

Accessing Provider Training on the Pennsylvania Early Learning Keys to Quality Website

Dear Child Care Provider,

Thank you for participating in the Child Care Works subsidized child care program. Child care-related courses can be found on the Pennsylvania Early Learning Keys to Quality (PA Keys) website. Training is offered in person or remotely through mail or web-based lessons. There is a fee for some courses.

As a relative child care provider, we encourage you to participate in child care training, particularly a FREE session entitled “Health & Safety Basics: Requirements for Certification.” Training is not mandatory, but will help you provide quality care for children. To access this session, follow the instructions below and enter “Health and Safety Basics” in the search box.

Before taking a course, you must set up an account on the Pennsylvania Professional Development (PD) Registry. Please follow the directions below and use step 3(a) if you have not yet created an account which generates a Registry ID. Providers who already have an account may skip to step 3(b).

Once an account has been created, you will be able to log into the PD Registry and create a profile. As training is completed, the instructor or training organizations enters the training information into your Professional Development Learning Record available under the Reports tab when you log onto the Professional Development Registry.

Once logged in to the Pennsylvania PD Registry, you can find training completed by clicking on the Reports tab and then clicking My Professional Development Learning Record.

1. Go to www.pakeys.org. This takes you to the main page of the PA Keys website.
2. Click the green PD Registry Login tab. This take you to the login page of the PD Registry. Click the blue Login tab.
- 3(a). First time users click on “Create Account.” You will be asked to submit registration information including an email address. You will be sent an email with a link to complete and verify the registration process. You should check your junk mail in case this email is sent there. Once the account is confirmed through the email link, you can then go to the PD Registry login process and enter the email and password used to create the account.
- 3(b). Returning users who have already created an email and password used in the former registry, can log. Returning users who do not remember their password may click Forgot Password to have a password reset email sent to them.
4. Click on the Training Calendar tab on the black menu on the left.

5. Click Training Calendar to search for training. Search using different filters on this page. Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom).
6. Click Locate Events.
7. Locate the event for which you want to register. Click Register Online on the bottom right of the event.
8. Scroll down and select Register Myself.
9. Add Information in the Attendee Details section and accept the terms and conditions.
10. If the event is free, click Complete Registration. Go to the next step if there is a fee for the event.
11. Click Add Event to Cart (You will see this option if there is a fee for the event).
12. Scroll down to click View Cart on the right of the page
13. Click Check Out.
14. Enter your email and card information. Click Submit Payment.
15. You will receive a confirmation email for registering.
16. Once you attend the event and the instructor confirms attendance, you will see the completed event under your Training tab.
17. Log out.

If you have questions about the website or need help logging in, please contact the PA Key at 800-284-6031.