PDIS FAQs

Frequently Asked Questions about the Professional Development Information System

The Professional Development Information System (PDIS) is a web-based system for supporting the professional development of Colorado's early childhood workforce.

Why is Colorado implementing the PDIS?

Strengthening and supporting early childhood professional is critical to young children's success. In an effort to improve our early childhood professional preparation system, Colorado's Early Learning Professional Development System Plan was created and approved by the Early Childhood Leadership Commission in 2010. That plan includes aligning training for early childhood professionals with EC workforce competencies, development of an interactive web-based clearinghouse to advise early learning professionals, provision for an early childhood workforce registry system, development of a data system linked to other important early childhood data systems, and the ability to develop reports for key stakeholders and policy makers. The PDIS will support all of these goals.

What are the advantages to early childhood professionals?

The PDIS will offer you many advantages. Some of these include:

- One place to find all training and education information – from required yearly training hours to professional advancement at all levels.
- Training sortable by competency area, instructor, location, format and more.
- The ability to directly register for training.
- High-quality online training directly available through the PDIS; links to approved training with other organizations.
- Connections to educational opportunities leading to a variety of certificates and degrees in early childhood related professions.
- Information about scholarships and a scholarship approval process.
- One place to keep all your experience, training and education documentation, accessible from any location.
- The ability to add to this documentation and create an individual portfolio demonstrating competence.
- Support for creating a competency-based individual professional development plan.
- An automatically calculated credential level.
- A competency profile to support your ongoing professional development needs.

The PDIS will be a "one-stop shop" for all your professional development needs.

How is the information collected?

The information in the PDIS will be collected in several ways. The individual professional will enter the majority of the information as a part of the registration process. Some information will be collected from other systems connected to the PDIS such as the Colorado Shines Quality Rating and Improvement System. Information on training and education

may be entered by an approved trainer or institution so that completion is automatically included in the professional's PD profile. Demonstrated competency measures can also be entered by those approved to do so.

Who will have access to the information?

Data privacy and security are a major consideration in the creation of this system. Ultimately, it is the individual who provides access to any personally identifiable information. The information collected for workforce reporting and policy considerations will only be in aggregate format looking at trends and movement within the workforce.

How will the information be used?

The information will be used in multiple ways. One important use will be to support the Colorado Shines Quality Rating and Improvement System (QRIS). Information on training, education, experience, and demonstrated early childhood competencies will be used to calculate an individual's Early Childhood Professional Credential level. This Credential level will be reported in the QRIS Workforce section and inform the professional development section of the QRIS scoring.

The information in the PDIS will be used in aggregate form to answer important questions about professional development for early childhood professionals. For example:
- ✓ How prepared is Colorado's early childhood workforce to provide effective care and education for all children?
- ✓ What policies and investments lead to a skilled and stable early childhood workforce?
- ✓ What are characteristics of early childhood professionals within high quality programs?
- ✓ Do Colorado's children with the highest needs have access to qualified staff?

Can you participate in the PDIS and not in the QRIS?

Yes, an individual can participate in the PDIS even if their program decides not to progress in the new QRIS.

What is the cost to participate?

There is no fee required to participate in the PDIS.

Do uploaded transcripts have to be official transcripts?

Yes, official transcripts need to be uploaded into the system.

Will background checks/fingerprints be stored in the PDIS?

No, background checks and/or fingerprint information will not be stored in the PDIS. After significant evaluation, it was determined that this approach would not be beneficial to early childhood professionals.

How is PDIS connected to Colorado Shines QRIS Level 2?

If a program decides to progress to Level 2, they will be required to register in the PDIS. They are then able to select and participate in a variety of online courses that will meet the requirements of Colorado Shines QRIS Level 2.

Will the PDIS generate a Credential certificate?

Yes, the PDIS will generate a downloadable/printable Credential certificate. To print it select the **Site Navigation** button at the upper left hand side, under the ☰ icon. Go to **My Learning and PD Planning**, select **My Transcripts**. Select **View Certificate** under the course title. The certificate will show in a pop-up screen. From here you can print the certificate.

Will Early Childhood Councils be able to see aggregate and individual information for the professionals in their area?

Councils will be able to see aggregate information for their area. If Council staff would like to see an individual's information, they need to plan a time to sit down in front of a computer with them, or the professional can send the Council staff person a transcript report.

What Colorado Shines QRIS Level 2 E-learning Courses will be available on the PDIS?

The following courses are the Colorado Shines QRIS Level 2 E-learning Courses:
  o   Child Health Promotion 1
  o   Child Health Promotion 2
  o   Colorado Early Learning and Development Guidelines
  o   Colorado Shines QRIS for Leaders
  o   Social and Emotional Health and Development
  o   Welcoming Children with Special Needs
  o   Introduction to Child Assessment
  o   Introduction to the CLASS Tool
  o   Introduction to the Colorado Shines QRIS: Levels 1 and 2
  o   Introduction to the Colorado Shines QRIS: Levels 3-5
  o   Introduction to the Environment Rating Scales
  o   Colorado's Competencies for Early Childhood Educators and Administrators
  o   Cultural Responsiveness/Family Engagement 1
  o   Cultural Responsiveness/Family Engagement 2

Logging in Help

Why can't I log in?

If you cannot remember you password, click on the **Log In** button and click on the **Reset Password** option. Enter the email address associated with your PDIS account. The system will send an email to this account with instructions and a link to reset your password. If you do not receive a notification, your email may be incorrect. Contact the PDIS Help Desk toll-free at (844) 447-4441 or at PDISHelp@cde.state.co.us to assist you.*Please note: the reset request will expire after an hour. If you do not log-in and reset your password within an hour after the request, you will need to request another reset.

Can I change my password?

Do not share your log in info with anyone. The PDIS site is for you, the ECE Professional, to monitor and determine your own professional development path. Your profile is for you and you alone.
To change your password - Log in, and select **My Profile**. On the **Account Details** page, click on the **Edit** link next to the password option. Put in your old password, put in a new password and put the new password in again to confirm it. Select **Save**.

I work at several different centers, do I need to create a different profile for each center?

No, you only need one profile. You can link to multiple centers from your profile.

What do I do if I have multiple accounts?

Your accounts can be merged. The PDIS Help Desk can assist you. Contact the PDIS Help Desk at or at (844) 447-4441 PDISHelp@cde.state.co.us for assistance.

How often should I update my information?

You should update your information at least annually but if you would like to do it more often, you can. To do this, click on 'My Profile' in the left navigation in the PDIS. If there is no activity in your account for 5 years, PDIS Staff will de-activate the account.

Navigating the Courses

Do I have to download all the documents before I take the course? Do I need to watch the videos to complete the course?

Yes, you will need to download and read the documents and watch the videos to answer the questions in the knowledge checks.

Do I have to get the activities correct to complete the course?

Yes, you will need to get the activity correct before you move on to the next slide. *Note sometimes a question requires more than one answer to be selected to be correct.

How long do the courses take to complete?

Each course is designed to be completed in an hour, but times can vary. Regardless of the amount of time you spend, you will receive 1 hour of credit. Two part courses will receive 2 hours.

Where do I find my list of completed courses?

Monitor your courses through the **My Transcript** box on the **My Learning and PD Planning** tab.

How do I delete courses from My Learning?

If you would like to delete a course, select the course. On the Course Details page there is a Drop This Course option at the top left hand of the page.

How do I see my staff in PDIS?

This Feature is coming soon! When it is available; you will need to complete a 1 hour security training to be given permission to see your staff and verify their employment. Go to the **Course Catalog** and select the **CDE / PDIS Information Security and Privacy Policy** course. View module number one and then complete modules two and three.

Course completion will be your application for permission. Once a member of the CPD team has looked at your documents to see if the course was fully completed they will change your permission level and you will be notified via email.

You can also view staff information in the **Workforce** tab of your site's **QRIS Application**. There you see which staff have PDIS profiles associated with your site, how many L2 modules they have completed, their reportable EC Credential Level, and if they have completed their Self-Assessment.

Why is the course not loading where I left off?

Access the course again through the **My Learning and PD Planning** tab. *Do not* select the course again from the Course Catalog. This will reload the course from the beginning.

Why won't the course evaluation load?

Select the **LMS** button in the top left and return to **My Learning and PD Planning**. Select **My Courses** and find the course. From there you can select the **Evaluation**. Make sure the course is listed as *complete* or you will not be able to select the **Evaluation**. Once it is completed the course will be listed as complete in the **My Transcript** section.

Self-Assessments

Where is my Self-Assessment?

Go to the navigation menu ≡ and select **My Learning and PD Planning**, then select **My Professional Development Plan**. *Note you must have a **Professional Role** selected under **My Profile** in the **Colorado EC Professional Credential 2.0** section to access the **Self-Assessment**.

When can I update my Self-Assessment and PD Plan?

You can do this at any time. Simply go to **My Learning and PD Planning** and select **My Professional Development Plan**. You will see **Update Self-Assessment**; select this and you can either choose to update your **Self-Assessment** or review and/or revise your **PD Plan**.

Do I have to complete the entire Self-Assessment?

We suggest that you take the **Self-Assessment** one section at a time. You do not have to go back and re-do any of your work. You may leave off at any time and come back to complete it; simply select the "Finish Later" button at the bottom of the assessment screen. The **Self-Assessment** is more meaningful if you move through it slowly and think carefully about each question. You will have to complete the entire **Self-Assessment** before the system can create initial **PD Plan** recommendations for you.

Best Computer Settings for PDIS Use

What is the best web browser to use?

The site works best with Google Chrome. You can get it for free [here](#).

How do I allow pop-ups?

To access all parts of a course you will need to enable pop-ups for the PDIS site.

For Google Chrome
- Select the Chrome menu ☰. It is in the top-right corner of the browser window
- Select **Settings**
- Select **Show advanced settings**, small and blue at the very bottom, hard to see
- Under **Privacy**, select the **Content settings** button
- Under **Pop-ups**, select **Manage exceptions**
- Add website address: ecpd.costartstrong.org

For Internet Explorer
- Select the gear icon in the top right corner
- Select **Safety** from the pull down menu
- Select **Webpage Privacy Policy**
- **Privacy Report** page opens
- Select **Settings**
- Find the **Pop-up Blocker** field and select **Settings**
- Fill in ecpd.costartstrong.org
- Select **Add**

How do I allow cookies?

Google Chrome
- Select the Chrome menu ☰. It is in the top-right corner of the browser window.
- Select **Settings**
- Select **Show advanced settings**, small and blue at the very bottom
- Under **Privacy**, select the **Content settings** button
- Under **Cookies**, select **Manage exceptions**.
- Add website address: ecpd.costartstrong.org

Internet Explorer
- Select the **Tools** button, and then select **Internet Options**
- Select the **Privacy** tab, and then move the slider to a position between the top and bottom so you are not blocking or allowing all cookies
- Select **Sites**
- In the Address of website box, type ecpd.costartstrong.org, and then select **Allow**. As you start typing the address, there is a list of webpages that have been visited and you will be able to select the web address displayed
- Select **OK**
- Move the slider back to the position it was originally in, and then select OK

Why is it taking so long to load the course and/or upload documents?

Slowness issues can be contributed for a variety of reasons. Here are a few to consider when the site seems slow:

- You are using a wireless connection - depending on your connection, wireless speeds can vary widely and drop-off unexpectedly. Test the speed of your internet connection Here.

- Your wired internet connection is slow - depending on your ISP, you may experience a drop in connection during busy hours.
- Try other websites - are they also slow? If so, then the connection is the issue.
- Uploading large files will be slow, especially on DSL or other internet connections that have slow upload speeds.
- Regional internet issues can result in temporary slowness while the issue is occurring.

There are a variety of websites that make suggestions on how to fix internet connection issues. If you are at work, you can check with your system administrator to see if they can help you figure out the issue. You can try a computer at a different location, and you can also check out some suggestions from a few sites below or search for this information in your browser:
http://windows.microsoft.com/en-us/windows/why-internet-connection-slow#why-internet-connection-slow=windows-7
http://netforbeginners.about.com/od/basicinternethardware/f/Why-Internet-Connections-Can-Be-Slow.htm

Where can I learn more?

- For more information, please visit epcd.costartstrong.org or www.cde.state.co.us/early/pdis
- Call us toll-free at (844) 447-4441 (option 2)
- Email us at PDISHelp@cde.state.co.us