



**COLORADO
SHINES**
START EARLY
START STRONG
QUALITY EARLY LEARNING

Five Steps to PDIS Success

How-to Guide



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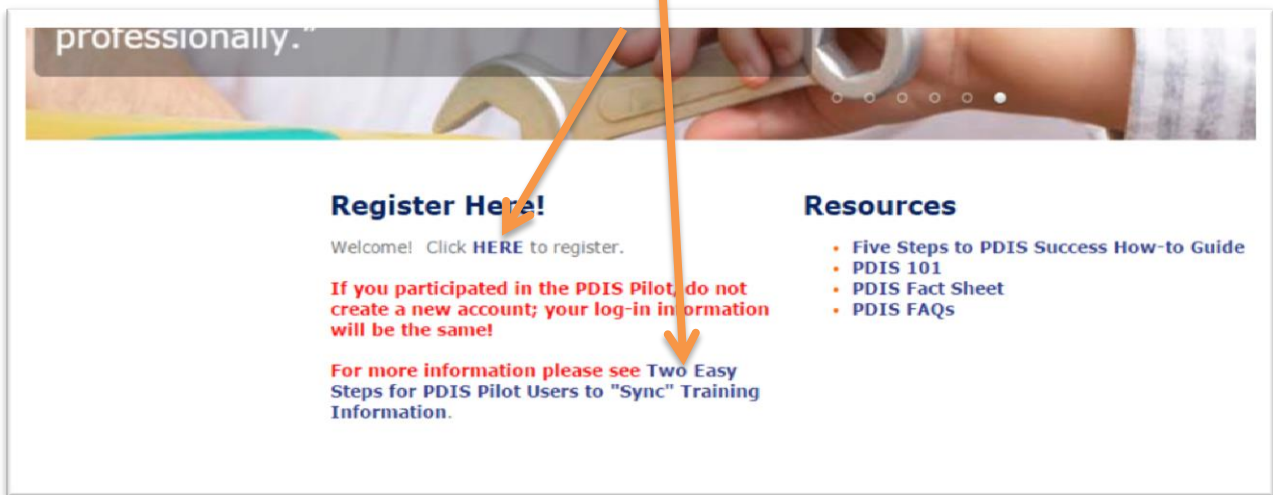
Introduction

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

Register Now

Account Details - (Step 1 of 5)

• Email Address (your username for logging in to PDIS): Your e-mail address will be your username for logging in to PDIS. If you need to change it at a later time the system will allow you to do so. Your username and the e-mail you provide in the e-mail field below must match.

Your password must have a minimum of 8 characters and must include:

- at least one text character
- at least one number character

• Password:

• Confirm Password:

• First Name

• Middle Name

• Last Name

• Previous Last Name(s): You may include up to 3 previous last names.

• Email Address: All communication you receive from PDIS will go to this e-mail address. You may want to consider creating a personal e-mail if you are currently using your employer's group e-mail.

• Phone

• Profile Image

Upload

Remove

Next >

- 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

Release Statement - (Step 2 of 5)

• PDIS Release Statement

• PDIS Release Statement

PLEASE NOTE: USER ACCEPTS ALL STATEMENTS BELOW BY CLICKING ON "I accept the PDIS Terms of Service".

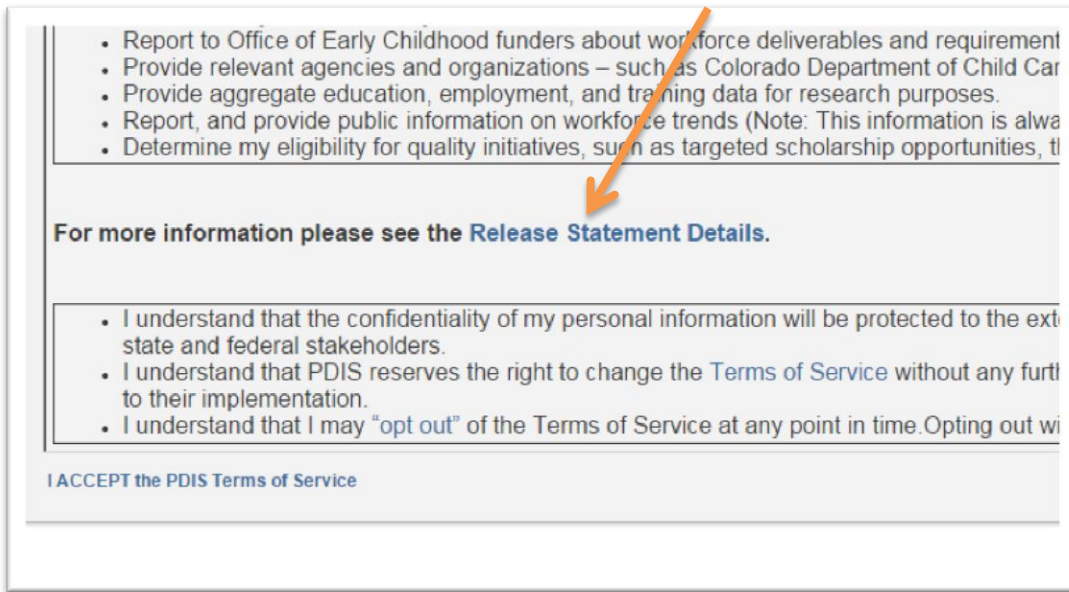
I hereby certify that the information I am providing to the Colorado Early Childhood Professional Development Information System is complete and accurate. I understand that I have control of my personal account access and that information will not be shared with others without my permission. I agree to the following [PDIS Terms of Service](#). I agree that my information may be used to:

- Support my registration in approved training in PDIS; or, as an approved trainer, support my provision of approved training
- Support my program's participation in QRIS and other quality initiatives and documentation of regulatory requirements
- Determine my Colorado Early Childhood Professional Credential level.
- Report to Office of Early Childhood funders about workforce deliverables and requirements
- Provide relevant agencies and organizations – such as Colorado Department of Child Care Licensing – with access to verify my individual educational attainment and ongoing training and education
- Provide aggregate education, employment, and training data for research purposes.
- Report, and provide public information on workforce trends (Note: This information is always provided as an aggregate; no personally identifiable information is available.)
- Determine my eligibility for quality initiatives, such as targeted scholarship opportunities, that support the Colorado Professional Development System

☐ I ACCEPT the PDIS Terms of Service

☐ I DO NOT ACCEPT the PDIS Terms of Service

Next >



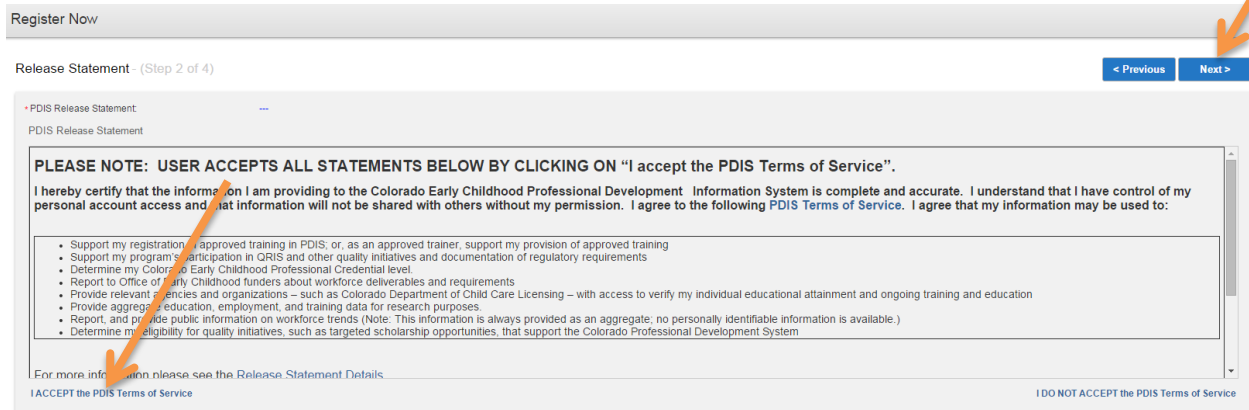
- Report to Office of Early Childhood funders about workforce deliverables and requirement
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- Report, and provide public information on workforce trends (Note: This information is always provided as an aggregate, no personally identifiable information is available.)
- Determine my eligibility for quality initiatives, such as targeted scholarship opportunities, that support the Colorado Professional Development System

For more information please see the [Release Statement Details](#).

- I understand that the confidentiality of my personal information will be protected to the extent state and federal stakeholders.
- I understand that PDIS reserves the right to change the [Terms of Service](#) without any further notice to their implementation.
- I understand that I may “opt out” of the Terms of Service at any point in time. Opting out will not affect my current or future participation in the Colorado Professional Development System.

[I ACCEPT the PDIS Terms of Service](#)

- 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



Register Now

Release Statement - (Step 2 of 4) [< Previous](#) [Next >](#)

• PDIS Release Statement

PDIS Release Statement

PLEASE NOTE: USER ACCEPTS ALL STATEMENTS BELOW BY CLICKING ON “I accept the PDIS Terms of Service”.

I hereby certify that the information I am providing to the Colorado Early Childhood Professional Development Information System is complete and accurate. I understand that I have control of my personal account access and that information will not be shared with others without my permission. I agree to the following [PDIS Terms of Service](#). I agree that my information may be used to:

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- Report to Office of Early Childhood funders about workforce deliverables and requirements
- Provide relevant agencies and organizations – such as Colorado Department of Child Care Licensing – with access to verify my individual educational attainment and ongoing training and education
- Provide aggregate education, employment, and training data for research purposes.
- Report, and provide public information on workforce trends (Note: This information is always provided as an aggregate, no personally identifiable information is available.)
- Determine my eligibility for quality initiatives, such as targeted scholarship opportunities, that support the Colorado Professional Development System

For more information please see the [Release Statement Details](#).

[I ACCEPT the PDIS Terms of Service](#) [I DO NOT ACCEPT the PDIS Terms of Service](#)

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



Demographics - (Step 3 of 5)

← Previous **Next >**

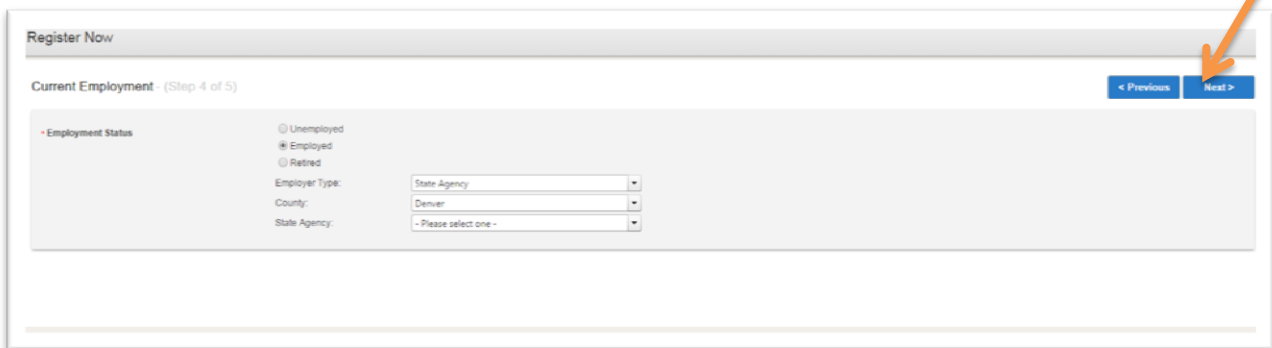
• Highest Level of Education: Please select the highest level of education you have completed.
Some high school

• Currently Attending College: ☐ Yes ☒ No

• Primary Language: English

Secondary Language(s): You may select more than one.
None, Spanish, English, Arabic, American, Chinese, Creole, French, German, Greek, Hindi, Japanese, Korean, I am

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



Register Now

Current Employment - (Step 4 of 5)

← Previous **Next >**

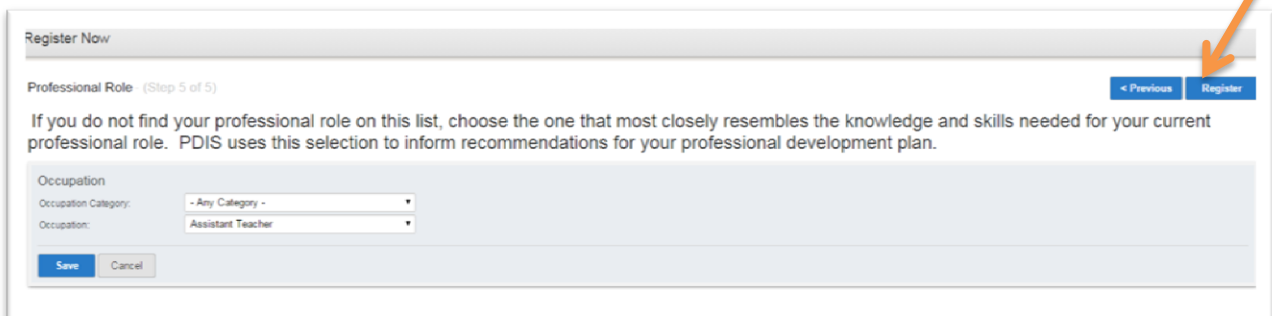
• Employment Status: ☐ Unemployed ☒ Employed ☐ Retired

Employer Type: State Agency

County: Denver

State Agency: - Please select one -

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



Register Now

Professional Role - (Step 5 of 5)

← Previous **Register**

If you do not find your professional role on this list, choose the one that most closely resembles the knowledge and skills needed for your current professional role. PDIS uses this selection to inform recommendations for your professional development plan.

Occupation

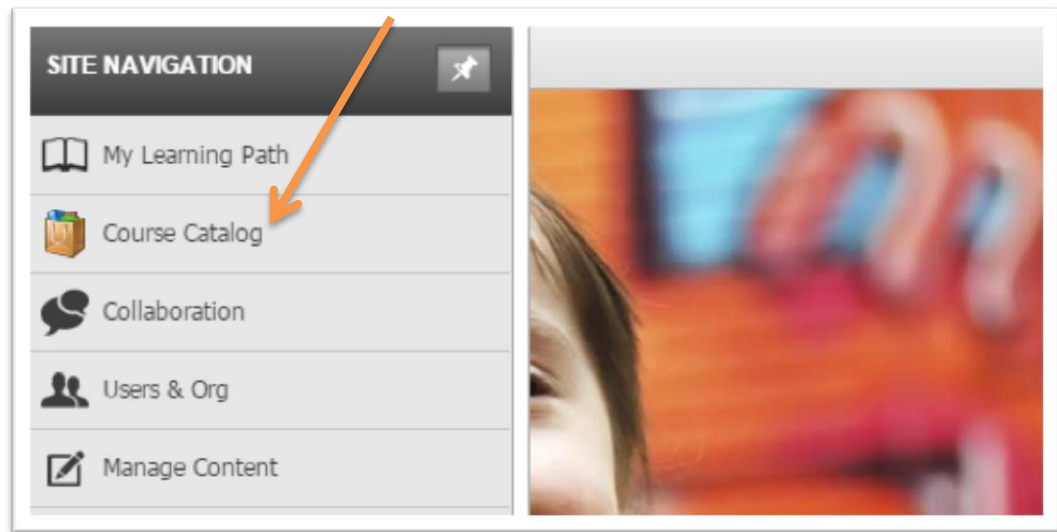
Occupation Category: - Any Category -

Occupation: Assistant Teacher

Save **Cancel**

Step 2. E-Learning Courses

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



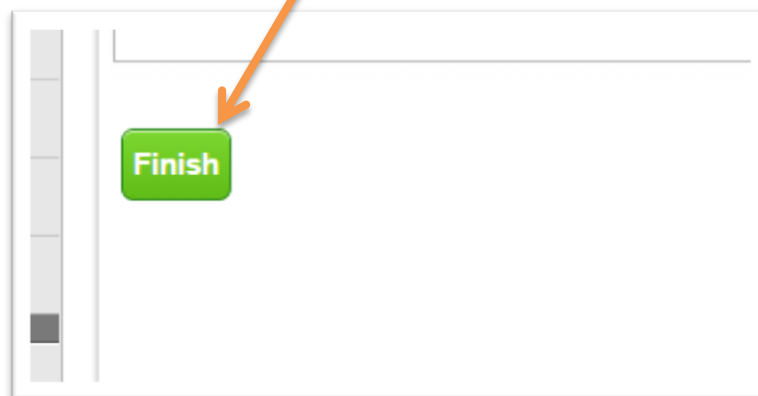
- When you decide on which course you want to take, press the '**Get Item**' button



- Press the 'In Cart (Checkout)' button



- Press the green 'Finish' button

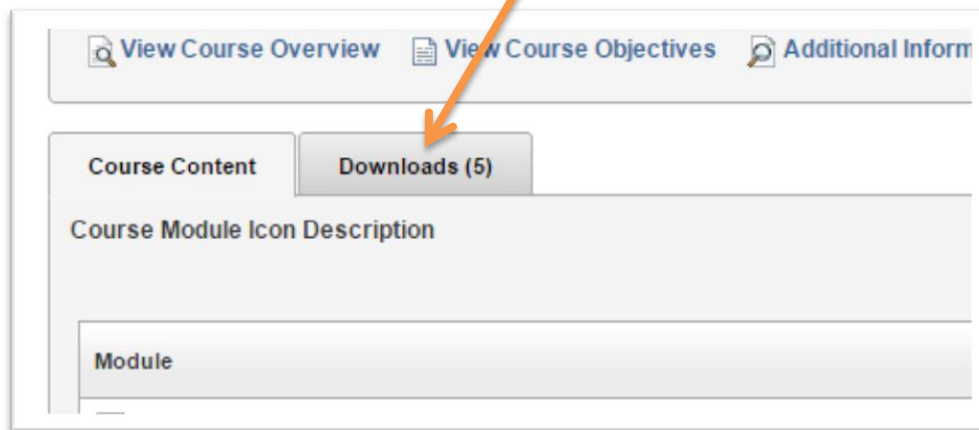


- Click the name of the course

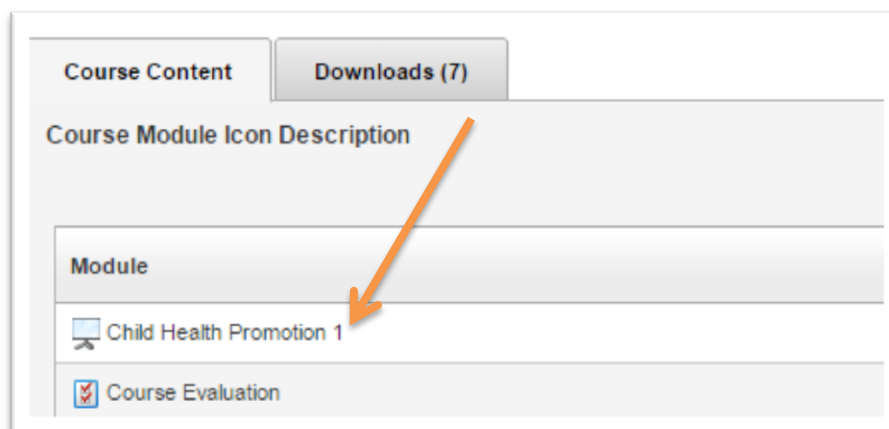


Course Information		Course Number
 Introduction to the CLASS Tool Course Version: 1 More Information... Status: Not Yet Viewed		ICT
 Cultural Responsiveness/Family Engagement 1 Course Version: 2 More Information...		CRFE1

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



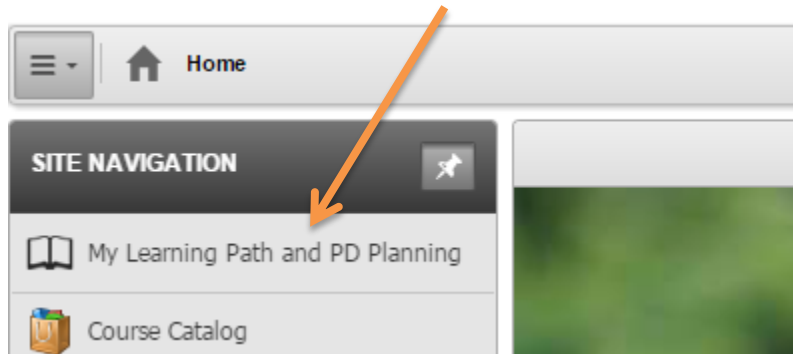
- Click on the first module in the course



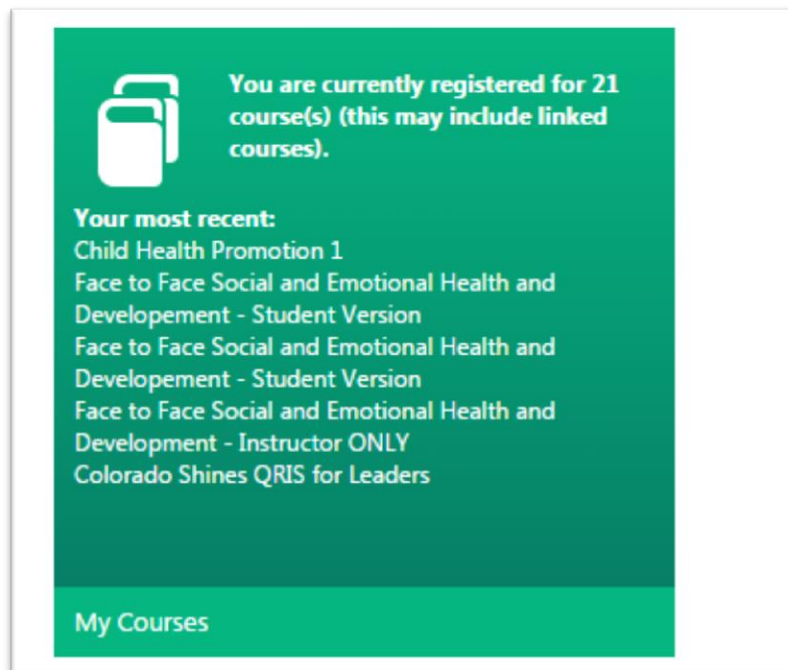
- Proceed through the module according to the directions provided at the beginning

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

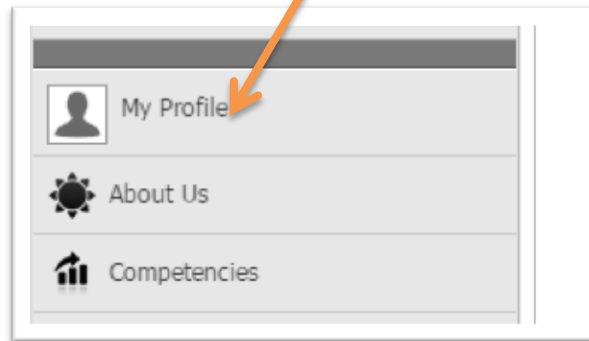


- In the **'My Courses'** tile, you will see all of your courses that are in progress. Click on the one you want to resume.

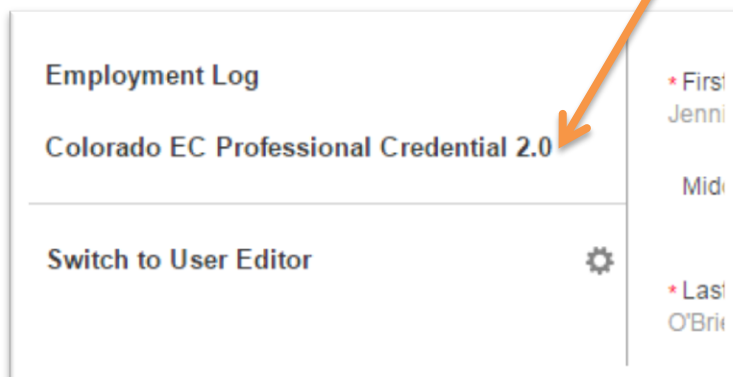


Step 3. Early Childhood Professional Credential 2.0

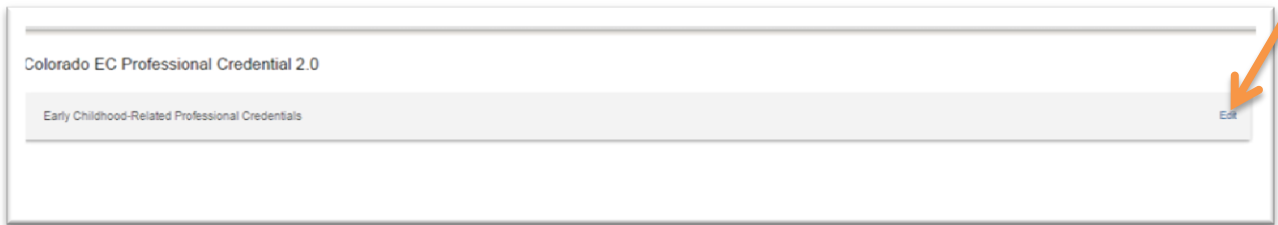
- Log in to the PDIS if you aren't already logged in
- In left navigation, click on '**My Profile**'



- In '**My Profile**' click on '**Colorado EC Professional Credential 2.0**'



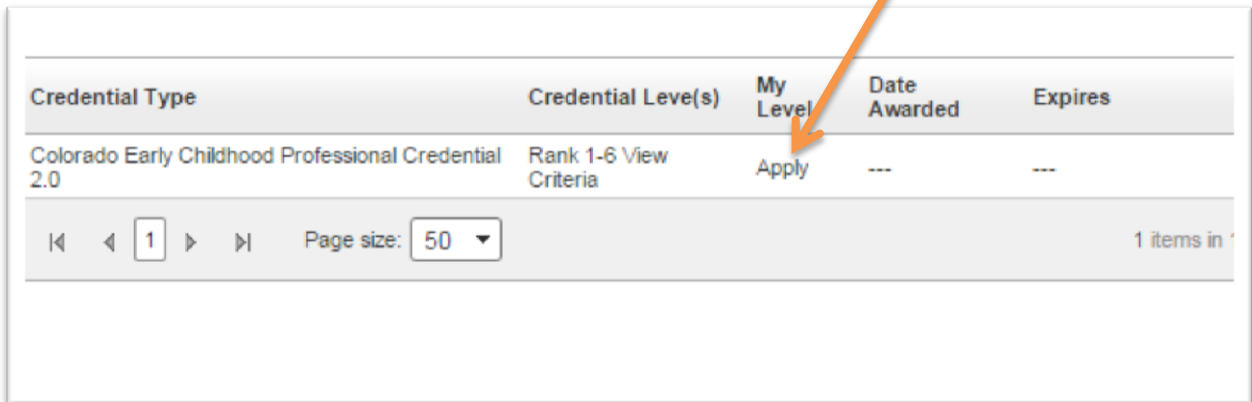
- Click the **'Edit'** button beside the **'Early Childhood-Related Professional Credentials'** text



Colorado EC Professional Credential 2.0

Early Childhood-Related Professional Credentials [Edit](#)

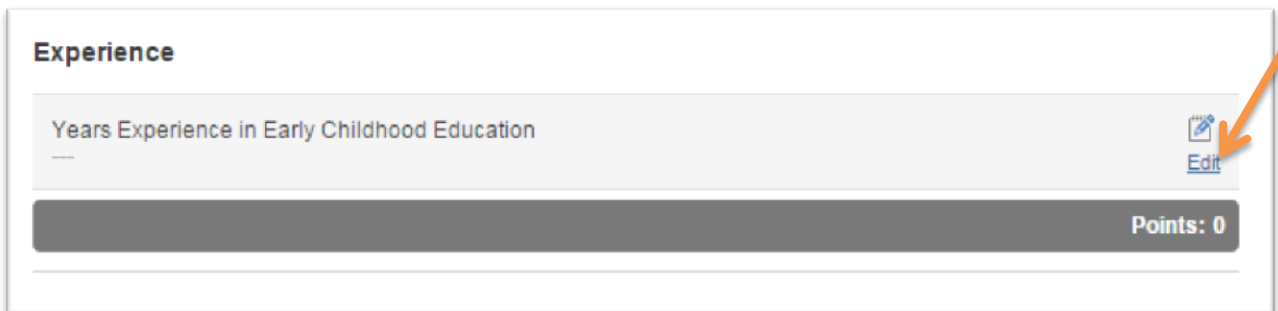
- Click the **'Apply'** link



Credential Type	Credential Level(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

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

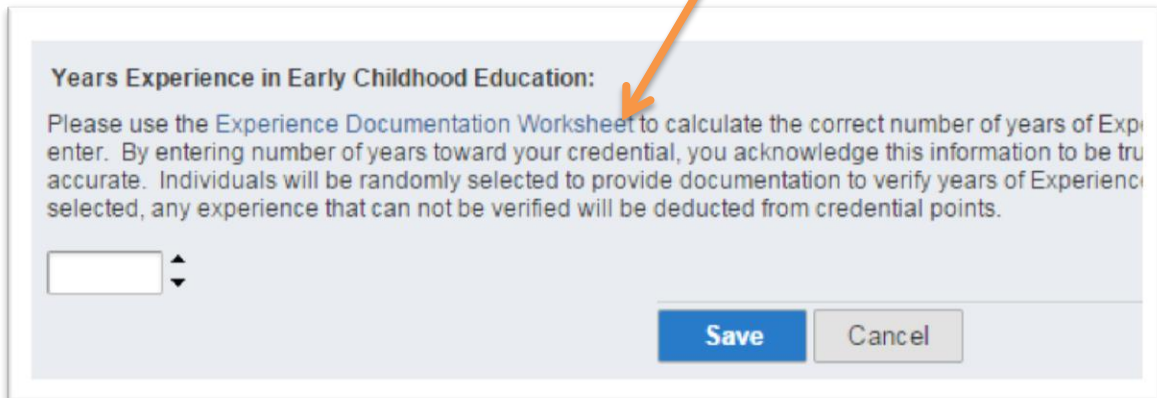


Experience

Years Experience in Early Childhood Education [Edit](#)

Points: 0

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



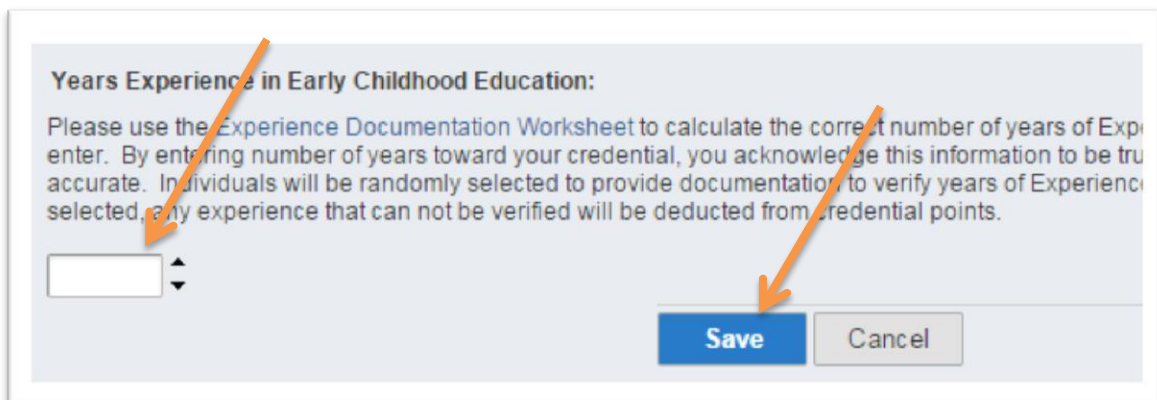
Years Experience in Early Childhood Education:

Please use the [Experience Documentation Worksheet](#) to calculate the correct number of years of Experience. By entering number of years toward your credential, you acknowledge this information to be true and accurate. Individuals will be randomly selected to provide documentation to verify years of Experience; if 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 Experience. By entering number of years toward your credential, you acknowledge this information to be true and accurate. Individuals will be randomly selected to provide documentation to verify years of Experience; if 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)

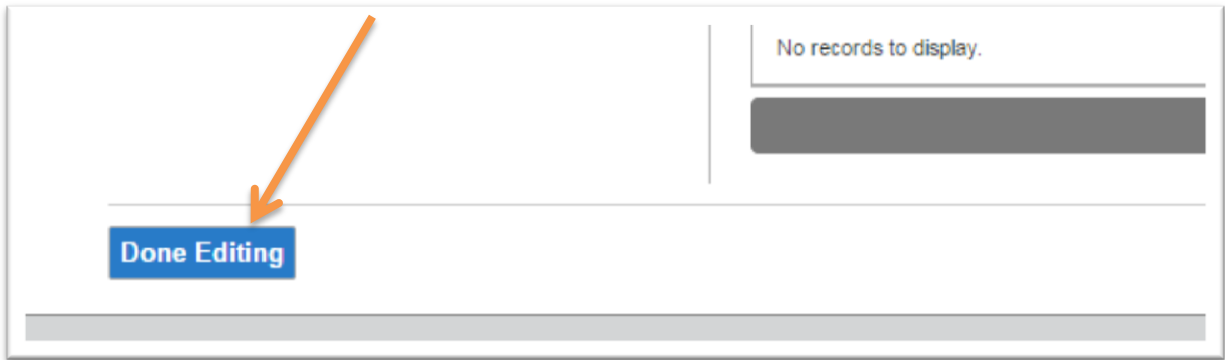
Professional Development

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](#)

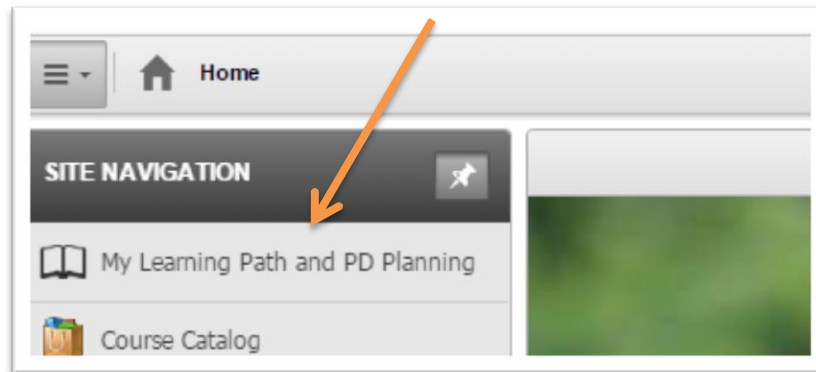
Credential / License / Endorsement	Awarded By	State	Issue Date	Expiration Date	Verification Status
No records to display.					

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

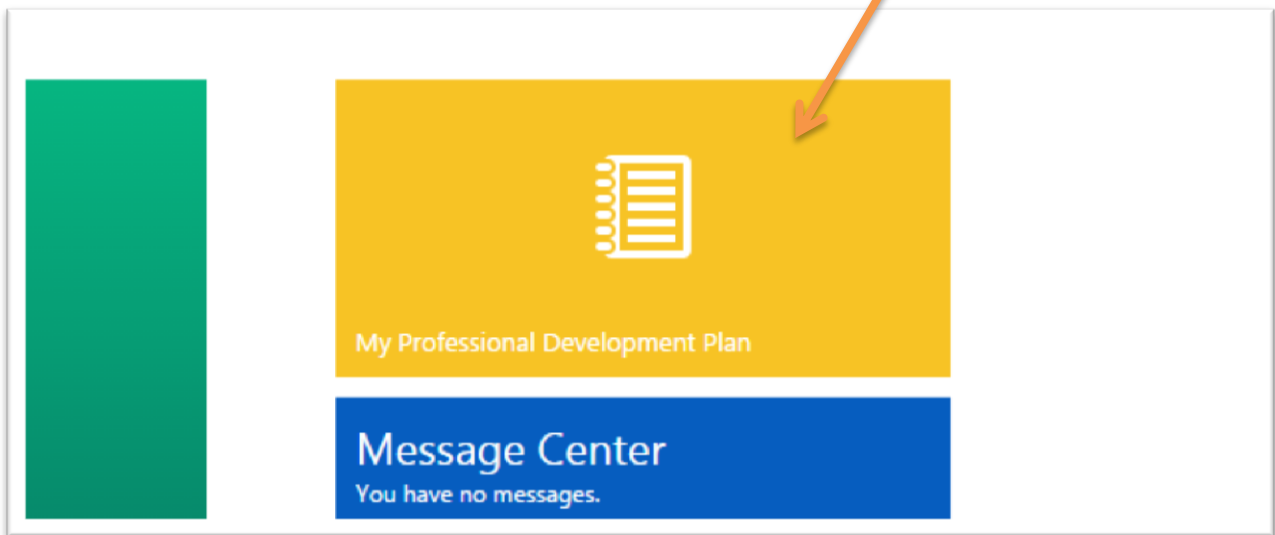


Step 4. Competencies Self-Assessment

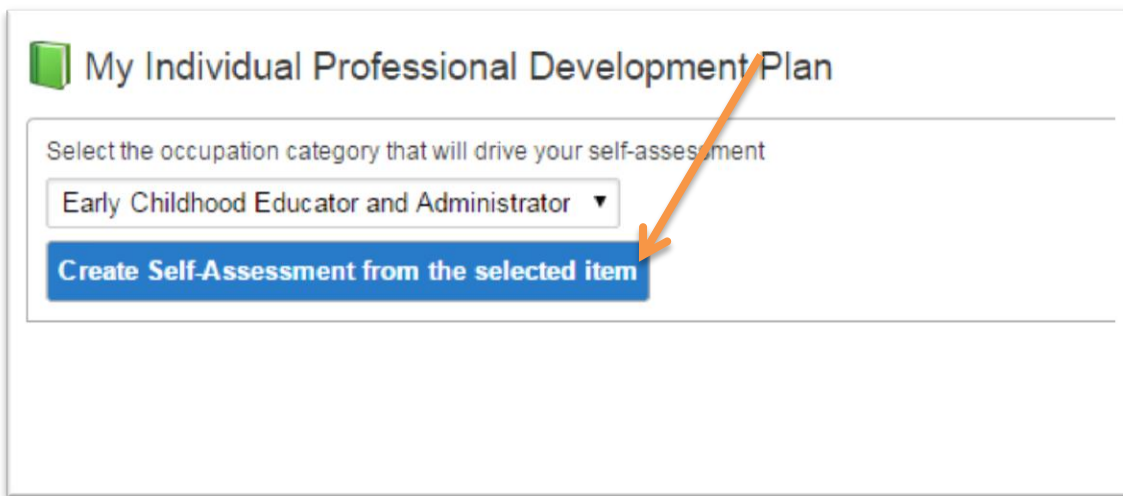
- Log in to the PDIS if you aren't already logged in
- Go to '**My Learning Path and PD Planning**' in the Site Navigation menu on the left side of your screen



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



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



My Individual Professional Development Plan

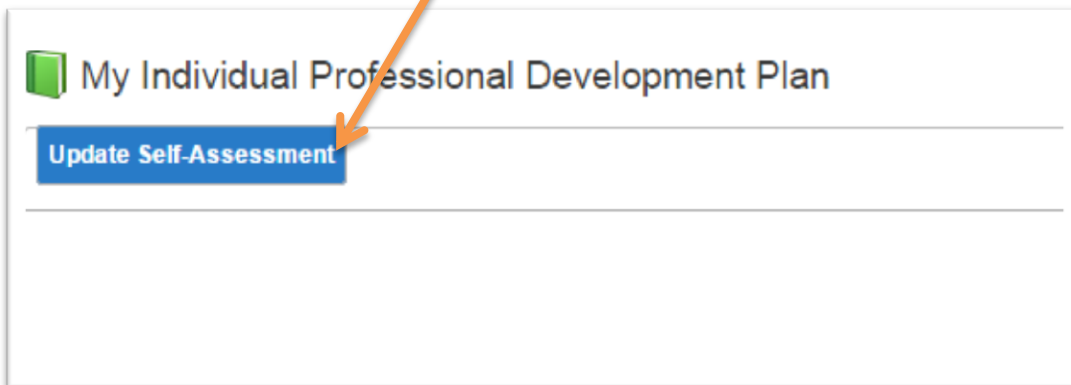
Select the occupation category that will drive your self-assessment

Early Childhood Educator and Administrator ▼

Create Self-Assessment from the selected item

An orange arrow points from the text 'Click the blue 'Create Self-Assessment from the selected item' button' to the blue button.

- Click the blue 'Update Self-Assessment' button



My Individual Professional Development Plan

Update Self-Assessment

An orange arrow points from the text 'Click the blue 'Update Self-Assessment' button' to the blue button.

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

• Give yourself time to reflect and consider your responses.



• Pace yourself. We estimate most domains will take approximately 10 - 20 minutes with the exception of Teaching Practices.

Most of all, enjoy the opportunity to think about **what you know and are able to do** – and where you'd like to go in your career in early childhood. The more thought and effort you put in to your Competencies Self-Assessment, the more accurate and meaningful your Individual Professional Development Plan will be!

[Expand All](#) | [Collapse All](#)

[+] **Early Childhood Educator and Administrator Competencies (0 of 128)**

[Exit](#) [Finish Later](#)

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

127 Select the answer that best describes your current level of ability.

☒ I am new to this area.

☐ I can describe the importance of developing a child's approach to learning (i.e. attentiveness, curiosity, initiative, cooperation, persistence, problem solving and reasoning) and support activities that foster this development.

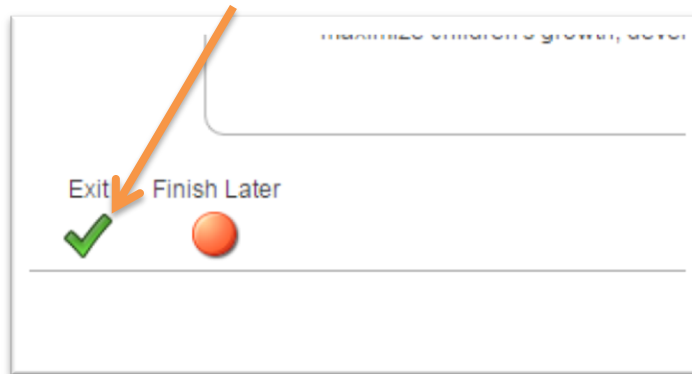
☐ I build systems that support the development of approaches to learning.

☐ I implement activities that encourage the development of positive approaches to learning. I can describe strategies that foster development of these approaches. For example:

- encouraging children to wonder and ask questions
- asking children to predict what they will see or what will happen
- including children in discussions
- actively encouraging cooperation and peer play.

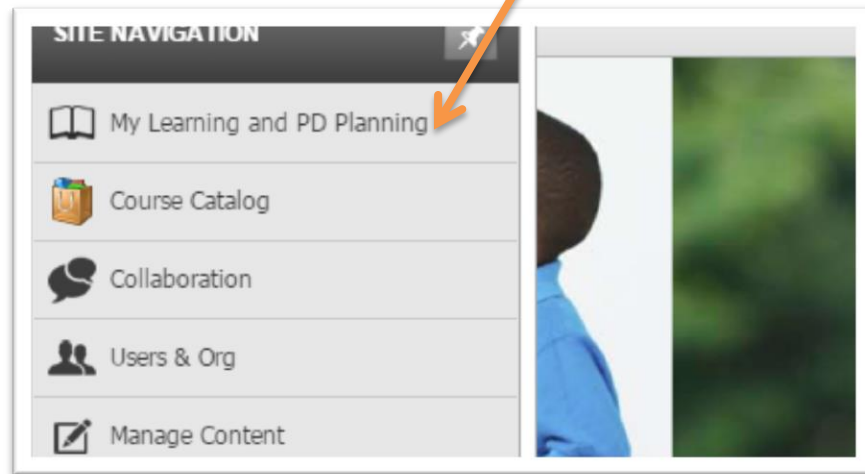
☐ I plan and analyze policies, procedures and practices that promote the development of positive approaches to learning.

- 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!)

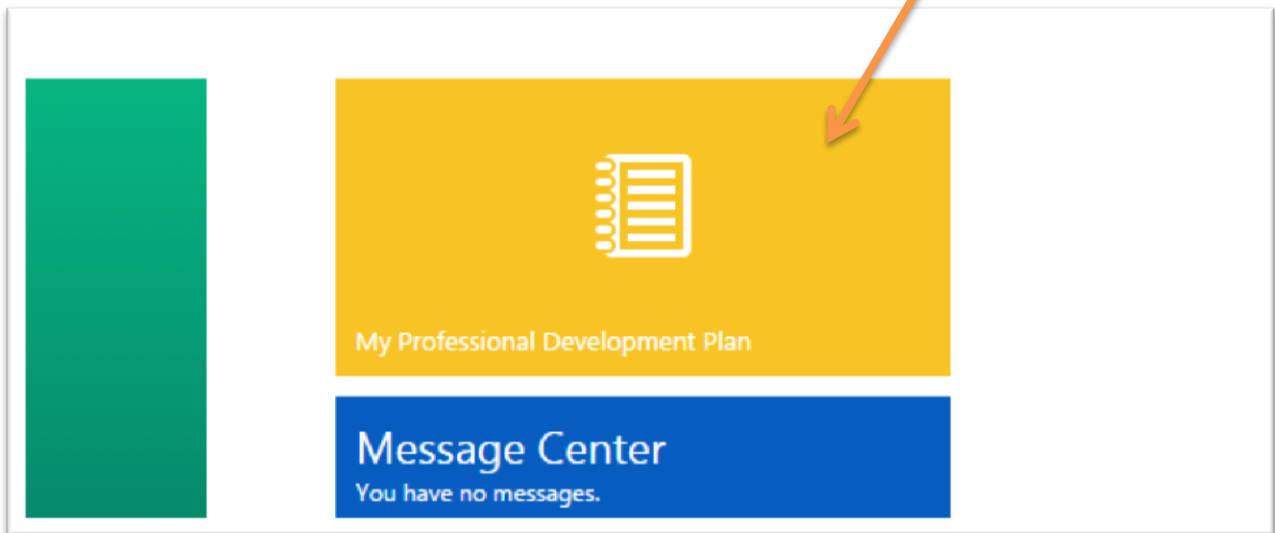


Step 5. Individual Professional Development Plan

- 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)



- Click on the blue 'Add a New Goal' button

My Individual Professional Development Plan

⚠ Your Plan expires on Thursday, April 14, 2016

Update Self-Assessment

Add a New Goal

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

Add a New Goal

Goal 2: Prepare for a new professional role

My Goal Summary

- Improve my skills in my current professional role
- Pursue a traditional academic degree.
- Pursue an alternative pathway toward a professional license and/or degree.
- Pursue academic certificate
- Achieve, renew, or advance a professional credential.

Update Goal

- Fill in additional information if necessary

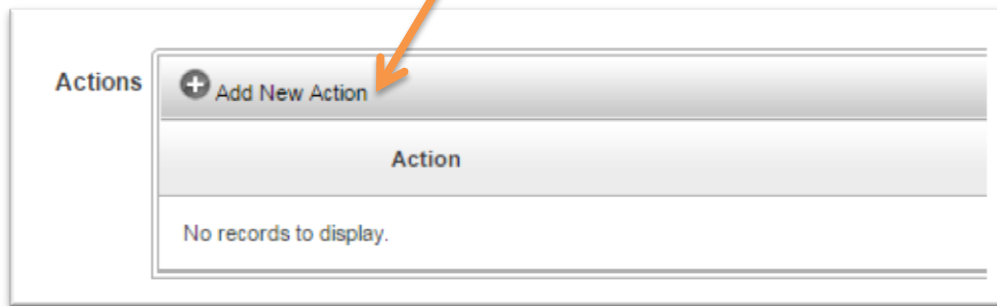
My Goal Summary

Goal Statement: Prepare for a new professional role

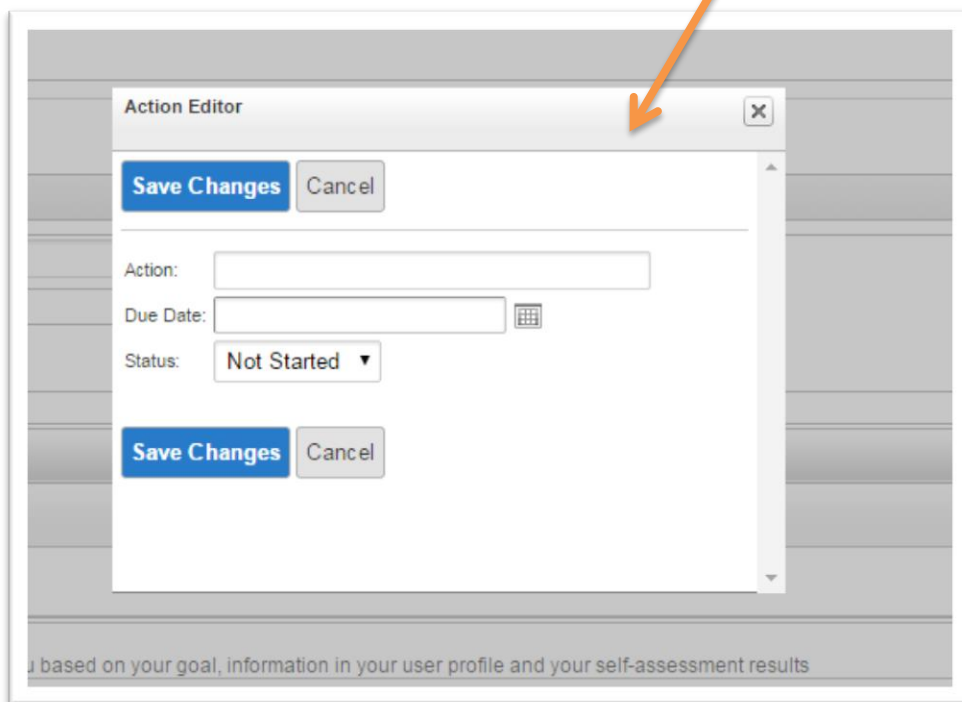
Selected Occupation: Type here to begin searching...

Update Goal

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



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



- 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

