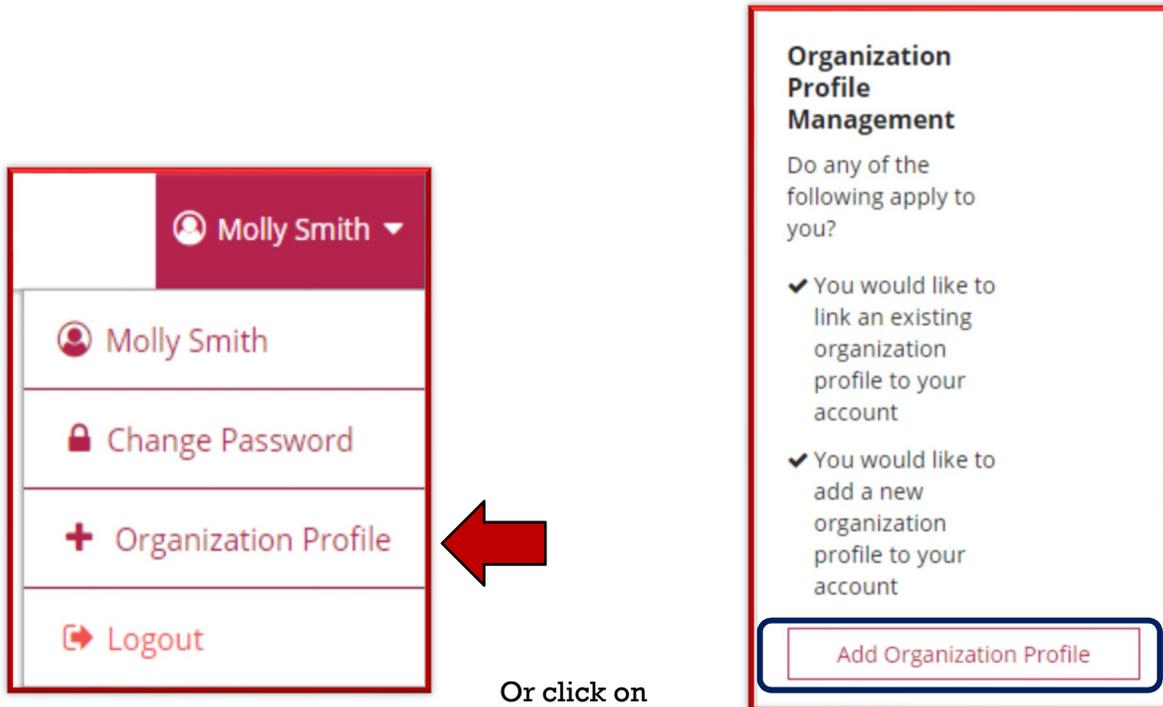


Organization Profiles

Register your Direct Care Organization

Go to www.okregistry.org and click on **Login** to your individual account. Enter your email address and password. If you have not created your individual account, [please click here and create your account](#).

There are two ways to add an Organization Profile. Click on + **Organization Profile** from the drop-down menu or **Add Organization Profile** on the right-hand menu.



Or click on

Organization Profiles

Click on **Create Profile**

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.



Verify the information in the boxes and enter a phone number. Click on the radial button for: Yes, the organization provides direct care or PDC services to children and families.

Contact Info | ID Numbers | Organization Type | Address

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

First Name* Last Name*

Email Address*

Phone - - Ext.

Are you an early childhood or school age program?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

 Yes, the organization provides direct care or PDC services to children and families

No, this organization does not provide direct care and/or education to children

Next »

Accounts and Membership

If you are licensed with DHS, you will click on the “Yes” radial button. Enter your licensed number. You will need to include the K8.

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed?
Provide your license number below beginning with K8. This is a 10 digit number.

Yes

 Enter your license number (required)

 No

Is your agency part of the Professional Development Collaborative (PDC)? For all Direct Care Organizations, the answer to this will be **No**.

Is your agency a part of the Professional Development Collaborative (PDC)?

The Professional Development Collaborative is a cross-sector workgroup providing services to children and families in Oklahoma.

Yes. Please specify your organization type:

- PDC State Agency
- PDC Organization Affiliated With State Agency

Select your PDC State Agency (required)

 No

Accounts and Membership

Are you a Head Start grantee or Head Start site? If you are, click the radial button that applies to your organization, then select your grantee using the pull down. If you are not a Head Start program, select **No**.

Are you a Head Start grantee or Head Start site?

If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start supports).

Yes. Please specify your organization type:

- Head Start Grantee
- Head Start Site

Select your Head Start grantee (required)

-- Make a Selection -- ▼

No

Are you a child care program in partnership with Head Start? If so, check “Yes” and select your grantee. If you are not in a partnership with Head Start, select **No**.

Are you a child care program in partnership with Head Start?

If you are a child care program that partners with Head Start, select the Head Start grantee.

Yes

Select your Head Start grantee (required)

-- Make a Selection -- ▼

No

Accounts and Membership

Are you a program within a school district? This question is asking if you are a Head Start program located in a school building. If your program is in a school, check the “Yes” radial button and select your school. If not, select **No**.

Are you a program within a school district?

If your organization is an official program of a school district, we'd like to know with which school you are affiliated.

Yes

Select your school (required)

-- Make a Selection --

No

Are you a regulated child care program in partnership with a school district? This question is asking if you are licensed program with a contracted partnership with a school district. If you are contracted, respond “Yes”, if not select **No**.

Are you a regulated child care program in partnership with a school district?

If you are a regulated child care program in partnership with a school district, select the school district.

Yes

Select your school district (required)

-- Make a Selection --

No

Click the “Next” button

Accounts and Membership

When you click “Next” the system will look for your program information. If the organization is already registered, you will receive a notification on the screen.

Please correct the following errors before continuing:

▲ License Number: The program you entered has already been requested by another organization.

If it is not registered the system will display some general program information on the screen. Confirm the information. If correct, click “Next.” If incorrect, contact the OPDR. Help information is on the last page.

We found the following program data using the license number you provided. Confirm the program(s) found are correct.

Testing, Test

Address

Contact: [Redacted]

License Number: [Redacted]

Effective: 7/31/2018

Organization Type Details:

1. **Training Sponsor Organization:** here you will let the OPDR know if you want to be an “Approved Training Sponsor.” If you are not sure, do not select anything. You can always contact the OPDR if you change your mind.
2. If your program is Accredited, use the pull down to select the accrediting agency.

Organization Type

Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

Include organization in Public Approved Sponsor Directory
Indicates if this organization is available for Public Approved Sponsor Directory search.

CEU Provider
Check if your organization will enter Continuing Education (CEU Courses) into the registry system.

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

Add

Next »

Accounts and Membership

Program Capacity: Here you can indicate the number of classrooms you have and the age breakdown of the children in your care.

Program Capacity

Program Capacity is the amount of children listed on your license issued by Oklahoma Department of Human Services.

Number of Classrooms / Groups

Total Number of Children Enrolled **0**

Infants (0-12 months)	<input type="text" value="0"/>
Toddlers (13-24 months)	<input type="text" value="0"/>
Two's (25-36 months)	<input type="text" value="0"/>
Preschooler 3's (37-48 months)	<input type="text" value="0"/>
Preschool 4's and 5's (49-72 months)	<input type="text" value="0"/>
Elementary (K-3rd grade)	<input type="text" value="0"/>
Middle (4th-8th grade)	<input type="text" value="0"/>
Secondary (High School)	<input type="text" value="0"/>

Once you have entered your enrollment age information, click the "Next" button.

The last page details the organization address and your communication preferences. Complete the required fields and click "Submit."

Accounts and Membership

Organization Address

Organization Name*

Testing, Test

Physical Address

Address Line 1*

Line 2

Zip*:

City*

State*

OK ▾

County*

Country

United States ▾

Mailing Address

Same as physical address

Address Line 1*

Line 2

Zip*:

City*

State*

OK ▾

County*

Country

United States ▾

Phone*

405 - 242 - 2971

Fax

- -

Web Site

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

Accounts and Membership

Select your communication preferences and click **Submit**

Communication Preferences

The CECPD sends periodic communications.

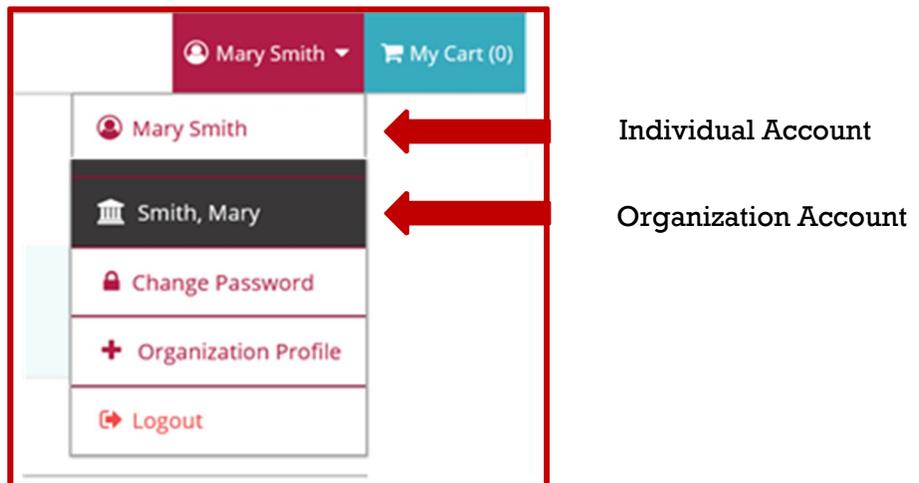
Unsubscribe
You will continue to receive emails regarding your account.

Subscribe
You will receive informational emails from CECPD in addition to emails regarding your account.

 **Submit**

When you click the “Submit” button your organization profile is put into a Pending status. Your organization will be reviewed by the OPDR staff. Please allow 24 hours for processing. When approved you will receive an email letting you know your organization is registered.

The next time you log into your individual account, you will be able to rotate between accounts without logging out and in.



NEED HELP?

Contact the OPDR at:

- 888-446-7608
- cecpd@ou.edu
- Available by phone Monday through Friday from 8:00 a.m. to 5:00 p.m.