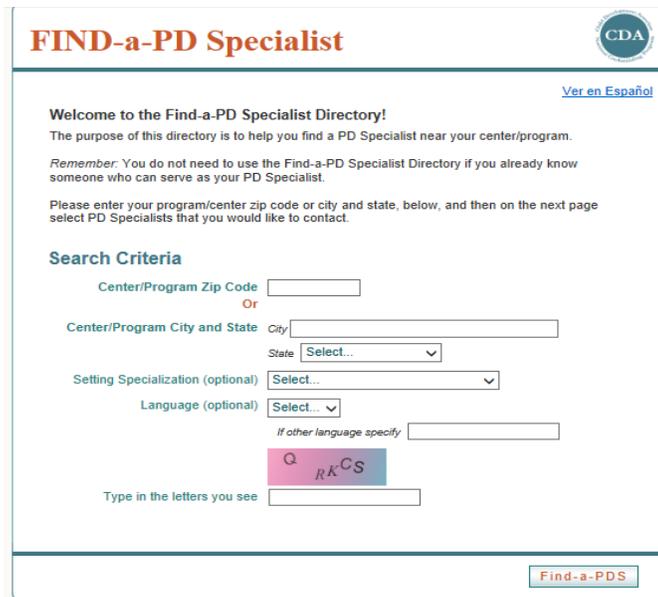


How to use the Find-the-PD Specialist Directory & Map

The **Find-a-PD Specialist Directory** can be used to help you locate a PD Specialist near your center/program. Please follow the instructions below.

1. Go to your online **Find-a-PD Specialists Directory** at https://www.yourcda.org/Find-a-PDS/pds_search.cfm?lang=en
2. Enter your search criteria

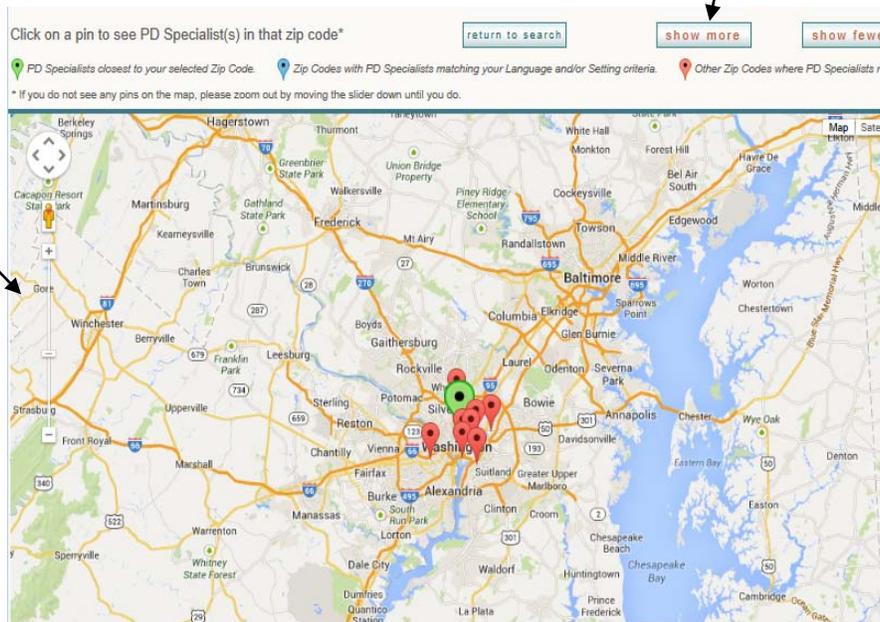


The screenshot shows the 'FIND-a-PD Specialist' search interface. At the top right is the CDA logo and a 'Ver en Español' link. The main heading is 'FIND-a-PD Specialist'. Below the heading is a welcome message and instructions. The 'Search Criteria' section includes several input fields: 'Center/Program Zip Code', 'Center/Program City and State' (with 'City' and 'State' sub-fields), 'Setting Specialization (optional)', and 'Language (optional)'. There is also a CAPTCHA image with the letters 'Q R K C S' and a 'Type in the letters you see' input field. A 'Find-a-PDS' button is located at the bottom right of the form area.

3. Once you have completed entering your search criteria, click the “Submit Request” button that is located in the bottom right corner of webpage to submit your request.
4. The system will generate a map of your program’s geographical area that identifies the PD Specialist in your area that fit your search criteria.
5. Next, you need to click on the pins to see PD Specialist(s) in that zip code. *(Please note that the pins are color code to make the selection process user friendly. The slider can also be used to expand your search area by zooming in and out on the map.)*
 - **Green Pin:** Shows the PDS located closest to your selected zip code.
 - **Blue Pin:** Shows PD Specialist that match your language and /or setting criteria.
 - **Red Pin:** Shows PDS in surrounding zip codes
6. If you do not see any pins on the map, please zoom out by moving the slider down until you see the enlarged search area or use the ‘show more’ tab found on the right above the map.

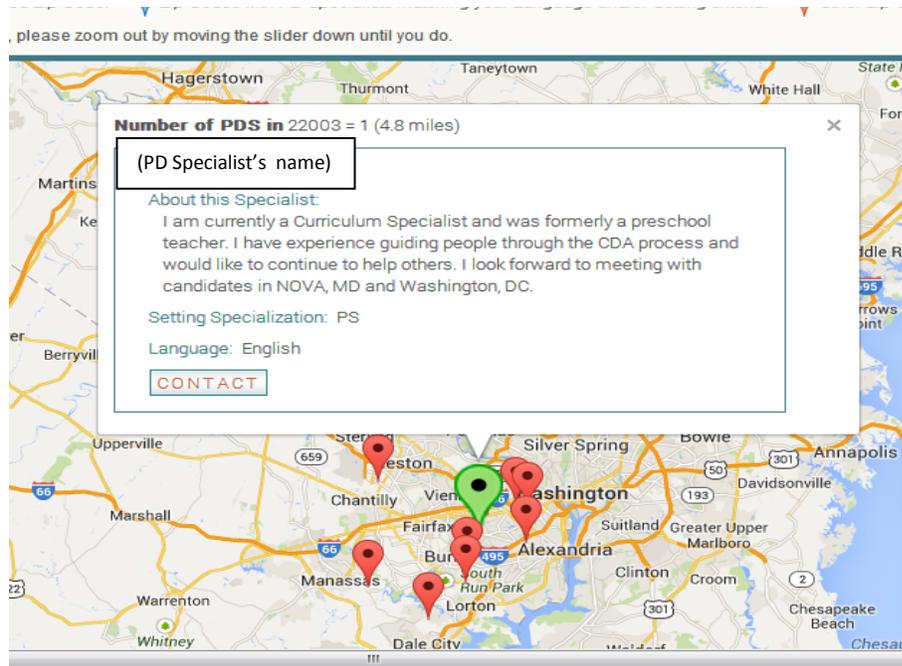
How to use the Find-the-PD Specialist Directory & Map

Slider Tool



To expand your search, please click on the **SHOW MORE** button at the top of the page. This will widen your search and show more PD Specialist in your area. You can click this button multiple times.

- When you click on a pin, the PD Specialist's profile card will appear. This will contain some general information about the PDS and the 'Contact' button to request this individual to serve as your PD Specialist. (Please verify that the PD Specialist's setting specialization matches the setting that you are applying for. When multiple PDSs are available it is recommended that you click on more than one which provides you with more options. You can choose from the PDSs that quickly reply.)



How to use the Find-the-PD Specialist Directory & Map

- In order to submit the online request for individuals to serve as your PD Specialist, click on the contact button for each person you want to be notified; this 'Contact' button is located on the bottom left of the box. The next screen that opens up is the Contact Information form. *(Please complete this form in its entirety with your information. Please allow the PD Specialist 48 hours to contact you. We encourage you to send this request to multiple PD Specialists in your area.)*
- Suggesting an "Approximate date" is a feature meant for you to share your thinking about a Verification Visit date; this is NOT the official date of the Verification Visit. The date of your Verification Visit can only be negotiated with the PDS once your application is approved and you are Ready to Schedule.

This is a tentative date; not the date of our actual visit. **You cannot proceed with your Verification Visit until you get the Ready to Schedule Notice.**

Submit Request button which sends your request and criteria to begin your search by your center zip code.

The screenshot shows a web form with the following fields: First Name, Last Name, Email address, Re-enter email address, Preferred Phone (with Ext. field), Center/Program City and State, Approximate date you would like to be assessed (with a date format hint of mm/dd/yy), Credential Type (dropdown menu), Language (dropdown menu), and an optional field for 'If other language specify'. There is also a large text area for 'Additional Comments' and a CAPTCHA field with the instruction 'Type in the letters you see'. At the bottom right, there are two buttons: 'cancel' and 'Submit Request'.

- If you do not receive a response from any of those individuals you chose, return to the directory and expand your search as described above in step #7.