



Step by Step Guide to Creating a PDR Profile

Note: To successfully complete and access all areas of the Professional Development Registry (PDR), users must have Adobe Reader.

Before You Begin

Please navigate to <https://pdr.dec.state.ga.us>.

Gather the following documents:

- Official transcripts that document all college coursework and degrees you have earned.
- Copies of Early Childhood Education credentials earned such as CDA, TCC and TCD.
- Copies of certificates from recent Early Childhood Education trainings that you have recently attended.

Creating a New Account

1. On the PDR home page, click the "Create Account" link.



2. Complete the registration form by entering a User Name, Password, and a valid individual e-mail address.

- User Name must be at least three characters in length.
- User Name may contain alphanumeric characters (A-Z, a-z, 0-9) and the special characters "period," "dash," or "underscore." (. - _).
- Password **MUST** be at least eight characters in length.
- Password **MUST** contain **at least three** of the following types of characters: English upper case (A-Z); English lower case (a-z); numbers (0-9); and non-alpha special characters (\$, !, %, ^ ...).

3. Click "Register".

4. After clicking "Register," you will be notified by e-mail when your account has been created. This process should take no longer than 30 minutes. If you do not receive an e-mail after registering for the PDR, go back to the home page and look for pdr@gapsc.com and click on it. You will be redirected so you can send an email to PDR.

5. Write down your username and password and save it for future reference.

Logging into PDR

When logging into the Registry the first time, you must verify your e-mail address and activate your account. To do this, follow the steps below:

1. In the confirmation email received, you will see the highlighted link that reads “here”. Click on it.
2. Once you click the link, you will see the login screen as pictured to the right. Your username will already be there. Simply enter the password that you created.

Entering your Information

1. Initial log in will take you to the Contact Information screen.
2. Required information is marked with an asterisk (*).
3. The Contact Information screen MUST be completed and **save button clicked** before you can move to another screen.
4. The Education, Employee, and Training screens can be accessed and completed in any order.
5. “Other Career Data” and “Demographic” screens are not accessible until the screens in the “Required Information” section are completed and submitted.
6. After entering your information on each screen, click "Save" to validate and save your information. Any information not saved will not be recorded in the PDR.

Submit Registry Profile

1. Review your information on the “My Profile” screen to ensure all data has been entered completely and accurately.
2. Click on the box beside "I have reviewed my profile and verify that my information is correct" (located at the bottom of the My Profile screen).
3. Click the "Continue" button (located at the bottom of the My Profile screen).
4. After reading the assessment authorization, click the box beside "I authorize assessment and agree to above terms and conditions."
5. Click "Submit." Successful submission is identified by the success message that will appear on screen.
6. Click "Return to Profile" to return to the My Profile page.

Your profile will remain in a “pending” status and not be accessible until it has been verified and your career level issued and then it will be placed in an “active” status where you will have access again.

Navigation

Instructions to move between the screens:

- Clicking the arrows at the bottom of the screens (<< for previous screen, >> for next screen)

- Clicking one of the tabs on the top bar



If you change any information on a screen and attempt to move away from the screen without saving your information, you will be notified and have an opportunity to cancel the process or continue without saving.

Left Summary Column

The left column on the Tab pages and My Profile page includes the following information: Basic Account Information, Status of Data Entry Pages, and an Icon Legend.

- Account Information Summary** — displays the following information regarding your account:
 - Name
 - Username
 - PDR # — the PDR # will remain blank before submitting your initial registration.
 - Career Level — this value will indicate pending, verified status, and expired credentials and will change based on PSC information. [View the Career Level document](#) (pdf opens into a new window)
 - Renewal Date — renewal date is assigned based on initial submission date.
 - Submissions received January 1 - June 30 will have a renewal date of December 31 of the current year.
 - Submission received July 1 - December 31 will have a renewal date of December 31 of the next year.
- Required Information** — displays “Required* Sections” and their current status. “Training” is not required for submission and assigning a career level, but we strongly recommended that you report all recent training completed as it may affect your assigned career level.
- Optional Information** — displays optional sections and their current status.
- Icon Legend** — the icon legend is a visual guide to the icons used throughout the PDR website.
 - Data Entry Incomplete — indicates you have not yet completed data entry on that screen.
 - Data Entry Complete — indicates you have entered the minimum required data entry for that screen. Icon does not indicate accuracy or level of completion for an individual user. You are responsible for ensuring that each data entry screen is fully completed.

- Submit Document 📄— indicates the data entry item is pending. Before submitting your registration for verification each data item that requires supporting documentation will display this icon.
- Document Received 📄— indicates the PSC has received the supporting documentation for this data entry item.
- Completed/Verified 🟢— indicates the data entry item has been evaluated and verified successfully.
- Verification Failed 🔴— indicates the data entry item was not successfully verified. For more information go to "[Verification Failed Reasons.](#)"

Verification Failed Reasons

Upon submission of your registry profile you receive a detailed e-mail indicating all items you identified in your profile that require documentation for verification. The required documentation for each of these credentials is indicated in that e-mail. Once all required documentation has been received, or after 30 days, whichever comes first, the Georgia Professional Standards Commission (PSC) evaluates the submitted documents and the items in your profile for which verification is required. If the received documentation is satisfactory, the credential will be verified. There are a number of reasons that could cause an item to fail verification. Here is a list of common reasons:

- Lack of supporting documentation
- Untimely submission of the certificate
- Degree is from a non-accredited college/university
- Degree is in a non-qualifying field of study
- Insufficient hours of courses in ECE
- Expired certificate
- Non-ECE related credential
- Non-qualifying credential
- Expired credential
- Expired CDA certificate
- Expired out-of-state teaching certificate
- Non-verifiable credential

If you have one or more items that fail verification, these items will be listed in the e-mail that you receive after verification of your profile is completed, along with the reason that the item failed. Items that fail verification will not be considered in the determination of your career level. To correct the failed item, you will need to update your registry profile with the correct information, resubmit your profile, and submit the required documentation to the PSC within 30 days of the date your profile was resubmitted.

Reports

The PDR can generate the following three reports in pdf format:

- **Registry Profile** — the Registry Profile is a formatted report of all data entered into the Registry. This report will display all items regardless of their verification status. This report is not intended for employment application submission and is considered an unofficial document.
- **Training History** — the Training History is a formatted report of all verified training data entered into the Registry. If no verified training data is available, this report will be blank.
- **Résumé** — the Résumé is a formatted report of all verified data entry with the exception of training data, which is in a separate report. If no verified data entry information is available, this report will be blank.

To view or print a report:

1. You must have Adobe Reader installed to perform these tasks.
2. Move the cursor over the “Reports” menu item on the top grey horizontal menu.
3. In the drop down box choose and click the report you want to view or print.
4. A box will appear asking if you want to open or save this file. Clicking “Open“ will open the pdf, **OR** clicking “Save” will prompt you to save this file on your computer.
5. To print, open the document click “File” on the menu at the top and then click “Print.”

Change your Password

Neither PDR nor PSC staff has access to passwords. PDR or PSC will never request password information; do not share your password with anyone.

To change your password, locate and click the “My Account” link/icon  in the top right corner of your browser window. This will take you to the “My Account” page.

1. Enter Current Password.
2. Enter New Password. (You must comply with the password requirements as expressed on the screen)
3. Click the “Change Password” button to complete the task.

Change your User Name

To change your user name, locate and click the “My Account” link/icon  in the top right corner of your browser window. This will take you to the "My Account" page.

1. Click the link on the right side of the screen for “Change User Name.”
2. Enter new User Name. (You must comply with the User Name requirements as expressed on the screen)
3. Click the “Change User Name” button to complete the task.

Forgot Login Information

If you forgot your login information, follow instructions below:

1. Click the “Forgot Login Information?” link that appears below the “Log In” button on the PDR home page.
2. Enter the e-mail address used for your account. If you are unsure or do not have access to that e-mail address, contact the PDR Team for additional assistance.
3. Click the “Enter” button. A confirmation message will appear and an e-mail with further instructions will be sent to the account address on file.
4. Do not attempt to create a new account. The system will recognize your email address or your social security number and will not allow you to create more than one account.

Contact the Professional Development Registry Team

If you have questions or concerns regarding your registration, contact the PDR. The PDR office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

Atlanta Metro — 404.334.6461

Georgia Non-Metro-Atlanta — 1.866.258.7737

Out-of-State — 404.334.6461

Fax — 404.232.2661

E-mail — PDR@gapsc.com

Professional Standards Commission

Attn: Professional Development Registry

200 Piedmont Avenue SE

Suite 1702 West

Atlanta, GA 30334-9032

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