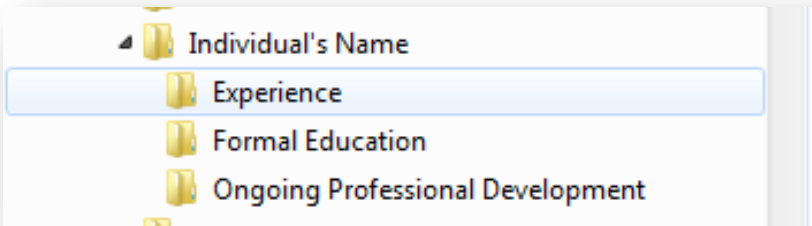
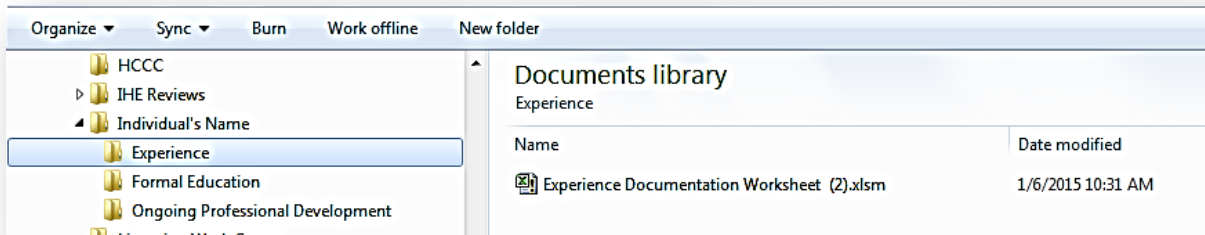


Preparing Documents for the Early Childhood Professional Credential 2.0 in the PDIS

One of the first steps to prepare for the PDIS is to create electronic files of your Official Transcripts, Training Certificates and other documents related to the Early Childhood Professional Credential 2.0. Scan your documents as electronic files and then save to your computer or to a flash drive. When saving documents to your computer or a flash drive, be sure to save files into folders organized by each area of the Early Childhood Professional Credential 2.0.



Do not save all of your documents as one file. Official Transcripts must be saved separately from your Experience and Ongoing Professional Development documents. Please save each Official Transcript as an individual file. However, it is best to save all of your Training Certificates as one file to upload. When you scan your Training Certificates, scan them all together and save as 'Your Name Training Certificates'



Once your files are organized in the appropriate folders, you will be able to find exactly what you need once you're ready to upload these documents to the PDIS!

