Registering in the Professional Development Registry

Step 1		*Log on to https://pdr.decal.ga.gov*
Step 2		*Select New User*
Step 3		*Enter unique user information*
Step 4		*Click on the Register button*
Step 5		*Congratulations! You have successfully created an account. You will receive an e-mail from PDR Support with the subject line "Welcome to PDR"*
Step 6		*Open the e-mail from PDR Support – E-MAIL CONTENT: In order to activate your account you must click **here** (actually click the word "**here**" located in the text of the e-mail) to verify your account* *NOTE: If your e-mail is not in your inbox in 30 minutes or less, search your "spam, trash, or junk mailbox*
Step 7		*Congratulations! Your Professional Development Registry account ID has been activated – Enter your username and password and click LOG IN*
Step 8		*Complete "ABOUT ME" in the Contact section and click "SAVE" button at the bottom of the page*
Step 9		*After you click SAVE, you will receive a message on the same page "SAVE COMPLETE". Click the button next to SAVE >> , or go to the top of the page and select the Education tab, to navigate to the next screen – EDUCATION section*
Step 10		*Select High School or GED. The system will automatically save and expand the screen for you to complete additional education information. NOTE: High School or GED is a minimum requirement to be an Early Childhood Education (ECE) professional in Georgia. If this education level is not selected, you will receive Career Level 0 until documentation is provided and verified that you have completed a minimum of a High School diploma or GED*
Step 11		*Click on ADD DEGREE and/or ADD CREDENTIAL. When you have completed all Education and Credential information, click on SAVE at the bottom of the page and navigate to the next screen*
Step 12		*After clicking SAVE you will receive a message on the same page SAVE COMPLETE. Click the button next to SAVE >>, or select the EMPLOYMENT tab at the top of the page to navigate to the next screen – EMPLOYMENT NOTE: The system will automatically save and expand the screen for you to complete additional Employment information. This screen continues to expand until you have completed all work experience under the employment section*
Step 13		*If you are currently employed in a licensed/registered child care program, you can use the search feature to add your employer's information:*
		A- Search Provider by name or license number and add additional filter content (site address, county, city, etc.) to find provider. Click on provider name and click SELECT to complete

		B- Or click PROVIDER NOT FOUND and enter employer information in the next screen. Click SAVE and return to the previous screen *C- Complete additional information and click SAVE*
Step 14		*After clicking SAVE, you will receive a message on the same page to SAVE COMPLETE. Click the button next to SAVE >> or select the tab at the top to the page, to navigate to the next screen to the TRAINING section. Select ADD TRAINING if applicable. Enter the training information and SAVE* ***NOTE: If you do not have a code on your certificate, but received training provided through Bright from the Start, please select "STATE ACCEPTED" rather than "STATE APPROVED". Only "STATE APPROVED" training will have a code. When you select the appropriate category (approved, accepted, conference, other), enter the information requested on that screen***
Step 15		*After clicking SAVE, the system will navigate you back to the previous screen. Follow step 14 until all TRAINING information is entered*
Step 16		*SUBMISSION!* *A – Ready for Submission? Click on MY PROFILE and you will receive a summary of your profile* *B- Review all information carefully, and update if necessary. Scroll to the bottom of the screen and click box to acknowledge that you have reviewed your profile and verify that the information is correct. It is recommended at this point you first select VIEW/PRINT REGISTRY PROFILE prior to submitting the acknowledgement. You also have the ability at this point to print and/or save your Profile in PDF format* *C – SUBMIT REGISTRY PROFILE*
Step 17		*Submit Registry Profile* *A- Review all information carefully. Scroll to the bottom of the screen and click box, to acknowledge that you authorize assessment and agree to the above terms and conditions* *B- RETURN TO PROFILE or SUBMIT*
Step 18		*CONGRATULATIONS! Your registry profile was submitted successfully. You will receive an e-mail with further information and instructions for submitting required documentation if applicable. You may RETURN TO PROFILE or LOG OUT*
NOTE:		*After Submitting your PROFILE for evaluation, it is LOCKED and changes cannot be made until evaluation is complete and a Career Level is assigned. Changes and additions can be made anytime your PROFILE is in status other than PENDING. When PENDING, your PROFILE is awaiting documentation submission and review by PSC for verification*