

Online Trainings for New Employees

There are two trainings that must be completed by all new employees, as well as setting up your professional development record on the PD registry , please follow the directions and let us know of any problems, concerns or questions

New Staff Orientation

Go to <http://extension.psu.edu/youth/betterkidcare>

(you can also google search Better Kid Care and click on Better Kid Care – Penn State Extension then proceed with the following directions I have listed below)

- click **Sign in to On Demand**

If you have an account and have completed previous online trainings with Better Kid Care enter your email and password and follow the on screen directions.

To create a new account

- click no, I am a new customer and follow the on screen directions until you reach the main screen sign in again
- enter your email and password you just created

Choosing New Staff Orientation Lesson

When choosing a lesson scroll through the titles under **All on Demand Lessons**. Before completing check with Betsy or Velva on which New Staff Orientation you should complete: **For working primarily in the infant and Toddler classrooms click on and complete the following training(s) as directed**

- New Staff Orientation – Get Started (K6.2 C1) (CDA6) 8hr and
- New Staff Orientation–Working with Infants and Toddlers(K6.2 C1)(CDA8) 7hr

For working primarily in the Preschool classrooms click on and complete the following training(s) as directed

- New Staff Orientation – Get Started (K6.2 C1) (CDA6) 8hr and
- New Staff Orientation–Working with Preschoolers(K6.2 C1)(CDA8) 7hr

For working primarily in the School-Age classroom click on and complete the following training(s) as directed

- School-Age Care: New Staff Orientation (K6.2 C1) 15hr

Payment/Certificate

Once you have completed the assignments and get to the final assessment and payment screen you will need to pay the \$5 fee by credit card. You will get a confirmation email about your payment. To get reimbursed, you must submit a copy of your receipt to Ms. Betsy.

- After completing the assessment print the certificate and give a copy to Betsy for your file. You will also need to update your Professional Development Registry.

Turn page for more instructions 😊 →

Mandated Reporting Training

Go to <https://reportabusepa.pitt.edu>

- Register a new account and sign in
- Under the red words “**Your Courses**” click on the blue words “**rrca-1089:Recognizing and Reporting Child Abuse**”
- You can leave and come back to this course
- Once you complete the course print the certificate. If you forget to print you can always sign in to print later.

Setting up your Professional Development Registry

Go to www.pakeys.org

- **Click NEW USERS CREATE AN ACCOUNT HERE**
- **Follow the directions for the PAKEYS Registration**

PA Keys registration:

- Step 1. Create an Account by completing the registration form below.
- Step 2. An email will be sent to the email address you provided on the registration form.
- This email will contain instructions on how to complete the PA Keys registration process.
- Step 3. Please login to the PA Keys Portal to access your account.

If you have any questions or problems with setting up or completing any of the trainings, please see Dan, Velva or RaMona