instructors: Course Syllabi)
Faculty need to have taught a minimum of four courses over the last two years. Upload proof of four courses taught within two years.

Application Fee: $0.00
*After you submit your PQAS application it will request payment, please skip this by clicking on any tab or exiting your screen. If you do pay the application fee, you will be refunded when your application is processed.