



FPDP Online Submission Instructions

1. To enter your FPDP information, you will need to log on to the PA Key website at www.pakeys.org. From the main page, log in to the intranet by pushing the red login button at the top right of the screen.
2. After you have logged in to the intranet, enter the www.pakeys.org/private/fpdps/ at the top of the screen and hit ENTER. This will bring up the entrance screen.
3. Next, enter your facility certification number in the space indicated.
4. Once you have logged in to the survey, check to make sure that your facility information is accurate and up-to-date. It is important that this information is correct in order to continue through the survey without error messages. Be sure to count all staff that you included in your survey. It is possible that the number of staff in each age group will add up to more than your total number of staff if you have staff members who work in more than one classroom. If you are a family child care provider, put a 1 for total number of staff and a 1 in each age group that you serve. If you don't have staff in a certain age group, you will need to put a 0 in that space.
5. When you have verified that all of your information is accurate, click the "next page" button at the bottom of the screen. This will take you to Section 2 of the document.
6. To complete this section you will need to refer to your completed paper copy of the document. Begin by filling out the number of staff who need professional development in Knowledge Area 1 – Child Growth and Development. Be sure to put the correct number of staff under the age group that they care for and the competency level that each person needs. *If you have no staff that need professional development in an area, simply leave that area blank.*
7. Next, you will enter the topic codes for the Knowledge Areas that staff need. Click in the topic code box to bring up a menu of topic codes in that knowledge area. This will bring up a box that lists all of the topic codes in the selected knowledge area. Click on each of the areas that staff need professional development in. *The box may take several minutes to save so please be patient as you wait for it to close.* When all of your numbers are entered and accurate, click on the "next page" icon.
8. Section 3 collects information about your core series and support series needs. To fill in this page, simply scroll down and insert the number of staff needing each type of professional development. When you have finished this page, click the next page button at the bottom.
9. Next, you will be asked how many staff will pursue a credential for the first time and how many intend to renew their credential in the coming (YEAR?). Please enter the accurate number under CDA, Director's credential and School-Age Credential. Under Degrees and Certification, indicate the number of staff who need and/or intend to pursue degrees or certification in your program
10. Next, indicate which type of technical assistance you are likely to request in the coming year – you may check more than one.
11. Finally, take a few minutes to go back over your survey – you can do this by hitting the previous page buttons at the bottom of each page. When you are sure that all of the information looks the way that you want it to, Click on the Submit Survey Button. ***Your regional key will not receive your information until you submit your survey.***