

## Accessing Provider Training on the Pennsylvania Early Learning Keys to Quality (PA Keys) Website

Dear Child Care Provider,

Thank you for participating in the Child Care Works subsidized child care program. As a relative or neighbor child care provider, you are required to take 12 hours of professional development training every two years. In order to do this you must register on the PA Keys website. New providers will follow the directions using step 3(a) below in order to register.

Providers who have already registered will follow step 3(b) below.

Once registered, each provider will have a personal professional development page on the website. As you complete training, the instructor or training organization will enter the training information into your record.

To ensure you receive quality training, the Pennsylvania Quality Assurance System (PQAS) must certify training. Training is offered in person or remotely through mail or web-based lessons. PQAS-certified training is found on the PA Keys website, which can be accessed as follows:

1. Go to [www.pakeys.org](http://www.pakeys.org). This will take you to the main page of the PA Keys website.
  2. Click the Login button.
  - 3(a). First time users will click on "New users click here to register" You will complete registration information including an email address and the last 5 digits of your Social Security Number (SSN). Your password will be emailed to the email address which you enter;
- OR**
- 3(b). Returning users can login using either their email address and password or their date of birth and the last 5 digits of their SSN.
  4. In order to view classes for in-person attendance, select the Calendar link. Clicking on the link for a class brings up location, course information, Department of Public Welfare course hours, and information on how to register for that class.
  5. In order to view classes that can be taken as mail- or web-based lessons, click the Self-Learning link.
  6. My PD History link shows the courses for which you have earned credit.
  7. Logout when you are finished.

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