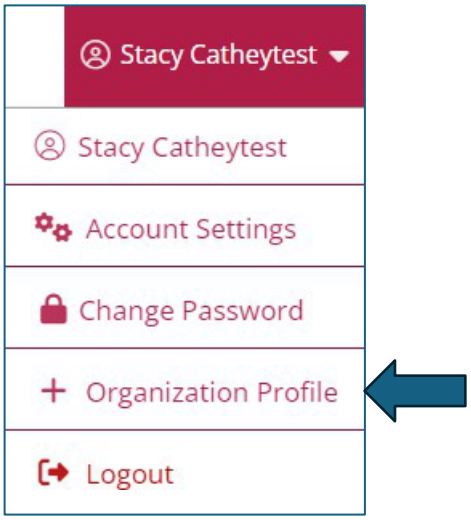
Register as a Direct Care Organization

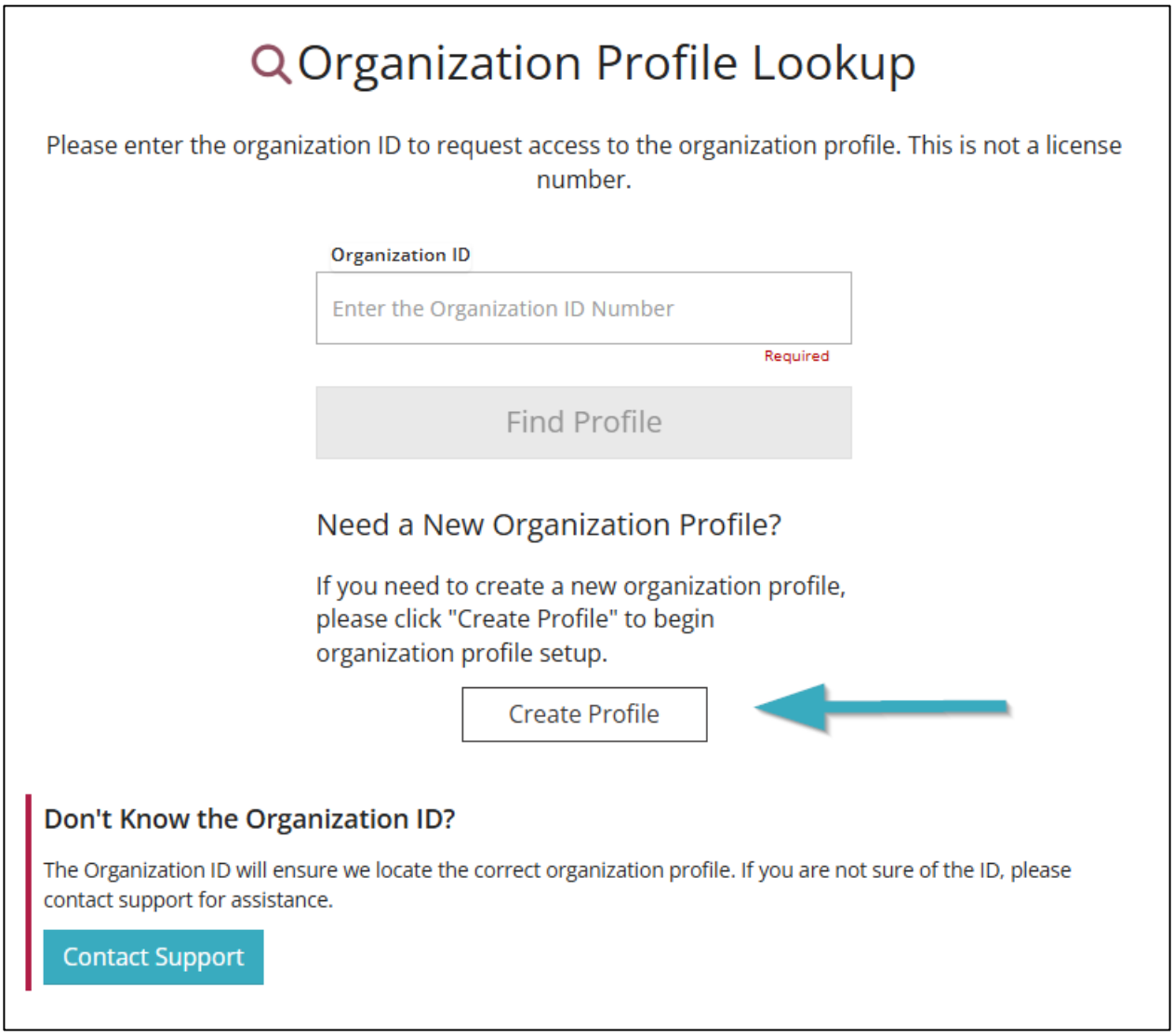
To register as a Direct Care Organization, login to your individual account by entering your email address and password. If you have not created your individual account, use this guide and create your own account.

Click on "+ Organization Profile" from the pulldown menu under your name.



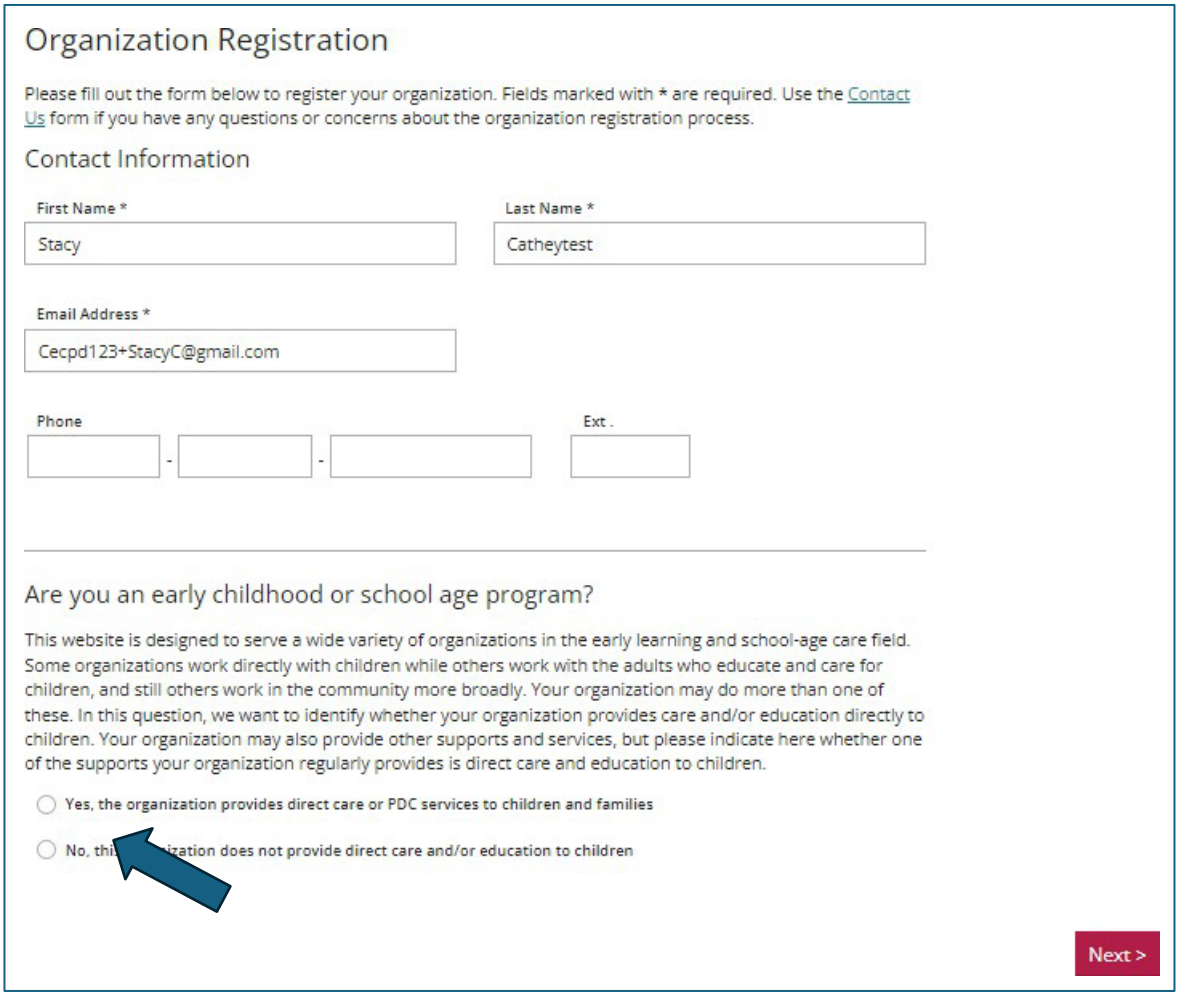
Organization Profile Lookup

Click on “Create Profile.”



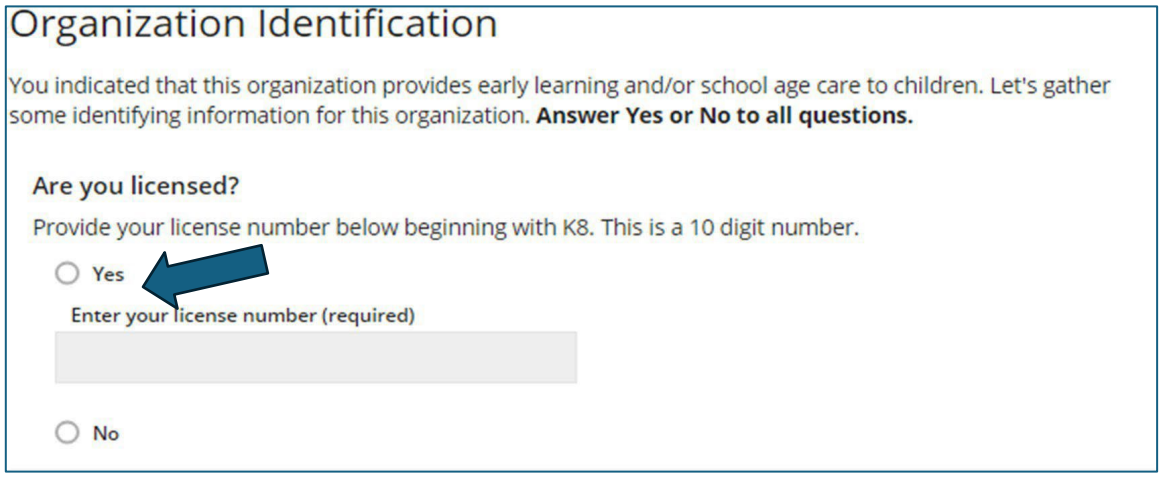
Organization Registration

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,” and click on the “Next” button.

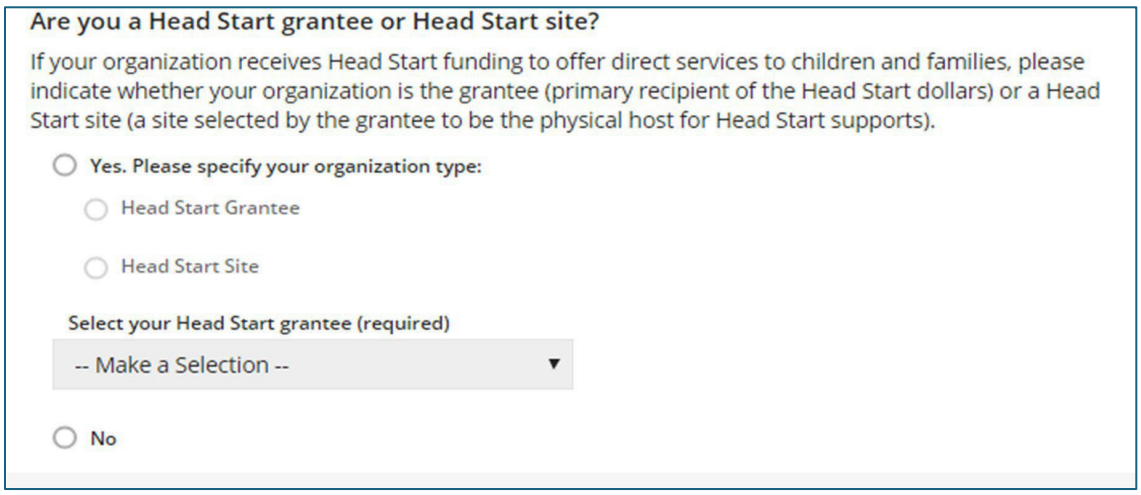


Organization Identification

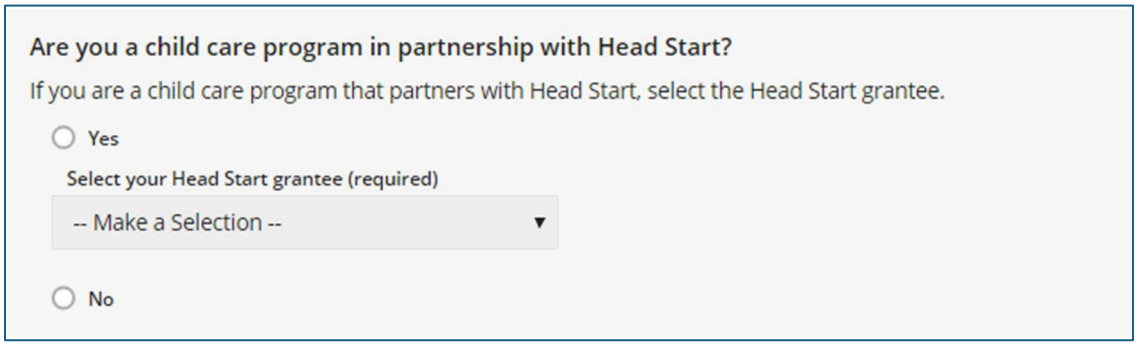
If Oklahoma Human Services has licensed your organization, you will click on the “Yes” radial button. Enter your license number. You will need to include the K8. There should be ten (10) characters for your license number.



“Are you a Head Start grantee or Head Start site?” If you are part of the Head Start program, click the radial button that applies to your organization, then select your grantee using the pulldown menu. If you are not a Head Start program, select “No.”

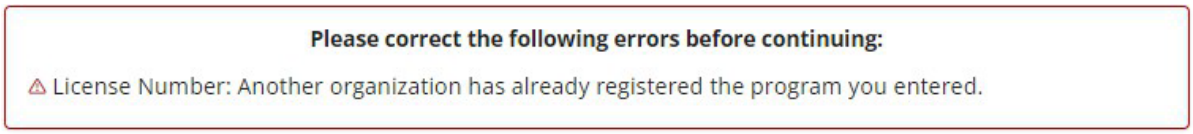


“Are you a child care program in partnership with Head Start?” If you are a Direct Care program in partnership with Head Start, check “Yes” and select your grantee. If you are not in a partnership with Head Start, select “No.”

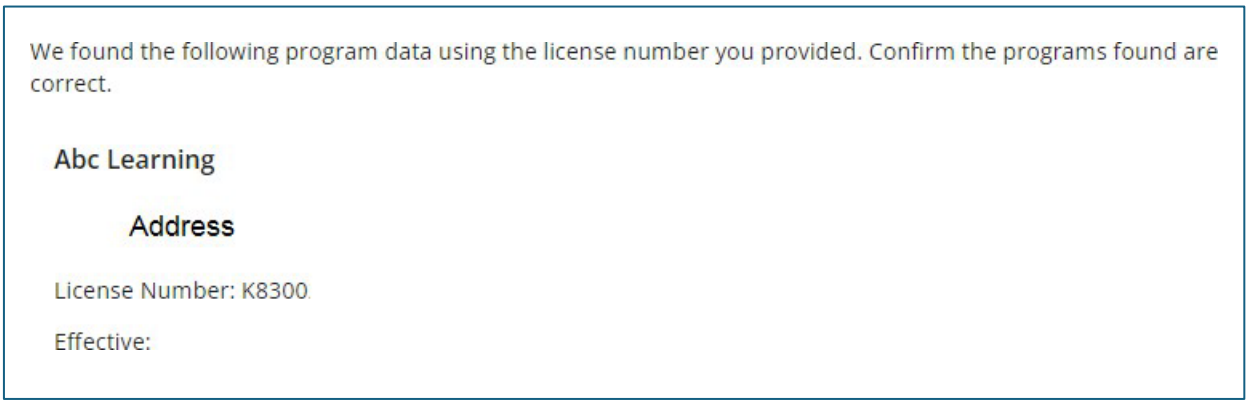


Scroll down and click the “Next” button.

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

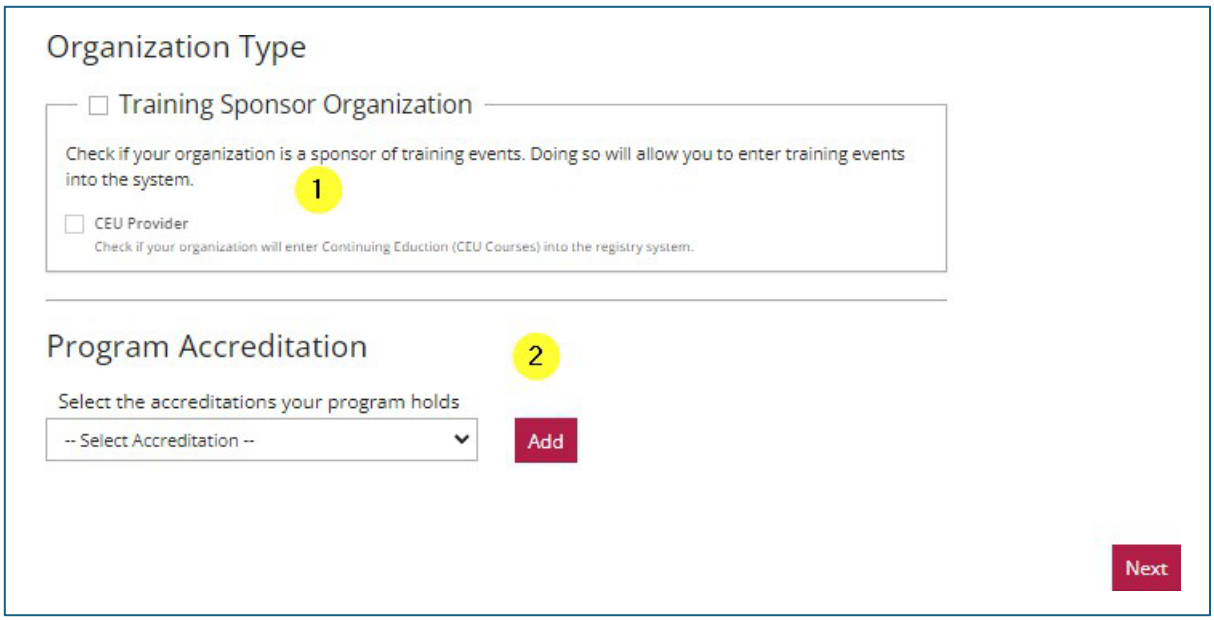


The system will display program information on the screen if you have not previously registered the program. Confirm the information. If correct, click “Next.” If it is incorrect, contact the OPDR. Contact information is on the last page.



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 a training agency or are not sure, do not select anything. You can always contact the OPDR if you change your mind.
2. Use the pulldown menu to select the accrediting agency.

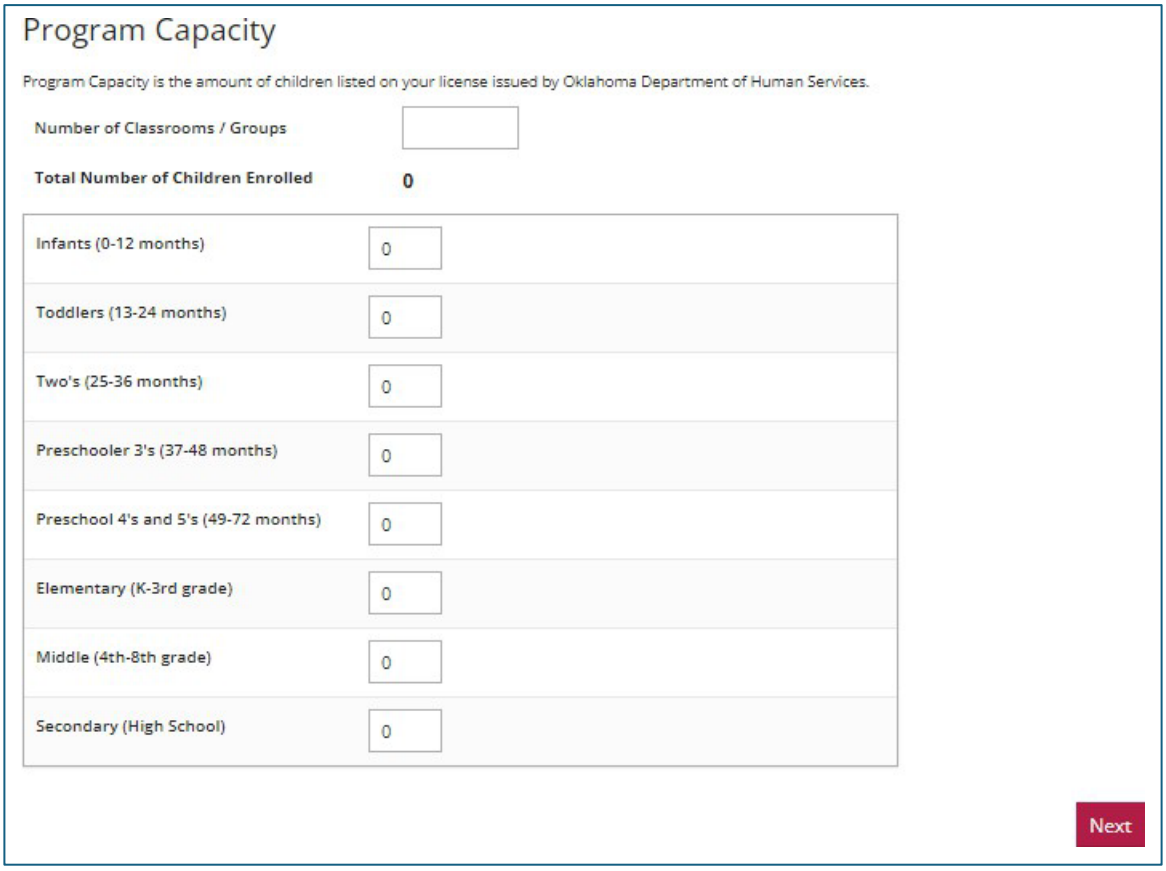


When you are through with your selections, click on the "Next" button.

Program Capacity

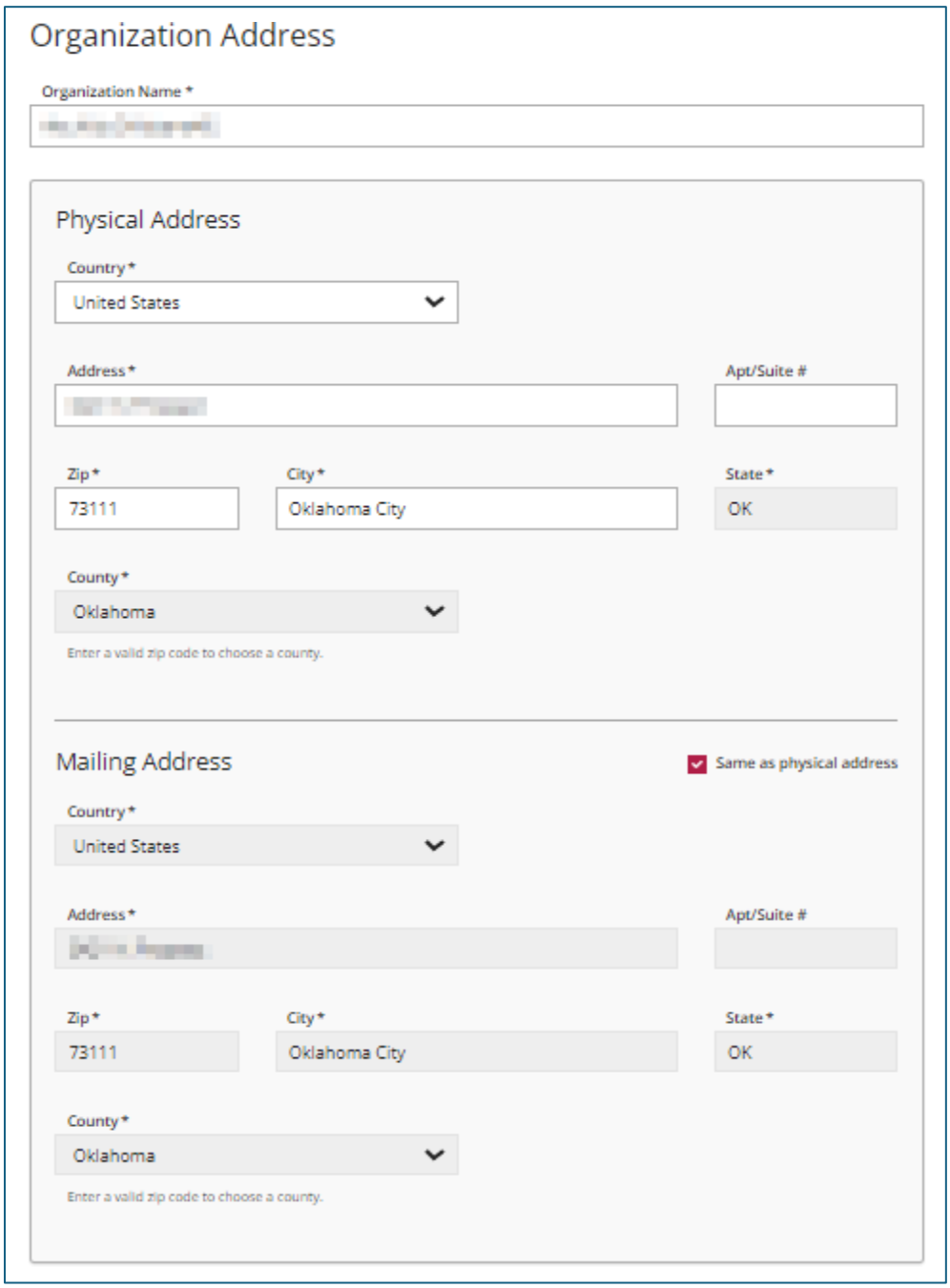
Program Capacity: Here you will enter the number of children you can accommodate in each age group. The total should match the number of children listed on your license issued by Oklahoma Human Services. Note: this information can be filled out at a later date.

Once you have entered your enrollment information, click the “Next” button.



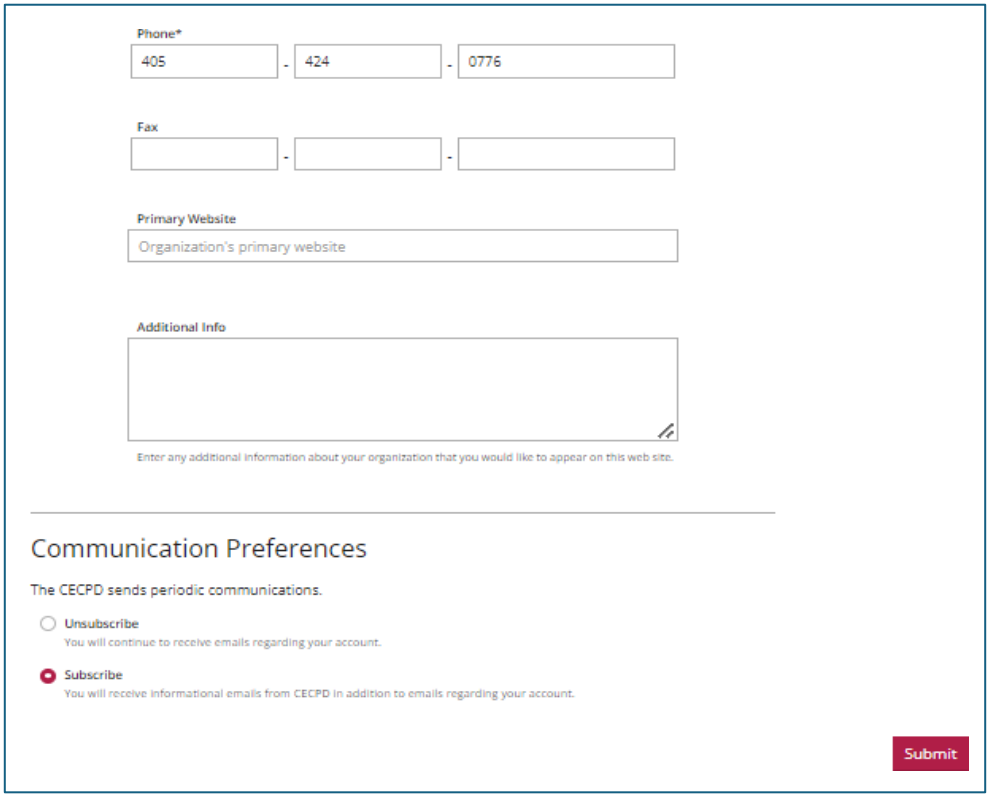
Organization Address

This information defaults from Oklahoma Human Services data. If it is not correct, contact your Licensing Specialist. CECPD cannot correct this.



Verify the phone number. Add your “Primary Website” address and any additional information you want to share with providers.

Determine your “Communication Preferences,” and then click on the “Submit” button.



Organization Approval

Your application is ready for review and approval. The approval process typically takes one to two business days.

You can return to your individual account using the pulldown menu at the top right of your screen or log out.

Center For Early Childhood Professional Development

1801 N Moore Ave

Moore OK 73160

Phone: 405-799-6383

Toll Free: 888-446-7608

Fax: 405-799-7634

Email: cecpd@ou.edu

Office hours: 8:00 am to 5:00 pm, Monday though Friday

Websites:

okregistry.org

cecpd.org