# Five Steps to PDIS Success

# How-to Guide

**Table of Contents**

Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

# Introduction

The purpose of this guide is to provide a step-by-step 'how to' for the Professional Development Information System (PDIS).  There are a few things to note before you get started:

- You must have an email account to register in the PDIS--your email address will be your User Name in the PDIS
- This site works best if you use Google Chrome as your browser.  If you don't have it, you can download it for free at https://www.**google**.com/**chrome**/browser/
- The courses in the PDIS do not run when you use Firefox as your browser
- If you get stuck or have any questions, feel free to contact us.  You can call us at 1.844.447.4441 or email us at PDISHelp@cde.state.co.us
- Feel free to reproduce any part of this guide

# Step 1. Register in the PDIS

- Go to ecpd.costartstrong.org
- Find the '**Register Here!**' text (below the slideshow) and click on the link to register
- If you participated in the PDIS pilot, do not create a new account; your log-in information will be the same.  For more information, click this link.
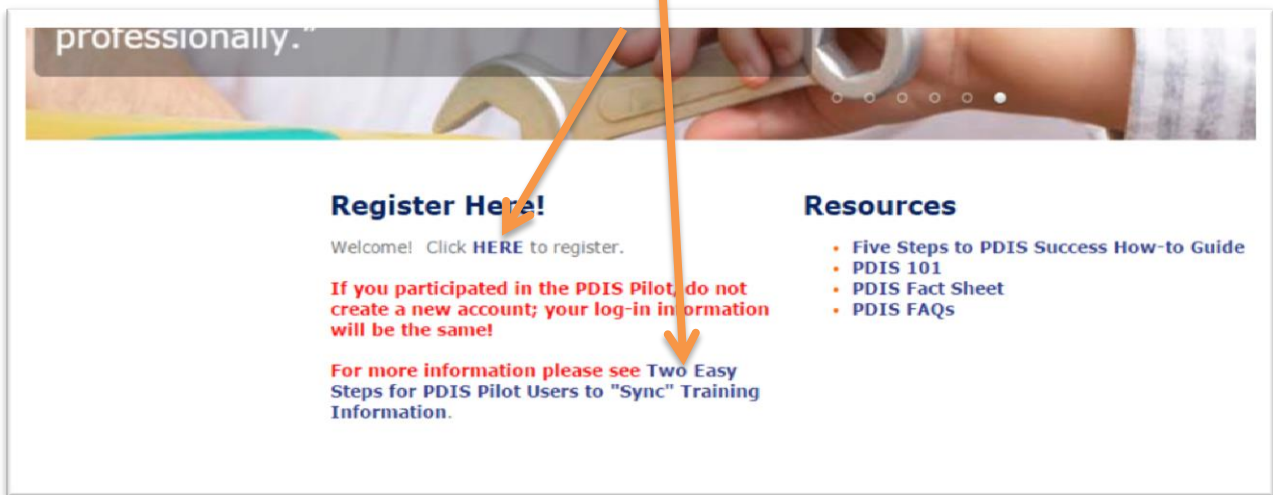
- Complete all of the information in Step 1 of the **Account Details** section (Note: All of the information with red asterisks by them are required fields) and click the blue '**Next**' button



- Read through the Release Statement in Step 2 of the **Account Details** section
- Click on the 'PDIS Terms of Service' link and the 'Release Statement Details' (scroll down) link for additional information



Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

- Press the blue '**I ACCEPT the PDIS Terms of Service link**'
- If you decide to not accept the PDIS Terms of Service, you will not be able to go any further in the PDIS
- Press the blue '**Next**' button

- Complete all of the information in Step 3 of the **Account Details** screen
- Press the blue '**Next**' button
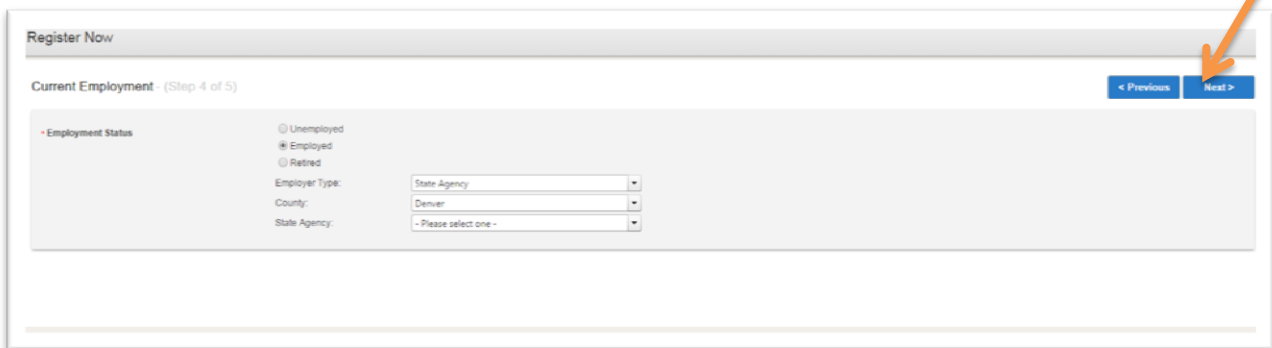


- Complete all of the information in Step 4 of the **Account Details** screen
- Press the blue '**Next**' button
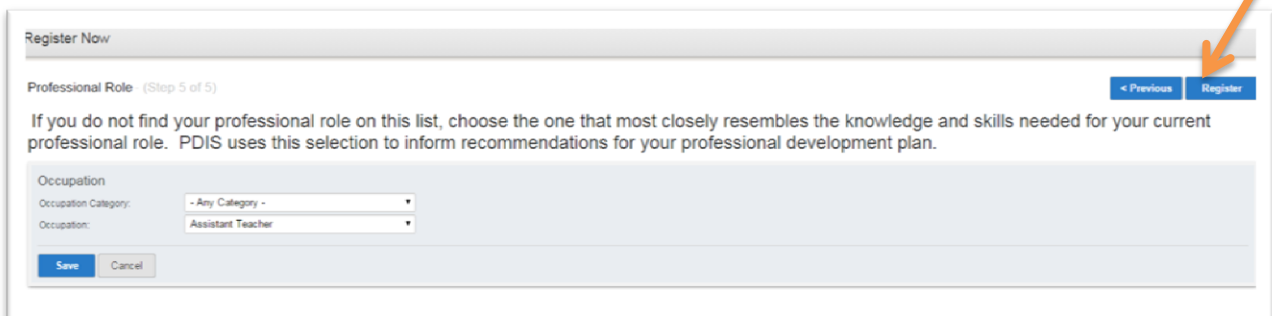


- Complete all of the information in Step 5 of the **Account Details** screen
- Press the blue '**Register**' button

Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

# Step 2. E-Learning Courses

- Log in to the PDIS if you aren't already logged in
- Go to the **Course Catalog**
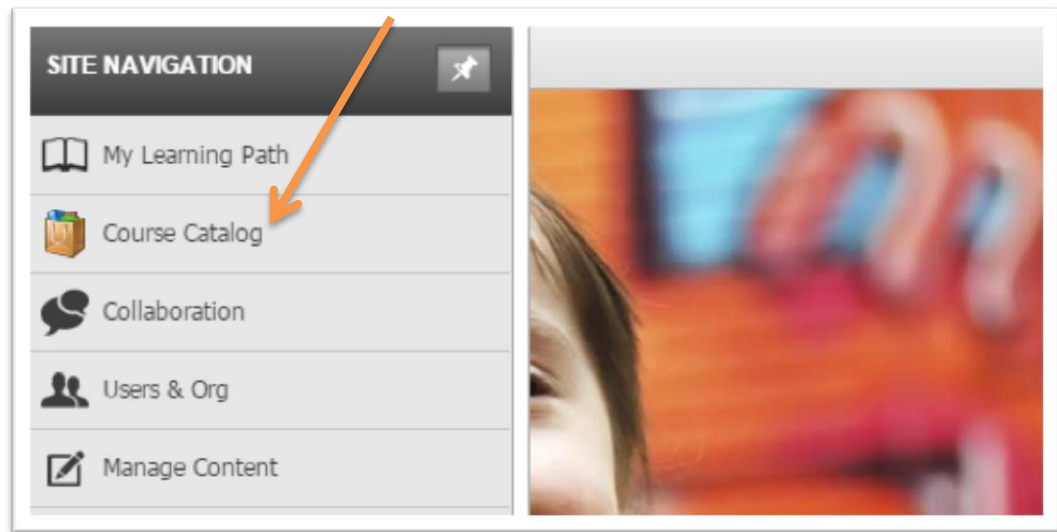


- When you decide on which course you want to take, press the '**Get Item**' button

- Press the '**In Cart (Checkout)**' button



- Press the green '**Finish**' button



Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us
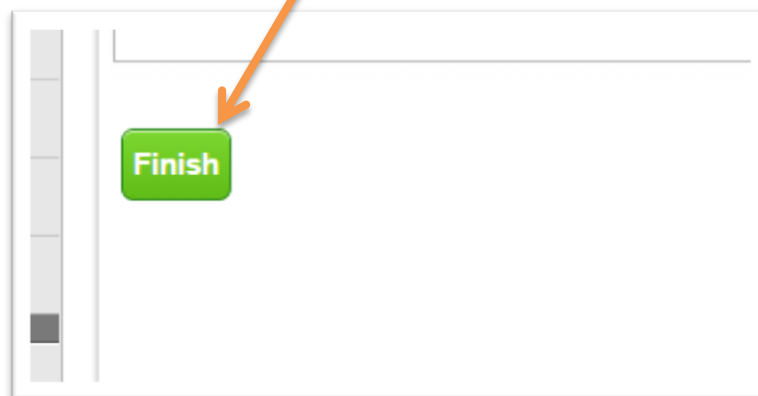
- Click the name of the course



- View and download the course handouts in the **Downloads** tab
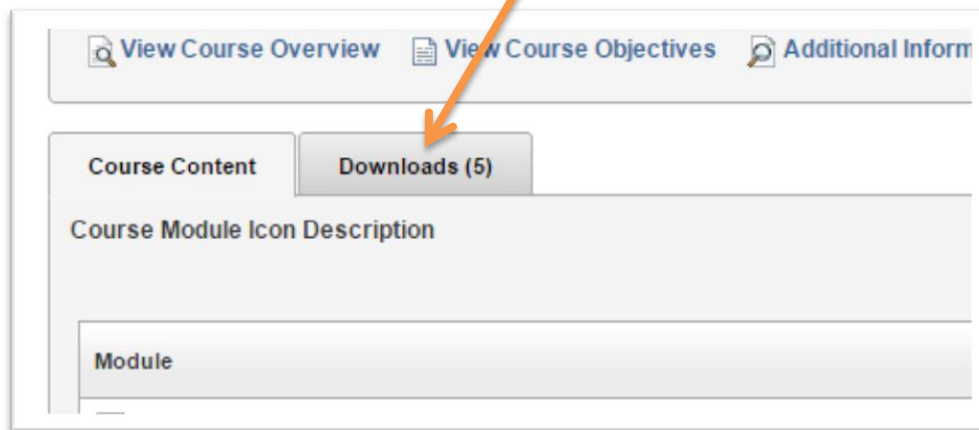


- Click on the first module in the course
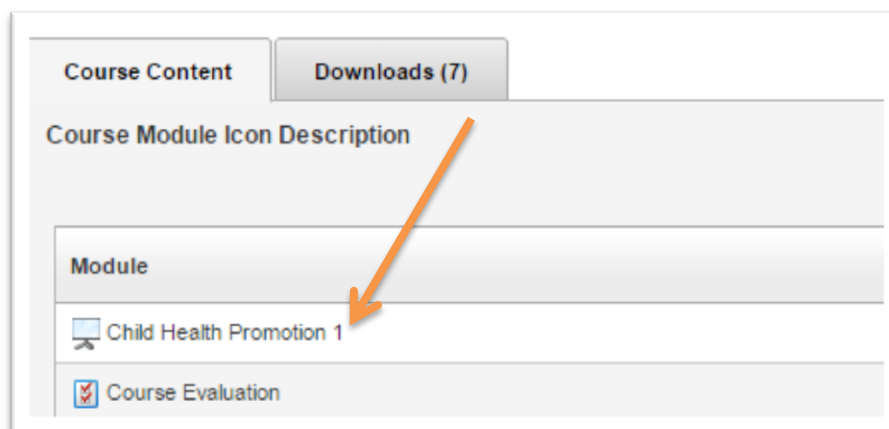


- Proceed through the module according to the directions provided at the beginning

Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

THINGS TO REMEMBER:

- These courses have narration so be sure your computer speakers are on
- You must view every slide to complete the course
- You must complete all activities correctly to complete the course
- You must complete the evaluation before the course will show as complete
- To return to a course that is in progress, go to '**My Learning Path and PD Planning**' in the Site Navigation menu on the left side of your screen
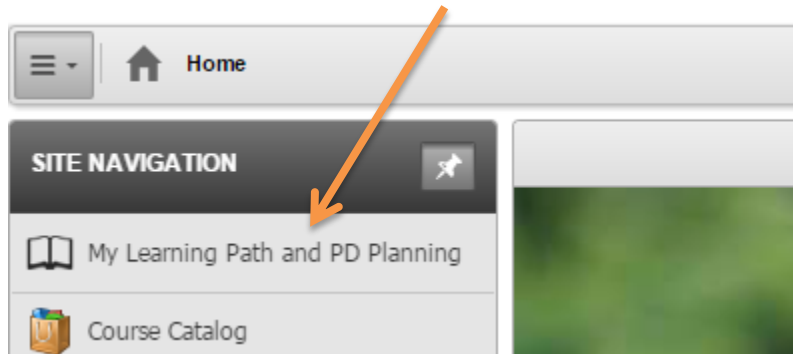


- In the '**My Courses**' tile, you will see all of your courses that are in progress. Click on the one you want to resume.
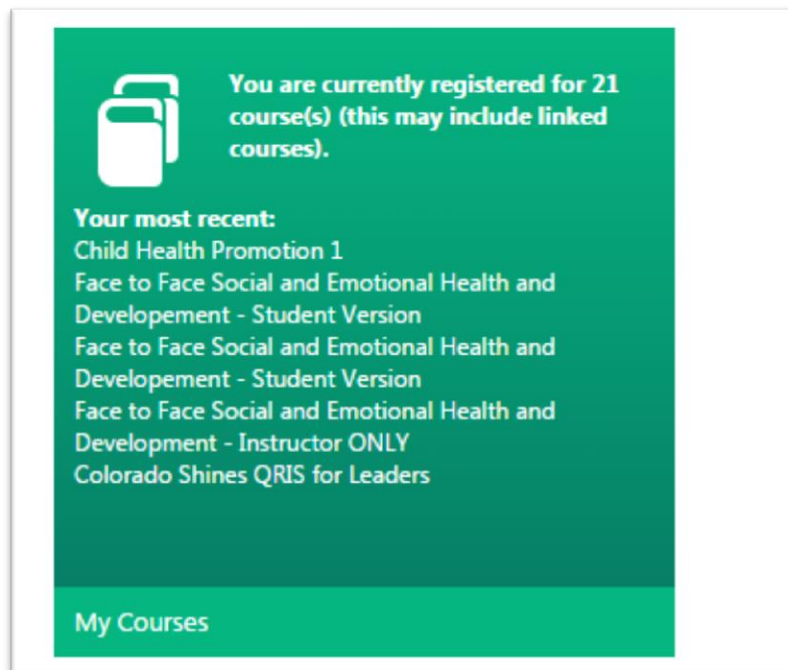
# Step 3. Early Childhood Professional Credential 2.0
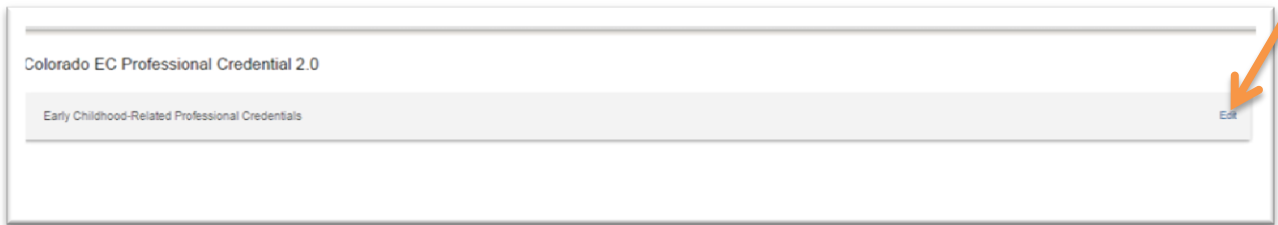
- Log in to the PDIS if you aren't already logged in.
- In left navigation, click on '**My Profile**'
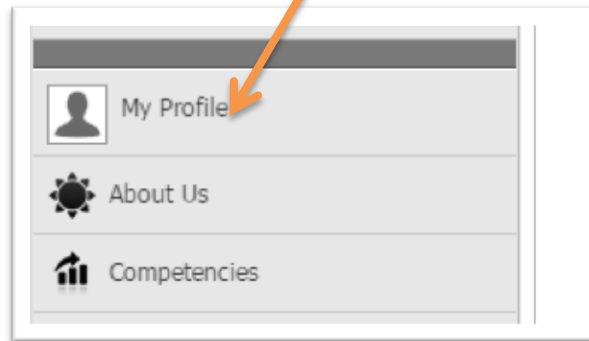


- In '**My Profile**' click on '**Colorado EC Professional Credential 2.0**'
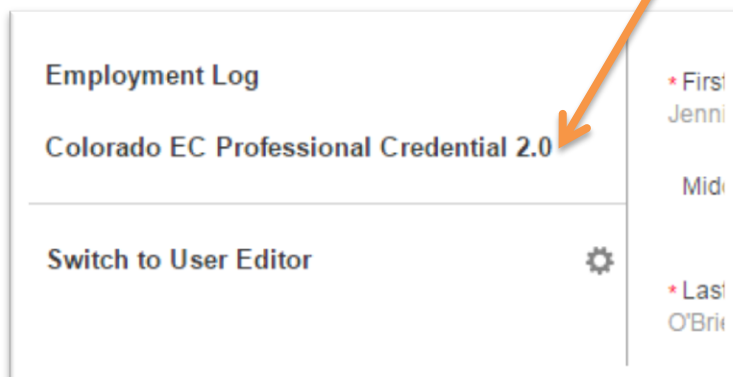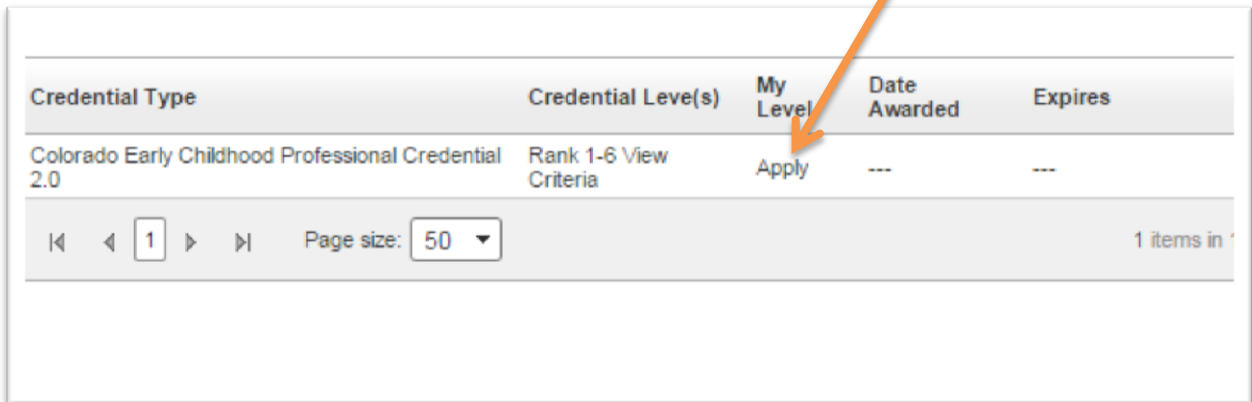
- Click the '**Edit**' button beside the '**Early Childhood-Related Professional Credentials**' text

Colorado EC Professional Credential 2.0

Early Childhood-Related Professional Credentials                                                                    Edit
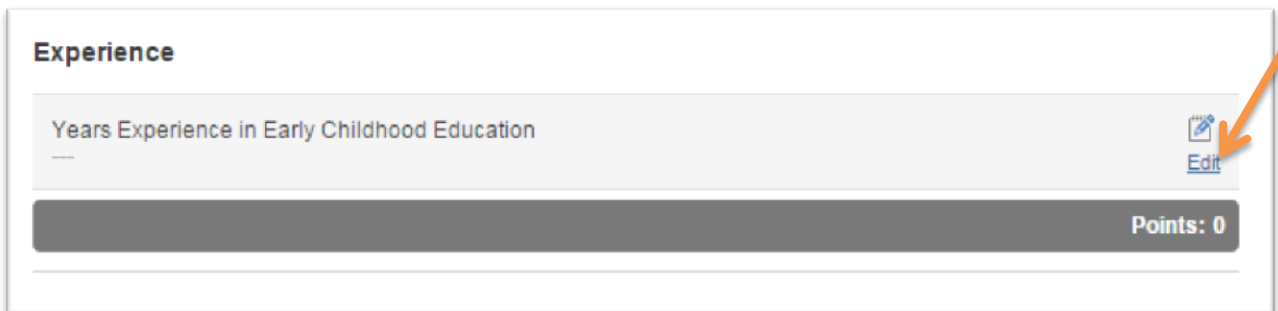
- Click the '**Apply**' link

| Credential Type | Credential Leve(s) | My Level | Date Awarded | Expires |
|---|---|---|---|---|
| Colorado Early Childhood Professional Credential 2.0 | Rank 1-6 View Criteria | Apply | --- | --- |

|◀  ◀  1  ▶  ▶|   Page size: 50 ▼                                         1 items in 1

- Click the '**Edit**' button next to the '**Years Experience in Early Childhood Education**' text

**Experience**

Years Experience in Early Childhood Education
—                                                                                                  Edit

Points: 0

- Download and complete the '**Experience Documentation Worksheet**'
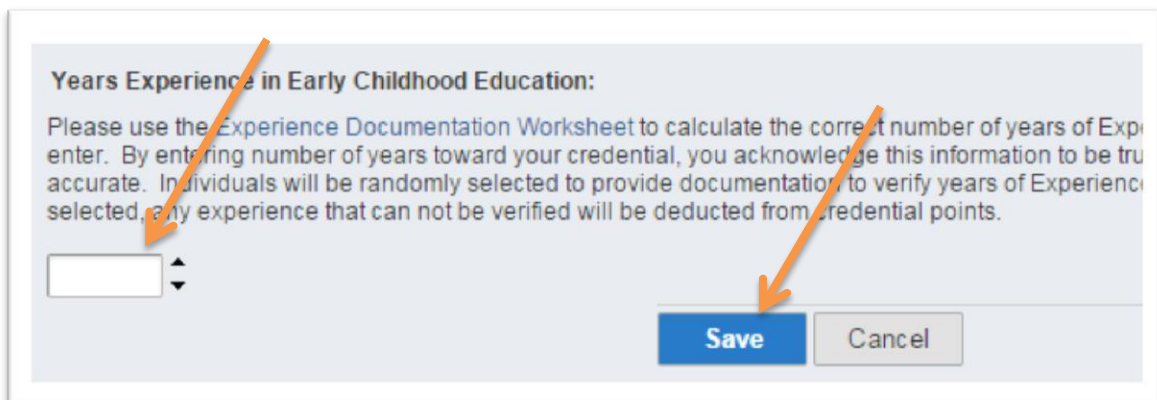


Years Experience in Early Childhood Education:

Please use the Experience Documentation Worksheet to calculate the correct number of years of Expe enter. By entering number of years toward your credential, you acknowledge this information to be tru accurate. Individuals will be randomly selected to provide documentation to verify years of Experienc selected, any experience that can not be verified will be deducted from credential points.

Save    Cancel

- Using the number on the upper right side of the '**Experience Documentation Worksheet'**, fill in the number of years and push the '**Save**' button



Years Experience in Early Childhood Education:

Please use the Experience Documentation Worksheet to calculate the correct number of years of Expe enter. By entering numb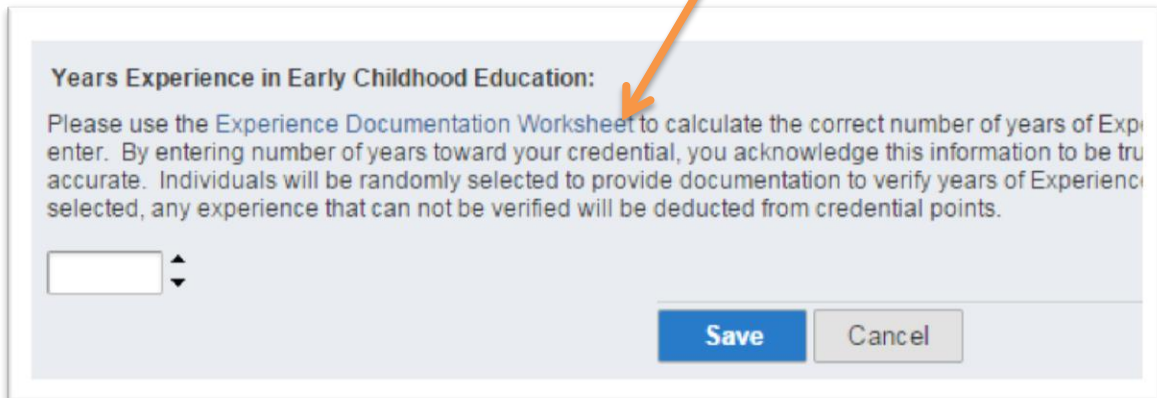er of years toward your credential, you acknowledge this information to be tru accurate. Individuals will be randomly selected to provide documentation to verify years of Experienc selected, any experience that can not be verified will be deducted from credential points.

Save    Cancel

- Upload official transcripts under Formal Education if applicable and fill out required information (each one separately)

**Formal Education**

⊞ Add New Diploma/Degree

| Diploma/Degree | Academic Institution | Date Earned | Verification Status |
|---|---|---|---|
| No records to display. | | | |

⊞ Add New Academic Coursework

| Transcript Uploaded | Academic Institution | Verification Status |
|---|---|---|
| No records to display. | | |

- Upload training certificates and Qualifying Credentials, Licenses or Endorsements if applicable (please make one PDF for all training certificates if possible)
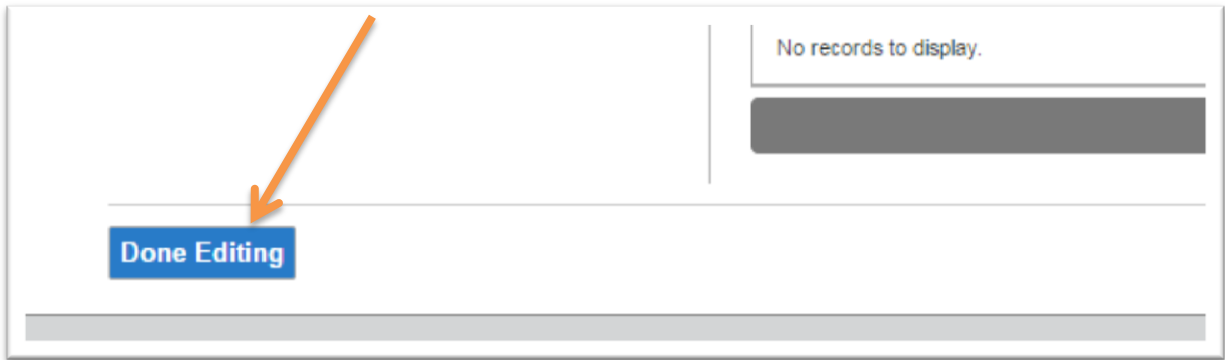
**Professional Development**

Courses you complete within the PDIS will automatically count toward your credential(s). Click here to upload certificates for courses you have taken outside of this system.
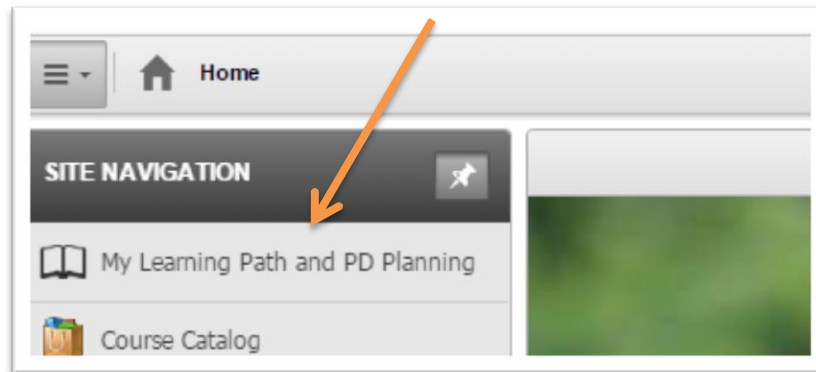
⊞ Add New Qualifying Credential, License or Endorsement

| Credential / License / Endorsement | Awarded By | State | Issue Date | Expiration Date | Verification Status |
|---|---|---|---|---|---|
| No records to display. | | | | | |

- Press the blue '**Done Editing**' button (Note: Credential points will be awarded when the Professional Development Team has reviewed and verified the uploaded documents)
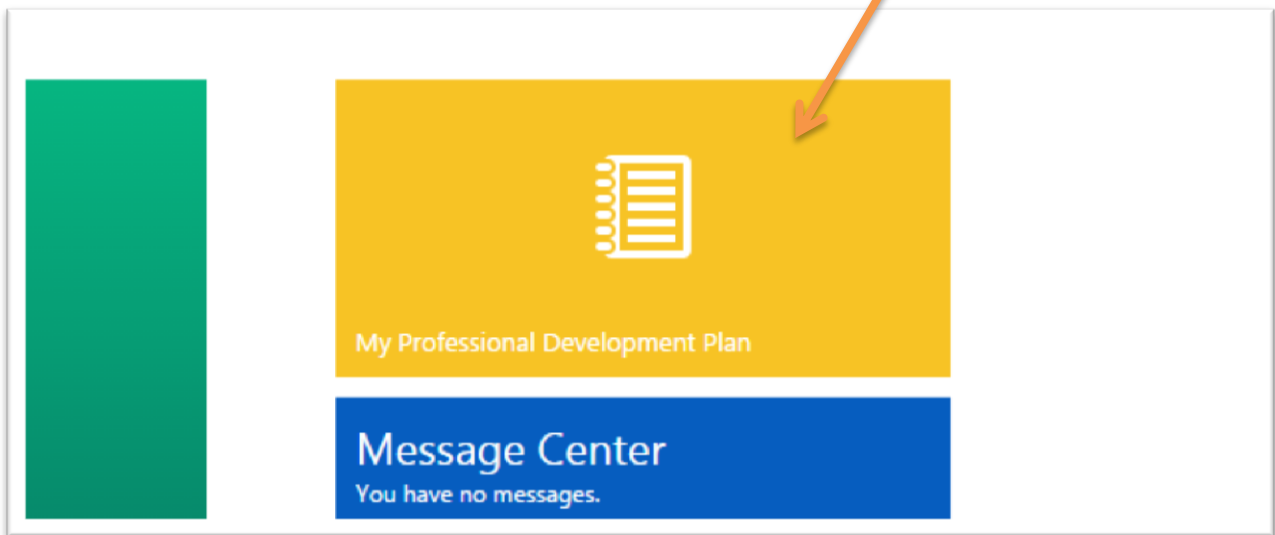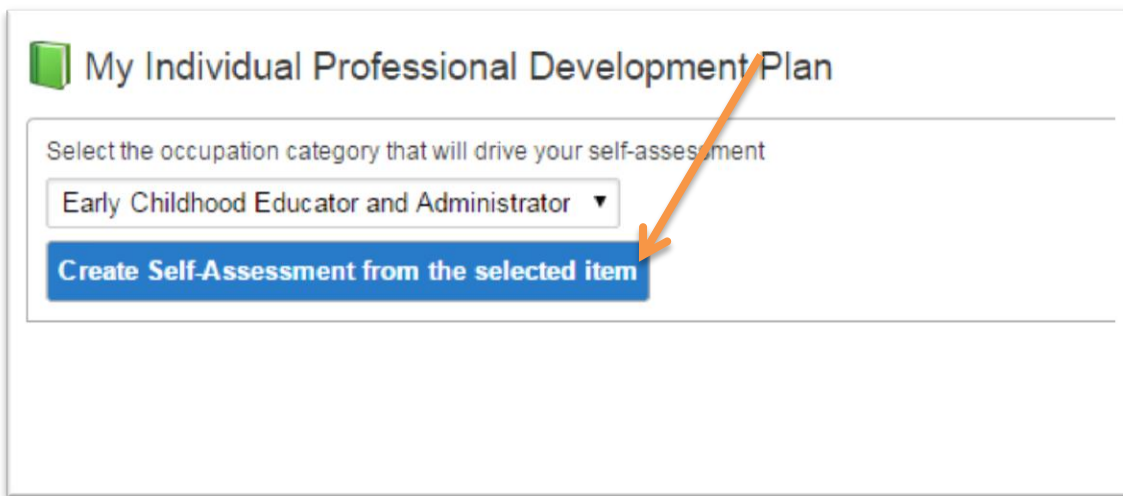
# Step 4. Competencies Self-Assessment

- Log in to the PDIS if you aren't already logged in
- Go to '**My Learning Path and PD Planning**' in the Site Navigation menu on the left side of your screen



- Click on the '**My Professional Development Plan**' tile



Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

- Click '**Early Childhood Educator and Administrator**' in the dropdown
- Click the blue '**Create Self-Assessment from the selected item**' button



- Click the blue '**Update Self-Assessment**' button



Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us

- Read through the introduction
- Click the '**Expand All**' link to begin the Competencies Self-Assessment



- Click on the radio button next to the statement that best describes your ability

- When you have completed all 128 questions, click on the '**Exit**' button (Note: You do not need to complete all of these in one sitting. We suggest completing one domain at a time!)
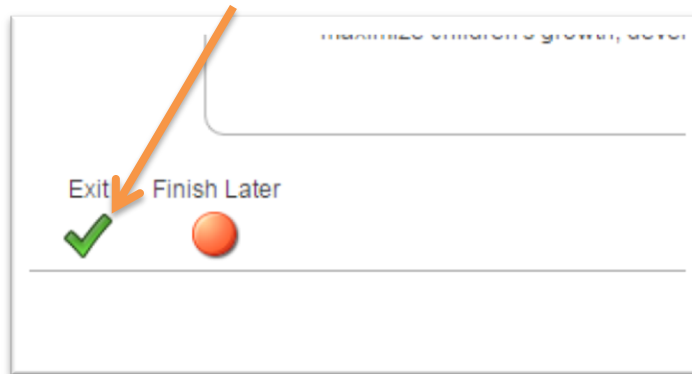
# Step 5. Individual Professional Development Plan

- Log in to the PDIS if you aren't already logged in
- Go to '**My Learning and PD Planning**' in left navigation
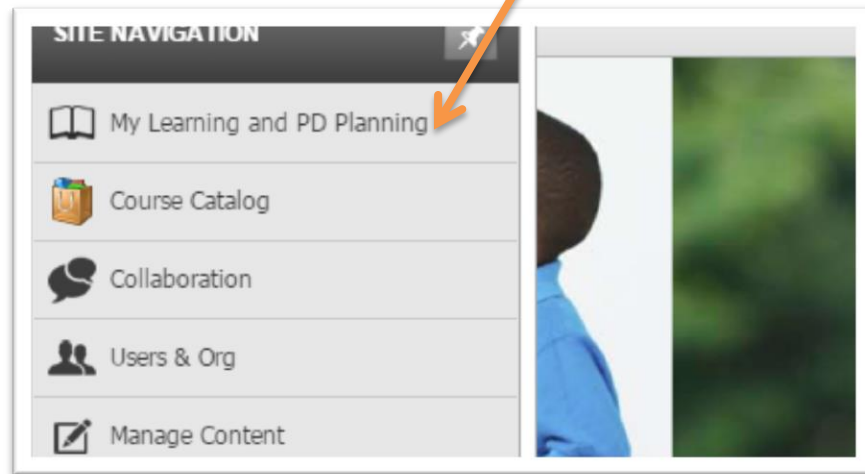


- Click on the '**My Professional Development Plan**' tile (Note: You will not see an Individual Professional Development Plan until you complete the entire Competencies Self-Assessment)



Need help? Call 1.844.447.4441 or email PDISHelp@cde.state.co.us
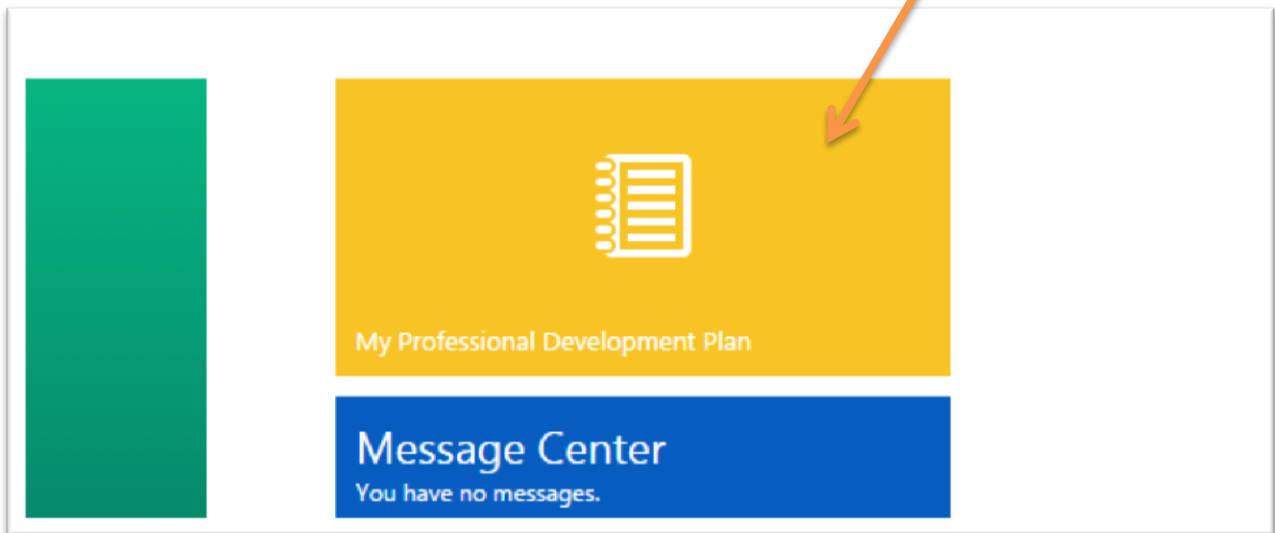
- Click on the blue '**Add a New Goal**' button



- After considering your own goals for professional development, choose one of the goal statements



- Fill in additional information if necessary

- Create an Action Step by clicking the '**Add New Action**' link
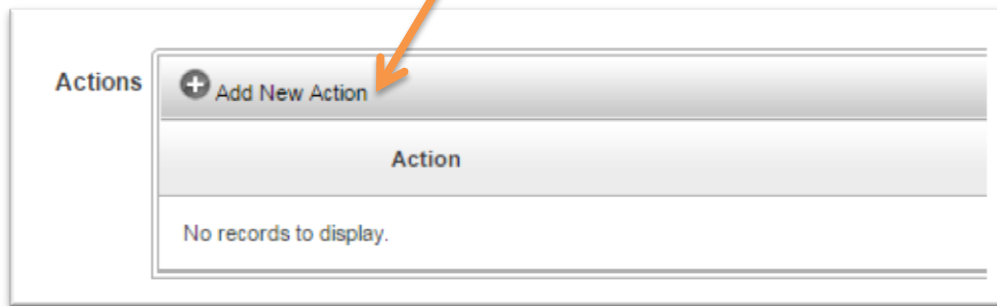


- Complete the Action Step by filling in all of the information



Need help?  Call 1.844.447.4441 or email PDISHelp@cde.state.co.us
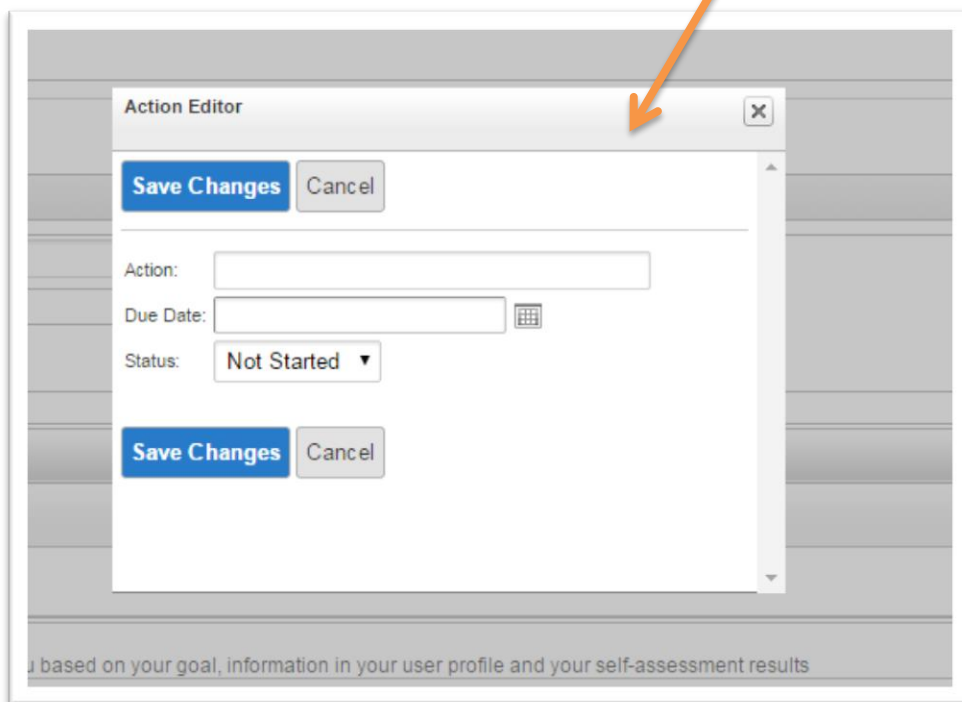
- You can create multiple Goals by again clicking the blue '**Add a New Goal**' button
- You can create multiple Action Steps by clicking the '**Add New Action**' link again
- View the Professional Development Options that the PDIS has recommended for you
- Click on the Option if you would like to know more about it

Options  The following options are recommended specifically for you based on your goal, information in your user profile and your self-assessment results

**Formal Education**

Introduction to Early Childhood Education (ECE 101)
Guidance Strategies for Young Children (ECE 103)
Infant and Toddler Theory and Practice (ECE 111)
Introduction to Early Childhood Education Lab Techniques (ECE 102)
Nutrition, Health and Safety (ECE 205)
Curriculum Development: Methods and Techniques (ECE 220)
Administration of Early Childhood Care and Education Programs (ECE 240)
Language and Cognition for the Young Child (ECE 225)
Administration: Human Relations for Early Childhood Education (ECE 241)
The Exceptional Child (ECE 260)
Working with Parents, Families and Community Systems (ECE 256)

**Skill Building**

EQIT Course (Expanding Quality for Infant Toddler Care)
Pyramid Plus

**Work Experiences**

Observe in Another Program
Shadow a Professional Who Works in a Position You Would Like to Know More About
Shadow a Professional Who Works in your Job Role