PA Keys to Professional Development Approval for Special Events/Conferences

Guidelines:

A Special Event/Conference PQAS request is for multi-session, multi-instructor events or for national speakers.

Applications must be submitted by either a Certified or Specialty Discipline PQAS Instructor or a PDO Administrator contracted with a Regional Key.

The Organization that is sponsoring the event must request approval **at least 2 months prior to the event**. Please submit:
- List of the instructor(s), name of the session they are instructing, Registry ID # of all instructors, and PQAS number(s) (if applicable)
- Bio or resume of the instructor(s)
- PD Registry Course Overview

Upon approval, PA Key will issue event-specific instructor numbers (i.e. PAKC-XXXXX) that indicate PQAS approval for the event. This notice will be sent to the applicant listed below via email. It is the responsibility of the applicant to submit the event for Course Approval in the PD Registry. Once the event has occurred, you will have one week to complete all necessary documentation in the system.

PA Key will maintain a database of these approvals to ensure that there are no individuals who repeatedly seek this "special circumstance" in lieu of an individual PQAS number.

Please Note: Sessions/Events that require individual PQAS approval include: CPR, First Aid, Mandated Reporter, Fire Safety, and Water Safety. College courses do not qualify for Special Event or Interim PQAS.

Title of Event: _____

Date(s) of Professional Development Event: _____

Number of Professional Development Hours (excluding breaks and lunch): _____

County Where Event is Located: _____

Name of Contact Person: _____ PQAS #: _____

Phone: _____ Email: _____

Name of Sponsoring Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Instructions

Complete this form and attach the following documentation:
- PD Registry Course Overview form
- Professional Development Event Description/Brochure
- Presenter(s)' short bio or resume, include individual's PQAS number where applicable, and Registry ID # for all instructors

More information about Pennsylvania's Core Knowledge Competencies (CKC) is available on the PA Keys to Professional Development website at www.pakeys.org for coding purposes.

Fax completed form to: 717-213-0585 or email to pqas@berksiu.org.

For Internal Use Only:
PQAS #: _____ Date Approved:_____ Date Emailed:_____ Initials:_____

Date Received: _____

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