



SPECIAL EVENTS/CONFERENCES APPLICATION

Special Event/Conference approval is required for individuals who do not have their individual PQAS approval. This application may be used for instructors who aren't PQAS approved. Individuals who have let their PQAS expire or have been denied, will not qualify for a temporary approval. If your Special Event/Conference is using all PQAS approved instructors, a Special Event/Conference application is not needed.

Applications should be submitted by an approved Professional Development Instructor or an approved PQAS 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. More information about Pennsylvania Professional Standards and Competencies for Early Childhood Educators is available on the PA Keys to Professional Development website at www.pakeys.org for coding purposes.

Exclusions:

Some exclusions apply to Special Event PQAS approval including, but not limited to, the Specialty Discipline topics of: Fire Safety, Pediatric First Aid/CPR, Water Safety, and Mandated Reporting.

These topics may be included in a Special Event if the instructor is individually PQAS approved for that topic.

College courses do not qualify for Special Event PQAS.

Receipt Verification:

When you submit your special event/conference application via email to pqas@pakeys.org, you will automatically receive a response that we have received your email. You will receive notification via email once your special event/conference application is approved or if we need additional information.

Items Needed for Review:

- Special Event/Conference Application
- Presenter Spreadsheet
- Bio/Resume for each presenter

Subject Line: Special Event/Conference

Application and additional documentation should be submitted to pqas@pakeys.org.



Special Event/Conference Application

Title of Conference:	
Date(s) of Conference:	
Title of Session(s): (List all sessions)	
Professional Development Hours: (excluding breaks and lunch)	
Contact Information:	Name: _____ Registry ID#: _____ Phone Number: _____ Email: _____ PQAS Approved? ___ Yes ___ No
Sponsoring Organization:	Name: _____ Org ID#: _____ Phone Number: _____ Email: _____ PQAS Approved? ___ Yes ___ No



Presenter Spreadsheet

Presenter's Name	Registry ID #	Session Title	Professional Standard Area(s) Requested
<i>Ex: Jane Doe</i>	<i>256975</i>	<i>How to wash your hands</i>	<i>PSA 1, PSA 2, etc.</i>