



## Arkansas Professional Development Registry (PDR) Frequently Asked Questions

[www.arkpdr.com](http://www.arkpdr.com)



### 1) Why do we have a new Registry?

The Division of Child Care and Early Childhood Education (DCCECE) established an agreement with Arkansas State University (A-State) Childhood Services to administer the Traveling Arkansas' Professional Pathways (TAPP) Registry. Since DCCECE needed the ability to 1) quickly access data for timely reporting and 2) add functionality for product improvement, a decision was made to develop the Arkansas Professional Development Registry (PDR) at the Arkansas Department of Human Services. A-State remains a strong partner of DCCECE and will continue to provide training and customer support for the PDR.

### 2) How will the PDR benefit me?

Just like TAPP, the PDR provides information about training opportunities to increase your knowledge and skills in early care and education. The PDR offers an easy way to search, schedule, and receive notifications about classes. Features include the ability to be placed on a **waiting list** when a class is full and to request classes in a specific area through a **wish list**. Trainers, directors and agencies will have access to additional reports.

### 3) Will my TAPP account be automatically added to the PDR, or do I need to enroll?

A new PDR member application must be submitted. It only takes a few minutes to complete the online application. In the future, your TAPP records will be added to your new PDR account. In order to merge your records, you must supply your TAPP ID number on the member application. (Tip: You can save your TAPP number in your phone's notes section or by taking a picture of your TAPP ID card to store on your phone for easy access.)

### 4) What if I don't know my TAPP number?

The Registry staff mailed a postcard to all members that contained information regarding the transition. The postcard included your TAPP ID number. If you don't have the postcard, you can contact the Registry at (888) 429-1585. Please make every effort to ensure that your personal information is updated in the TAPP Registry to enable a smooth merge of your TAPP transcript.

### 5) Why do you need my social security number?

Your social security number is the only unique, universal identification available to ensure that you are the person you claim to be. This is particularly relevant in situations where you have the same or a similar name to others. Once you register, your social security number will be encrypted and remain private. You will receive an assigned PDR identification number to be used to register and track training across the state.

**Register today! We are switching from TAPP to PDR in September 2017.**

July 2017

**6) I've registered in the PDR. Why don't I see my TAPP information?**

Your TAPP information will be pulled over after attendance for all TAPP trainings is finalized.

**7) Will I lose any information?**

We don't anticipate any loss of information. Please make sure to update your TAPP profile and print your training transcript prior to the transition from TAPP to PDR. This will give you the opportunity to make certain all of your information transferred.

**8) Who will be able to see my information?**

DCCECE and the A-State Childhood Services' PDR Registry Administrators will be able to view your training transcript and ID Card. In addition, if you are employed at a licensed child care facility in Arkansas, your employer will also be able to view your training transcript. If you want other people to be able to view your records, you will need to submit a written request to grant access. The form will be located in the "Download" section of the PDR. Your social security number/ VISA number and your date of birth cannot be viewed in the PDR by any staff.

**9) Will my Director be able to view my information?**

Yes. Directors will be able to view training transcripts of their staff as long as you are an employee. Once employment ends with the facility, the director will no longer have access to those records.

**10) Will we still complete online evaluations?**

Yes. In PDR, you will receive an email when attendance is entered letting you know that the evaluation is available to complete. There will also be a location within the PDR that you can check for any evaluations you may have missed.

**11) Will the TAPP Map stay the same?**

Yes. Initially, the TAPP levels will remain the same. A committee will be reviewing the level requirements and could make recommendations for changes in the future. If this occurs, you will be notified.

**12) Can I still register for trainings online?**

Yes. Unless the class states otherwise, you will continue to register online.

**13) Who do I call if I have questions?**

The staff at A-State Childhood Services will continue to support you by providing training, answering questions, and helping you with any problems you may encounter with the PDR. **Please contact the Registry at (888) 429-1585.**