



# NORTHEAST KEY CONNECTION

## SPECIAL PROFESSIONAL DEVELOPMENT ISSUE



Community Services For Children, Inc.  
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## PROFESSIONAL DEVELOPMENT FEES

Registration fees are required for most professional development activities. The amount of the registration fee can be accessed by registering on the on-line Professional Development Calendar located at [www.pakeys.org](http://www.pakeys.org) website. Click on the title of the event and you can review the fee amount and where to send your registration fee payment.

Professional development fees may range from \$5.00-\$50.00, depending on the length and sponsorship of the activity. The registration fee will need to be paid prior to attending the event. Resources and materials need to be ordered and prepared for those who register and that is why we would need your registration and your registration fee prior to any professional development activity.

If you attend a professional development event and have not paid prior to the event, a certificate will be mailed to you after a registration fee has been paid and recorded with the sponsoring professional development organization.

Register early for professional development activities you are interested in, since many activities have limited registration. Take advantage of the on-line registration system.

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## PROFESSIONAL DEVELOPMENT CERTIFICATES

Have you ever looked at the certificate you receive after completing a professional development activity? There is a great deal of information on each certificate that is useful for you, your certification visits with the Department of Public Welfare and for Keystone STARS Designation visits. Each certificate you receive, should have the following information regarding the professional development activity that you have attended:

- ~Your name
- ~Hour(s)
- ~Knowledge Area, Competency Level and Topic Code
- ~Title of PD
- ~Instructor Signature
- ~Approved PQAS# of Instructor
- ~Date
- ~Organization that issued certificate

How is this information useful to you? A certificate is proof that you have attended a professional development activity and it documents the specific details of the event. These details may be used to update your Professional Development Record (PDR). A PDR is a working resume that tracks your professional development progress and assists you in setting goals for future professional development and may be obtained by contacting the NE Key.

To update your PDR or resume, you need to know the Knowledge Area, the Competency Level and the Topic Code of the professional development activity you have attended. There are eight different knowledge areas, from Child Development to Professionalism. The Competency Level describes the level that the information will be delivered by the instructor. Competency Level 1 (C1) is the beginning level, Competency Level 2 (C2) is the developing level, Competency Level 3 (C3) is at the mastery level. The Topic code is a more detailed description of the Knowledge Area, for example: K3C132 would translate to:

Knowledge Area 3- Families in Society- C1- Beginning Level-Topic Code 32- Cultural Diversity

The instructor's signature on the certificate is very important too. The signature is proof that you attended the event and received the signed certificate at the conclusion of the event. The PQAS number indicates that the instructor who issued the certificate has been certified through the Pennsylvania Quality Assurance System (PQAS). So when you see the word, PQAS, followed by a number, it means that that instructor has been awarded a PQAS Certification number after completing the PQAS Instructor Application process.

At Certification visits by DPW or Keystone STARS Designations, the field representative or STARS designator will review your professional development certificates to verify the date, topic, hours, Knowledge Areas, Topic codes and PQAS Instructor details to verify that you are meeting regulations or standards.

The next time you receive a professional development certificate, check it out. You will be surprised how much information it contains for you!

# PROFESSIONAL DEVELOPMENT DOCUMENTATION FOR KEYSTONE STARS

**We have compiled some helpful tips and information for you, to be sure you have gathered the appropriate professional development documentation for your pre-designation and designation visits.**

- ★ When gathering professional development documentation for a pre-designation and designation visit, the professional development certificates could be kept in the PDR's or in a separate folder/binder the most current PD certificates that will be viewed to meet the Keystone STARS Performance Standards. It is best practice to put in date order and by staff person.
- ★ PD Certificates that are within the 12 months prior to the actual designation visit date are acceptable.
- ★ The review of PD Certificates and completed PDR's (Professional Development Record) will be for all part-time and full-time staff that are listed on the Staff Records Grid and are currently employed at the program working with the children.
- ★ PDR's will be reviewed for completion. All knowledge areas need to be completed and professional development must be crosswalked. Directors must complete Knowledge areas K1-K7 as well as D1-D8.
- ★ PDR's will be reviewed to be sure that the professional development attended during the year is reflected in the PDR and meets the needs of the practitioner. The individual training plan located in the back of the PDR will be reviewed. The plan needs to be for the current 12 month period of the designation visit. The plan must be signed and dated by the staff person and their director at time the plan is created.
- ★ If a practitioner is enrolled in a CDA at the time of a designation visit provide enrollment documentation from a college or community based CDA program, a CDA self-study distance education program, or individual professional development certificate that addresses the competency areas identified by the Council for Professional Recognition.
- ★ Credential Certificates: A CDA certificate from the CDA Council is required to show proof of completion of a CDA. A Director's Credential certificate from the PA Key is required to show proof of completion of the Director's Credential. A School Age Credential certificate from the PA Key is required to show proof of completion of the School Age Credential.
- ★ If enrolled in a college class at time of a designation visit, documentation of enrollment is required. Documentation must have practitioners name and specific information on course such as date and topic. Each college credit equals 15 professional development hours.
- ★ If a Director or staff person is hired within the 12 months prior to the designation visit they will have 12 months from date of hire to complete annual professional development hours.
- ★ If practitioner is waiting for certificate from Better Kid Care or ECELS. The NE Key will confirm with ECELS or Better Kid Care by phone that they have received the module and continue with the pre-designation and designation visits. As soon as the practitioner receives the PD Certificate a copy of the PD Certificate should be given to the STARS Manager/STARS Coordinator to complete designation process.
- ★ PD Certificates must be signed by the PQAS Instructor (PQAS number listed), dated and hours completed as well as the topic of the professional development event to be valid. (See article "Professional Development Certificates" in this issue.)

## **Approved Professional Development:**

- ★ College coursework offered by approved institution of higher education and relating to the early childhood field.
- ★ Act 48 professional development (credit or non-credit)
- ★ Continuing Education Units (CEU's)
- ★ Professional development by a Pennsylvania Quality Assurance System (PQAS) approved instructor.
- ★ PQAS Approved professional development organization

# PA KEYS TO PROFESSIONAL DEVELOPMENT REFUND VOUCHER PROGRAM

The professional development refund voucher program provides the opportunity for reimbursement for courses that earn college credits and payment for the CDA Assessment Fee for early childhood practitioners.

**COLLEGE TUITION REIMBURSEMENT VOUCHER**—This voucher reimburses 90% of tuition costs for up to \$3000 of college coursework per fiscal year (July 1-June 30). Practitioners must receive a grade of “B” or better to be reimbursed. This is for tuition costs up to a maximum of \$500 per credit hour and does not include books, materials or fees. If you are receiving funding from the PA Keys to Early Learning System through TEACH, you are not eligible for the Voucher Program (some exclusions may apply).

Applicants:

- ★ Must be a resident of Pennsylvania.
- ★ Need to be a PA DPW registered family child care practitioner, PA DPW certified group child care practitioner, or employed in a PA DPW certified child care center /registered home.
- ★ Need to be employed by a program that is designated a Keystone STAR 1 or higher STAR level.
- ★ Need to be working in that program at least 20 hours per week.

Courses:

- ★ Need to provide at least 1 college credit and be conducted by an accredited college or university.
- ★ Must be in a program for the CDA, Director Credential or School-age Credential or be a part of a program that leads to a degree in Early Childhood education or Child development for Early Childhood education (ECE) practitioners. School Age practitioners may be in a program that leads to an Elementary Education or Recreation degree.
- ★ Courses taken for Early Childhood Education certification are also eligible.

To Apply:

- ★ Apply online or download the application at [www.pakeys.org](http://www.pakeys.org) and submit all required documentation as noted.
- ★ Sign the application in Blue Ink.
- ★ Applications are reviewed and determined whether they are approved or denied based on guidelines for approval and the availability of funding.
- ★ If your application is approved, you will receive a Voucher indicating that funds will be available to you upon successful completion of the course and a grade of “B”.
- ★ Within 30 days of the end of the course, the vouchers should be returned with a copy of the grade transcript of the final grade for the course. (If voucher is not returned within 30 days, the voucher will be voided.)
- ★ Deadline to apply is before the last day of class.

**CDA ASSESSMENT FEE VOUCHER**—Supplies payment for the CDA Assessment Fee that is required to complete the CDA Credential process. Program pays 100% of the \$325 assessment fee for the initial CDA credential. Funding for second site CDA and CDA Renewal is not available through this program. This program does not reimburse individuals. The CDA Assessment fee is paid directly to the Council for Professional Recognition.

Applicants:

- ★ Must be a resident of Pennsylvania.
- ★ Need to be a PA DPW registered family child care practitioner, PA DPW certified group child care home practitioner, or employed in a PA DPW certified child care center/registered home.
- ★ Need to be employed by a program that is designated a STAR 1 or higher.
- ★ Will need to be working in the program at least 20 hours per week.
- ★ 50% of the CDA coursework must be completed before you can apply for the voucher.

To Apply:

- ★ Apply online or download application at [www.pakeys.org](http://www.pakeys.org) and submit all required documentation as noted.
- ★ Sign the application in blue ink.
- ★ Applications are reviewed and determined whether they will be approved or denied based on the guidelines for approval and the availability of funds. If your application is approved, you will receive a voucher indicating that the funds will be paid to the Council for Professional Recognition when you send your CDA Assessment Application to them. Submit one copy of the voucher with your Direct Assessment Application to the Council for Professional Recognition, and return the other signed copy to the PA Keys to Professional Development. Council is paid directly by the PA Keys. Deadline to apply is by the first of the month before the Council for Professional Recognition’s deadline (see chart on right).

Assessment Application & Fee Due to Council	CDA Assessment Application Due to PA Key
December 1, 2009	November 1, 2009
March 1, 2010	February 1, 2010
June 1, 2010	May 1, 2010

# PQAS Director Instructor Opportunity

**Directors: Are you looking for creative ways to provide professional development opportunities to your staff at low or no cost? There are alternative methods! You may be eligible to instruct your staff through the Director PQAS Instructor Application process.**

The specific modules that you may request approval to instruct your staff are; Observation, Mind In the Making , the Early Learning Standards **and/ or** Step Up to Quality Supervision.

## Next Steps?

1. Complete the following professional development activities that are available on-line at [www.pakeys.org](http://www.pakeys.org): Core Body of Knowledge/ Professional Development Record , the Adult Learning Principles and Introduction to Professional Development Calendar
2. Complete the PQAS Director Application that may be found on [www.pakeys.org](http://www.pakeys.org)
3. Submit a copy of your Certificate of Attendance for Observation- Level 1 and 2 , and/or your Mind in the Making Certificate, and/or your Early Learning Standard with your completed PQAS Director Application.

**To instruct your staff on: Child Observation Level 1:** You must submit a copy of Certificate of Attendance for: Child Observation Level 1, along with your PQAS Director Application.

**To instruct your staff on: Child Observation Level 2 (Units 1-6):** You must submit a copy of Certificate of Attendance for: which unit of Level 2 Observation you wish to instruct along with PQAS Director Application.

**Next Step!** Submit your completed Director PQAS Instructor Application and once it is approved, you will receive a (FREE!) Observation Module Series in the mail.

**To instruct your staff on Mind in the Making:** You must submit a copy of Certificate of Attendance to Mind in the Making along with your completed PQAS Director Application

**To instruct on the Early Learning Standards:** You must submit a copy of Certificate of Attendance to Integrating the Early Learning Standards into Curriculum and Assessment, along with your completed PQAS Director Application

**Next Step!** Submit your completed Director PQAS Instructor Application and once it is approved, you will receive a (FREE!) Learning Standard Module Series in the mail.

**Directors! There is also another (NEW!) opportunity to instruct your staff on supervision! It's the Step Up to Quality Supervision Series:** Submit your completed Director PQAS Instructor Application and once it is approved, you will receive a (FREE!) Supervision Module Series in the mail. There are eight modules in the Step Up to Quality series. Each module is 60 minutes long and includes a step-by-step Instructor's Manual, activities and instructional DVD. The topics include; Staff Child Ratios, Teamwork, Counting Kids, Playground Supervision, Policies and Regulations. These modules may be integrated into your staff's orientation process, used to enhance staff meetings or used as a refresher for "seasoned" staff.

During this challenging economic period, this may be an alternative method for you and your staff to meet your professional development goals and strengthen your teamwork. Providing instruction to your staff also meets the Keystone STARS Professional Development Growth Activity Standard for directors.

The supervision of children is the most important responsibility of directors and staff of early learning and school age programs and now you have a (FREE!) resource to step up the quality of your supervision methods, techniques and policies!

## Next Steps?

1. **NOTE!** If you are already a PQAS Approved Director Instructor for Mind in the Making, Child Observation or the Early Learning Standards, contact the PA Key at 1-800-284-6031 to order your (free!) Step Up to Quality module series today!
2. If you are not an approved PQAS Director Instructor, review the PQAS Application for Director instructors on our website at [www.pakeys.org](http://www.pakeys.org).
3. Then, determine which of the four professional development modules you wished to be approved for and complete the PQAS Application for Director Instructors, attach required documentation and submit your application for approval.
4. Once you receive your approval from the PA Key to be a PQAS Director Instructor, you may deliver the approved professional development to your staff. If you have requested to instruct on the Step Up to Quality Supervision modules, you may now contact the PA Key at 1-800-284-6031 to order the free modules.

**Do you have questions about the PQAS Director Instructor Application?**

**Contact the NE Key at 1-800- 528-7222, ext. 2328**

# Director Credential Facts

**Director Core Certificate:** If you have earned a Pennsylvania Director Credential prior to July 1, 2006 when it was called Director Core Certificate it is still valid. All Director Core Certificates awarded prior to July 1, 2006 will need to be renewed as Director Credential by June 30, 2010.

**Renewing a Director Credential:** The Credential is valid for five years from the date of award of the initial credential. Guidelines on how to renew the Director Credential is on the Director Credential Policies and Procedures Manual which can be downloaded from the PA Key website, [www.pakeys.org](http://www.pakeys.org)

Applications for the Director Credential are posted on the PA Key website as well. The applications can be downloaded from the website or you may call 717-213-2064 for application to be faxed or mailed to you.

**STAR 3 and STAR 4 Program Directors must have a completed Director Credential.** If a new Director is hired for an existing STAR 3 or STAR 4 program the Director will have 2 ½ years from the directorship start date, if the Director is enrolled and has a SQAP for completion of the credential for 2 ½ years. If a program is moving to a STAR 3 or STAR 4 the Director must have the Credential prior to attaining the STAR 3 or STAR 4.

**STAR 4 Accredited Programs:** Directors of accredited programs are not required to obtain the Pennsylvania Director Credential. Refer to Keystone STARS Standards documents for more information.

Colleges in the NE Key region that offer the Director Credential coursework:

- ~Bucks County Community College
- ~East Stroudsburg University
- ~Keystone College
- ~Reading Area Community College
- ~Lackawanna Community College
- ~Lehigh Carbon Community College
- ~Northampton Community College

The NE Key partners with colleges in our region each year to fund the college coursework for the Director Credential. Participants enrolling in the coursework would pay approximately \$50.00 per course. Contact Susan Ritter, [sritter@cscinc.org](mailto:sritter@cscinc.org) at the NE Key for details on the Director Credential college coursework that is funded for 2009-2010.

**The Tuition Reimbursement Voucher** is also available for students taking Director Credential coursework. Students would pay for the college coursework and complete a Tuition Reimbursement Voucher Application, available at [www.pakeys.org](http://www.pakeys.org), (click on, Voucher Request). At the completion of the course, the applicant would submit their voucher request along with documentation of successfully completing the course to the PA Key. Students can be reimbursed 90% of tuition costs up to \$3,000.00 per course.

**T.E.A.C.H. Scholarships** are also available for college coursework through participating colleges. See [www.pacca.org/teach.aspx](http://www.pacca.org/teach.aspx) for T.E.A.C.H. Scholarship eligibility, participating colleges and an application.

**Keystone STARS Grant funds** may be used to pay for books for college coursework and for tuition costs if the Tuition Reimbursement Voucher, T.E.A.C.H. Scholarship, or funded coursework is unavailable.

*“We will open the book.  
Its pages are blank.  
We are going to put words on them ourselves.  
The book is called Opportunity and its first chapter is New Year's Day.”*

*~Edith Lovejoy Pierce~*