# Oklahoma Professional

# Development Registry

## Direct Care Organization Handbook

# Table of Contents

# What you should know…

❖ Facilities and Homes that were open on or before July 1, 2012, may already be *pre-registered* with the Oklahoma Professional Development Registry (OPDR). In June of 2012, the OPDR sent a letter with the ID and password information. Processes have changed since 2012. If you need assistance registering your facility, please email us at cecpd@ou.edu.

❖ Centers that are in an "Application" status with Oklahoma Department of Human Services (DHS), Child Care Services (CCS) will need to register before they receive their Star level. You will need your Organization ID number from the OPDR to register. If needed, contact the Center for Early Childhood Professional Development (CECPD) to get the ID number.

❖ Only the Director of Record or owner as listed in the Child Care Monitoring Administration Safety System (CCMASS), the CCS database, or an approved contact from CCS can be the contact person on the account. Note that the OPDR will only share participant information with the Director of Record.

Correspondence from the OPDR: may be from the University of Oklahoma.

The Oklahoma Professional Development Registry
CECPD (Center for Early Childhood Professional Development)
1801 N Moore Ave
Moore, OK 73160
Local: 405-799-6383    Toll Free: 1-888-446-7608
Fax: 405-799-7634

# Oklahoma Professional Development Registry Web Site

# 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 guideline and create your own account.

There are two ways to add an Organization Profile. Click on "+ Organization Profile" from the pulldown menu under your name or "Add Organization Profile" on the lower right-hand menu.
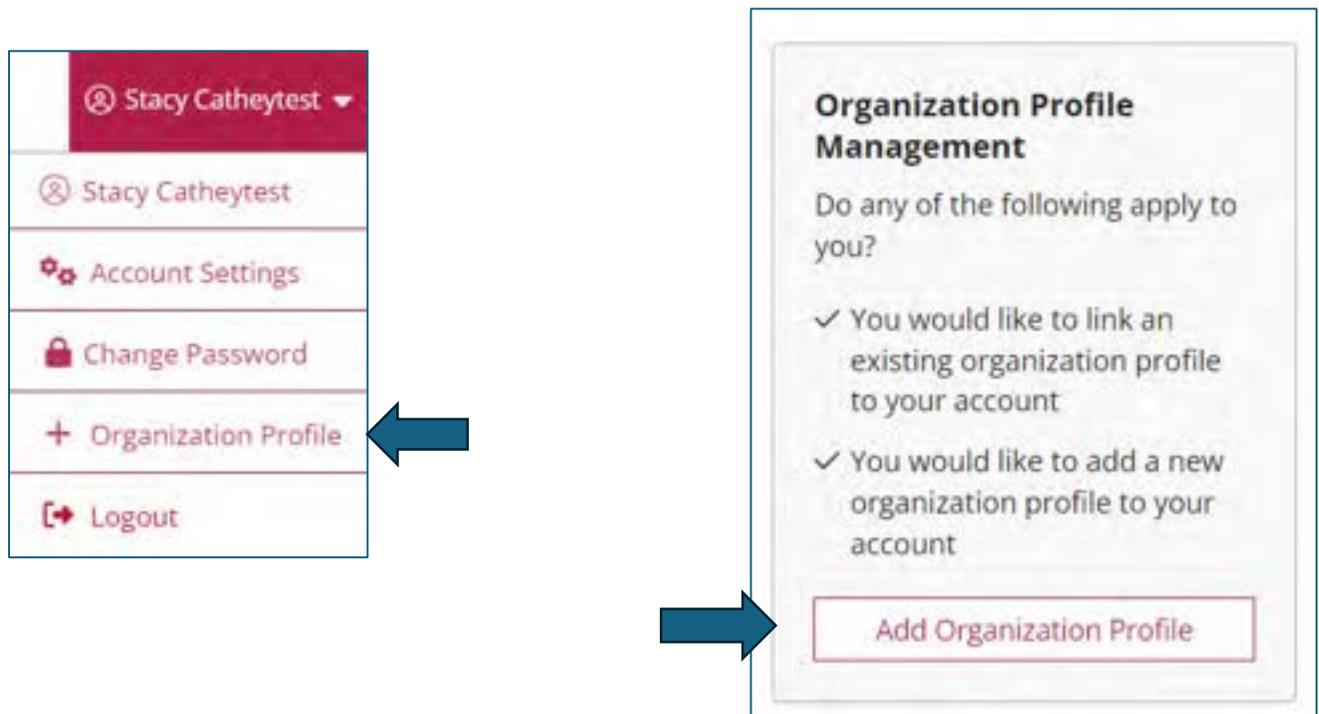
## Organization Profile Lookup

Enter the organization ID and click on "Create Profile." If you do not know what your organization ID is, please contact CECPD. Contact information is available on the last page of this document.

## 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 OKDHS 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 characters for your license number.



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

"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 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 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."

**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

"Are you a program within a school district?" This question is asking if your organization is in a school district. If your program is located within a school, check the "Yes" radial button, and select your school. If not, select "No."



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



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 incorrect, contact the OPDR. Contact information is on the last page.

We found the following program data using the license number you provided. Confirm the programs found are correct.

**Abc Learning**

**Address**

License Number: K8300

Effective:

## Organization Type Details:

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.
Use the pulldown menu 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. **1**

☐ CEU Provider

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

Program Accreditation **2**

Select the accreditations your program holds

-- Select Accreditation -- ▼   Add

Next

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 DHS.

### 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

| Age Group | Number |
|---|---|
| Infants (0-12 months) | 0 |
| Toddlers (13-24 months) | 0 |
| Two's (25-36 months) | 0 |
| Preschooler 3's (37-48 months) | 0 |
| Preschool 4's and 5's (49-72 months) | 0 |
| Elementary (K-3rd grade) | 0 |
| Middle (4th-8th grade) | 0 |
| Secondary (High School) | 0 |

Next

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

## Organization Address



**Organization Address**

Organization Name *

[blurred]

**Physical Address**

Country *

United States

Address *                                     Apt/Suite #

[blurred]

Zip *              City *                     State *

73111              Oklahoma City             OK

County *

Oklahoma

Enter a valid zip code to choose a county

**Mailing Address**                          ☑ Same as physical address

Country *

United States

Address *                                     Apt/Suite #

[blurred]

Zip *              City *                     State *

73111              Oklahoma City             OK

County *

Oklahoma

Enter a valid zip code to choose a county.

This information defaults from DHS 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.

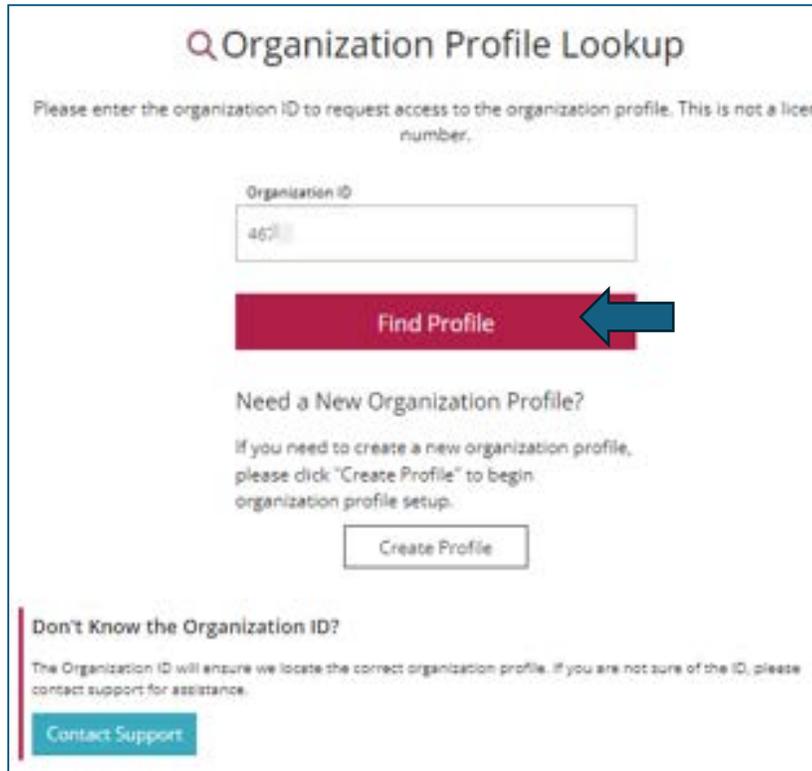# Link a Direct Care Organization to an Individual Account

If you are the Director of Record, the Owner, or an approved contact through CCS, you can link the Organization to your individual account.

To link a Direct Care Organization, go to www.okregistry.org and click on "Login." Login to your individual account by entering your email address and password. If you have not created your individual account, use this guideline and create your own account.

There are two ways to add an Organization Profile. Click on "+ Organization Profile" from the pulldown menu or "Add Organization Profile" on the lower right-hand menu.
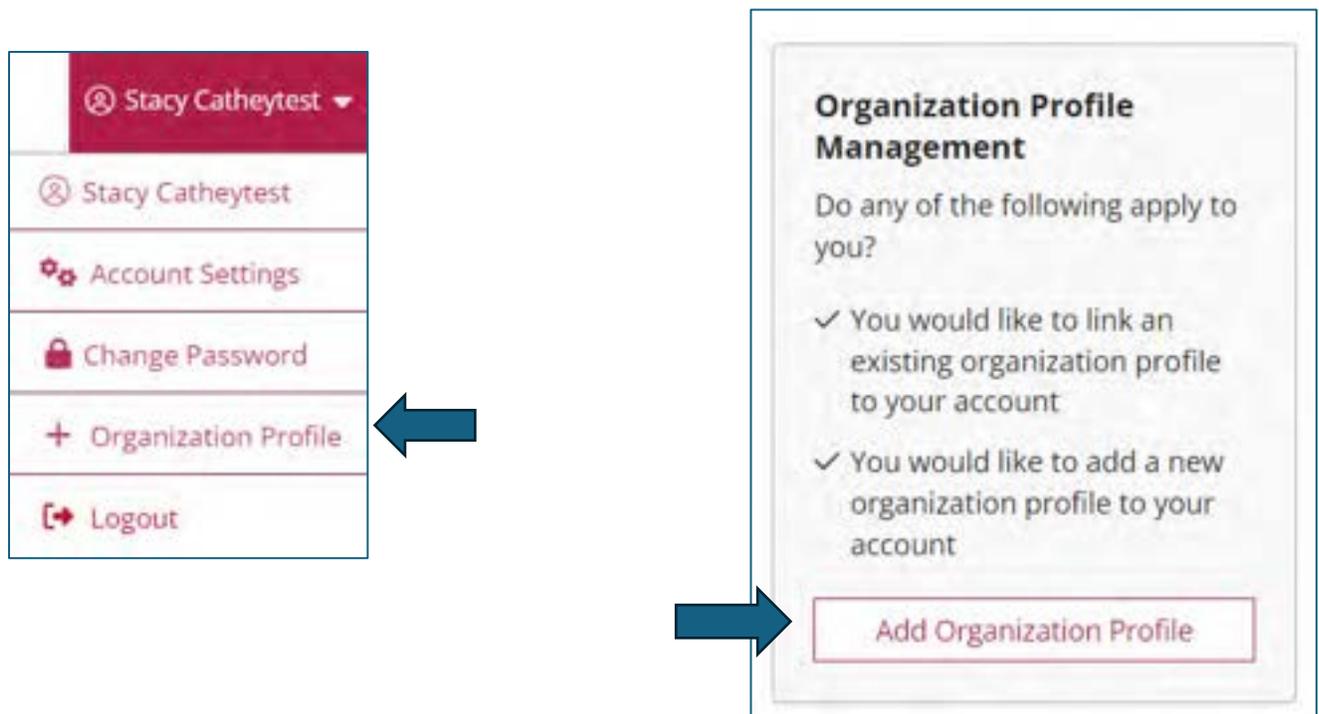
Enter the organization ID and click on "Find Profile." If you do not know the Organization ID, please contact CECPD.
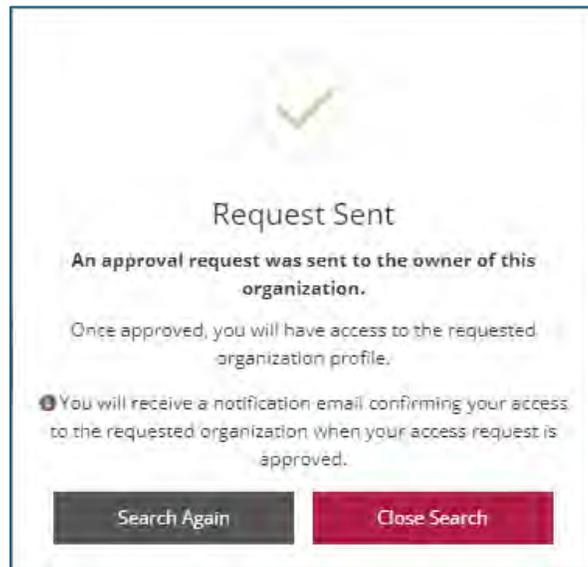


After you click on the "Find Profile" button, if you receive a message that states "We found the following organization," verify the information on the screen. If correct, click on "Send Request."
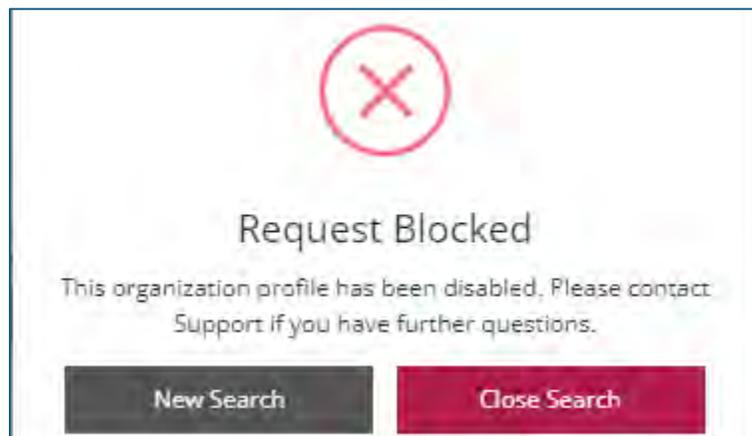
The system will send an email to the owner of the Organization for review and approval.



Request Sent

An approval request was sent to the owner of this organization.

Once approved, you will have access to the requested organization profile.

❶ You will receive a notification email confirming your access to the requested organization when your access request is approved.

Search Again      Close Search

The owner will review the request and either approve or deny it.

If you receive the message below, this means the organization is not a registered organization. Please go to the section titled "Register as a Direct Care Organization."



Request Blocked

This organization profile has been disabled. Please contact Support if you have further questions.

New Search      Close Search

# Accessing your Organization Account

Go to the OPDR website: https://okregistry.org. Login to your individual account. Use the pulldown menu in the top right corner of the screen.
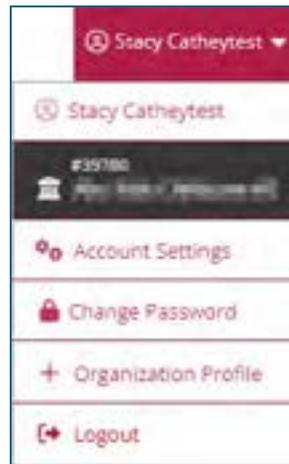


If you are the Director/Administrator of multiple organizations, click on "My Organizations" in the same pulldown menu as shown above and select the appropriate organization.

# Org Details Tab

When you go to your organization, you will be on the "Org Details" tab. Please keep your contact information up to date. The only person listed here should be the Director of Record, the Owner, or an approved contact through CCS.

# Manage Organization Profile Users

When you click on the "Manage organization profile users" button, you will see who has access to the account. If you registered your facility as a direct care organization, you become the "Profile Owner" when CECPD approves your organization.



Because you are the owner of the organization account, you may receive an email from staff asking to give them permission and access to the account. If they are not the Director, Owner, or an approved contact with OKDHS, they should not have access. If you feel they need access, contact CECPD, and they can assist you with the situation.

# Status Tab



This information is from CCS. If it is incorrect, contact your Licensing Specialist to correct it in the DHS system. The OPDR cannot correct this information.

## Program Verification - Terms of Agreement

We will revisit this section later on in the handbook.

# Program Info Tab

## Benefits





Check all that apply to your program, and then click on the "*Save and Exit*" button in the bottom right corner.

## Business and Professional Practices





Check all that apply to your program then click on the "*Save and Exit*" button in the bottom right corner.

## Program Curriculum





Use the pulldown menu on "Curriculum," and select the curriculum you use. In "The selected curriculum ties to:" section, select the best option. When done, click on the "Save and Exit" button in the bottom right corner.

## Program Services





Check all that apply to your program, and then click on the "*Save and Exit*" button in the bottom right corner.

## Program Type

Program Services     Edit

⚠ No selection

Program Type     Edit

⚠ No selection

---
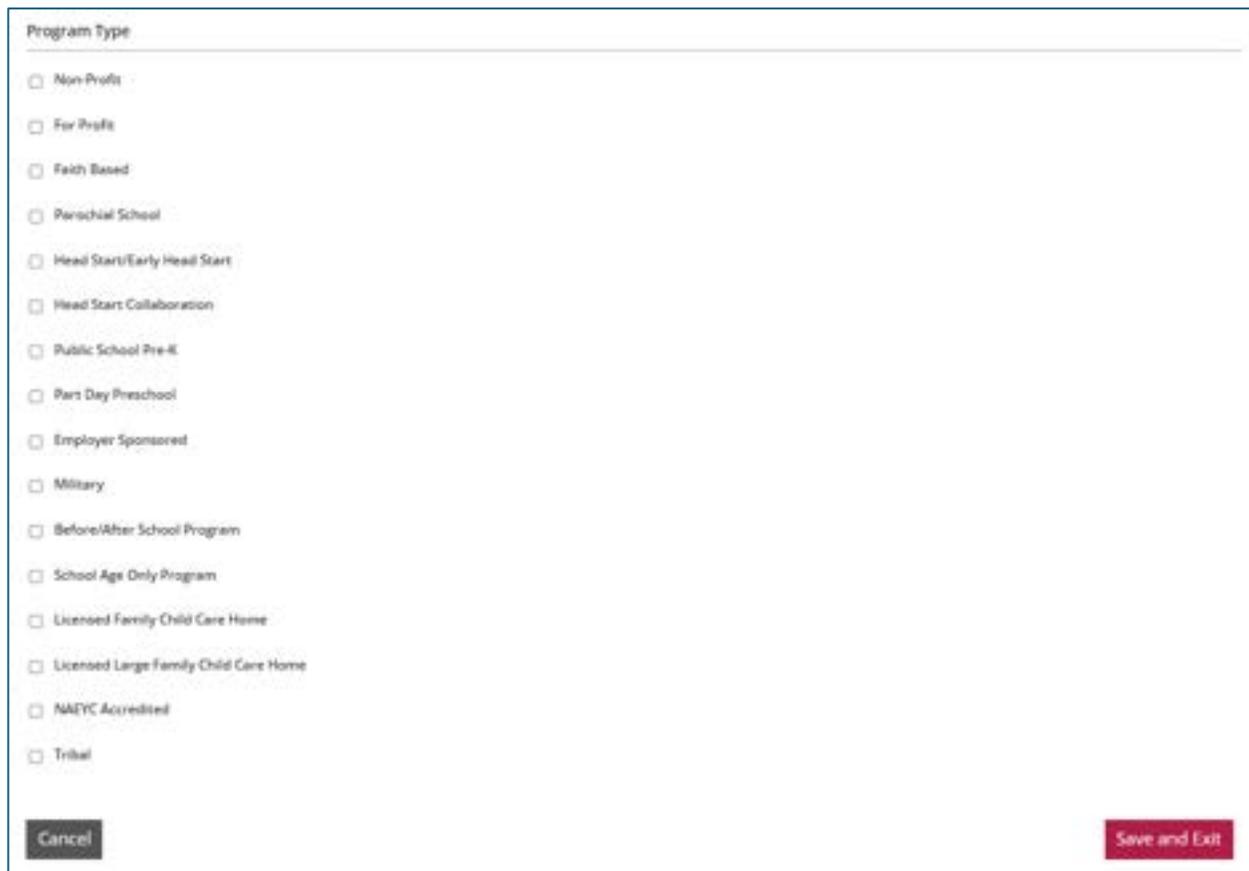
Program Type

- ☐ Non-Profit
- ☐ For Profit
- ☐ Faith Based
- ☐ Parochial School
- ☐ Head Start/Early Head Start
- ☐ Head Start Collaboration
- ☐ Public School Pre-K
- ☐ Part Day Preschool
- ☐ Employer Sponsored
- ☐ Military
- ☐ Before/After School Program
- ☐ School Age Only Program
- ☐ Licensed Family Child Care Home
- ☐ Licensed Large Family Child Care Home
- ☐ NAEYC Accredited
- ☐ Tribal

Cancel         Save and Exit

Check all that apply to your program, and then click on the "*Save and Exit*" button in the bottom right corner.

# Classrooms Tab

## Program Capacity

| | |
|---|---|
| Total Capacity | 30 |
| Number of Classrooms / Groups | 0 |
| Number of Children Enrolled | 0 |

| | |
|---|---|
| Infants (0-12 months) | 0 |
| Toddlers (13-24 months) | 0 |
| Two's (25-36 months) | 0 |
| Preschooler 3's (37-48 months) | 0 |
| Preschool 4's and 5's (49-72 months) | 0 |
| Elementary (K-3rd grade) | 0 |
| Middle (4th-8th grade) | 0 |
| Secondary (High School) | 0 |

Edit

## 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) | 0 |
| Toddlers (13-24 months) | 0 |
| Two's (25-36 months) | 0 |
| Preschooler 3's (37-48 months) | 0 |
| Preschool 4's and 5's (49-72 months) | 0 |
| Elementary (K-3rd grade) | 0 |
| Middle (4th-8th grade) | 0 |
| Secondary (High School) | 0 |

Update    Cancel

28

Note: you may have already completed this when you registered your organization. When you click the "Edit" button, you will enter the number of children you currently have enrolled for each age group. As you enter the number of children, the system will sum your "Total Number of Children Enrolled." The total should not exceed the program capacity listed on your license. When complete, click on the "Update" button.

## Director of Record



Click on the "Edit" button, then on the "Add Director" button. When you click on this button, the personnel that have added this facility to their employment will show on a list.



Locate the "Center Director," and click on the "Select" button by their name.

A new window will open. Answer the questions, and then click on "Confirm."

**Add Director of Record**

Catheytest, Stacy #19

Indicate when this employee became the Director of Record

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm    Cancel

## Classrooms

**Director of Record**                                    Edit

None

**Classrooms**                            Add New Classroom ▾

A lead teacher/caregiver must be identified for each classroom and all other teachers/caregivers who work in that classroom must be listed.

⚠ No Classrooms exist

When you click on the "Add New Classroom" button, you have the option to create a "Classroom" or a "School-Age Group." Select the option you want.
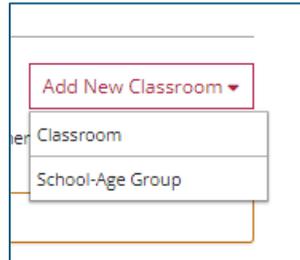
## Add Classroom

Classroom Name*

[                                                    ] **1**

Start Date *

[                          ] **2**

## Capacity **3**

⚠ Age Ranges *

☐ Infants (0-12 months)

☐ Toddlers (13-24 months)

☐ Two's (25-36 months)

☐ Preschooler 3's (37-48 months)

☐ Preschool 4's and 5's (49-72 months)

☐ Elementary (K-3rd grade)

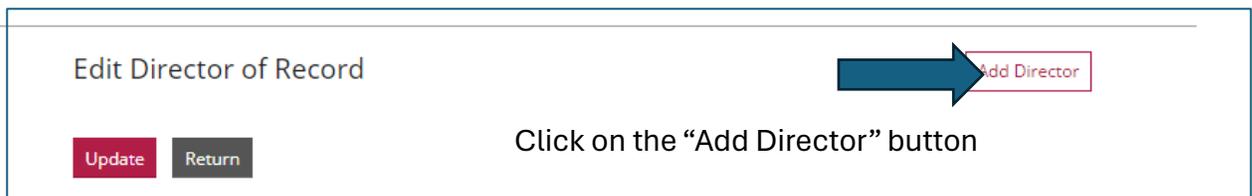☐ Middle (4th-8th grade)

☐ Secondary (High School)

What is the maximum enrollment of this room / group?

[ 0                          ] **4**

[Save]  [Cancel]

1. Enter the classroom name. Do not use special characters or Emoji's You will not be able to access your organization if you do.

2. Enter the start date of the classroom.

3. Check the box that relates to the age group(s) in this room.

4. Enter the maximum enrollment for this room.

Click the "Save" button.

## Lead Teacher / Primary Family Provider

When you click the "Save" button, you will have the option to add a Lead Teacher or Primary Family Provider and Teacher to the classroom you just created.



To add a Lead Teacher or Primary Family Provider, click on the "+" button to add applicable staff. Only those who have listed your facility as their place of employment will show up for selection.



Select the applicable position by clicking on the "Select" button by their name. A new window will open. Complete the questions, and then click on the "Next" button.

Note:  The Director should show as the Director, Master Teachers as Master Teachers, Probationary Master Teachers as Probationary Master Teachers, etc. If the Director is also a Master Teacher, the director needs to add a second job position as a "Master Teacher" as well.

## Assessments Tab



The "Assessments" tab will detail the following services your facility has received:

1.  Environment Rating Scale (ERS) visits

2.  ERS delivery

3.  Mental Health Consultation visits

4.  Technical Assistance visits

# Inviting Staff to Add Employment

Note: this process will go faster if you have the following information readily available: First Name, Last Name, and email address. Optional: Title and Start date.

Log into your individual account. Use the pulldown menu by your name in the top right corner of the screen. Click on your organization.
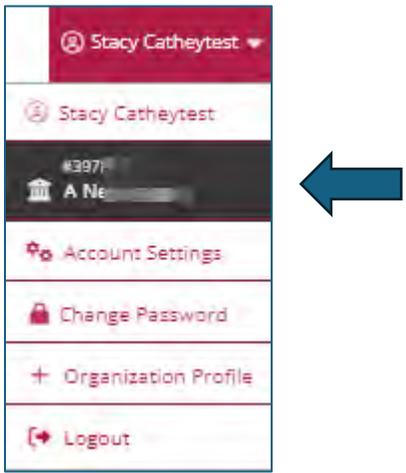


If you are the Director/Administrator of multiple organizations, click on "My Organizations" in the same pulldown menu as shown above and select the appropriate organization.
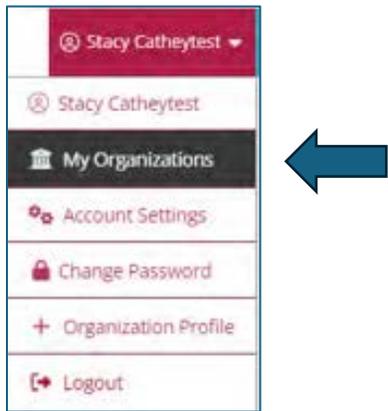
Click the "Employees" Tab on the Organization Profile Page.

| Status | Org Details | Program Info | Classrooms | Assessments | Employees | Consultations | Reports |
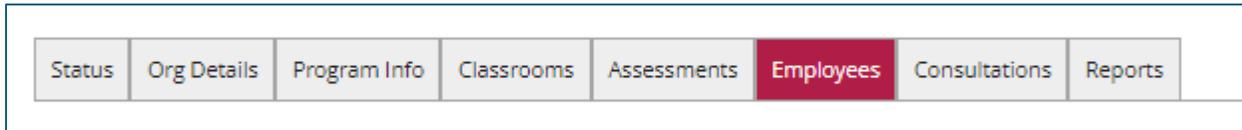
Click on the "Manage Invites" button.



Click on "Invite Staff."

**Invite Staff**

Complete the information on the pop-up screen and click "Send Invite."

The next screen will ask if you want to invite other staff. Select "Yes" or "No."
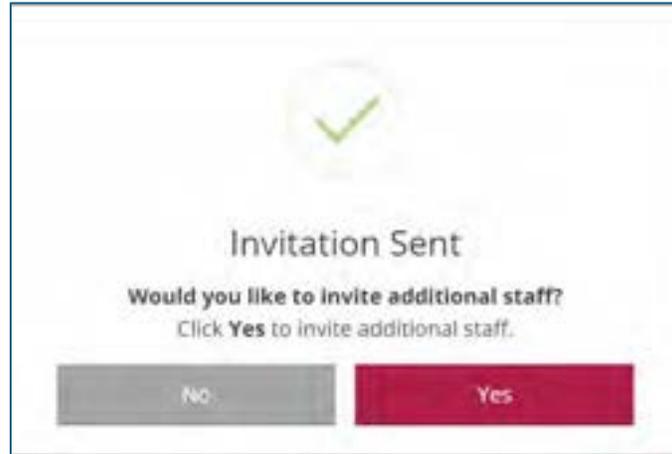


The system will send an email to your employee(s). They will need to click "View Invitation" or click on the link.
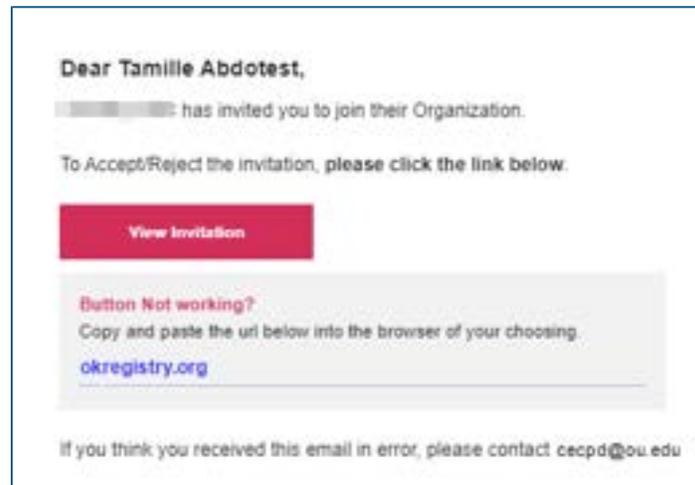
When accepting the invitation, the employee will arrive at the login page. There, they will enter their email and password used for their account.

The employee will make sure the information is correct and add any missing information, such as position/title, start date, hours worked per week, hours worked per year, wage, and ages of children. Once the information is complete, click on "Confirm Employment."



Confirm employment in the last step, and the organization Administrator/Director will verify information entered. Click "Yes."

# Employees Tab

The "Employees" tab will list staff that have indicated they work at this facility. They have updated their individual account's employment tab to show that this is where they work.



If staff is missing:

- They may not have an account with the OPDR.
- They have an account with the OPDR but have not indicated they work at this facility.
- They have searched for this facility using the name and may have selected the wrong facility.
- They have searched using a license number of a closed facility.

Note: As a director you cannot add staff to this list. Staff must sign into their individual account and edit their employment. You can only change "*Active*" accounts. If they are in an application status their account is "*Read Only*" and you cannot make changes electronically. In this situation, they can submit a "*Participant Update Form*" to cecpd@ou.edu, and the Oklahoma Registry staff will update their information for them. The "*Participant Update Form*" can be found at cecpd.org – or click here and the form will be available.

## Registered Employees

Manage Invites

The following list of employees has been gathered by the Center for Early Childhood Professional Development through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees **1**

Employees ⌄

| ID | Name | Title | Date | Career Ladder Level | Current Status | Status | **9** |
|---|---|---|---|---|---|---|---|
| 108573 | Abbetest, Adriana | Teacher | 9/26/2023 - Present | Level 1 | Qualifications Not Met - Expires 2/14/2023 | Self Reported | ⬛ |
| 122437 | Aginitest, Paisley | Teacher | 2/5/2024 - Present | Level 2 | Current - Expires 6/28/2024 | Verified | ⬛ |
| 19 | Catheytest, Stacy | Center Director | 1/31/2019 - Present | Level 11 | Current - Expires 4/3/2024 | Self Reported | ⬛ |

**2**  **3**  **4**  **5**  **6**  **7**  **8**

1. Toggle this to see current and past employees
2. Registry ID
3. Employee name
4. The position they have entered on the employment record on their individual account
5. The start and end date they have entered on their employment record
6. Their Professional Development Ladder (PDL) Level
7. The status of their PDL
8. The status of their employment record

Click the red box with the three dots to verify their employment record.

# Employment Verification

When you are ready to verify the employment records, click on each red box with dots. A new window will open. Review any staff with a "Self-Reported" status.



1. Enter the Employee's start date
2. If the employee no longer works for you, check the "This individual is no longer employed" radial button and enter their end date.
3. Use the pull down to select a Status



3.1 -Verified: Employment confirmed.

3.2 - Reviewed / Not Verified: It is unknown if the employee worked at this facility.

3.3 - Denied: Cannot prove the employee worked at this facility.

## Staff Resignation Verification



When a staff member leaves your employment, they should put an end date on their employment record. If they do not, you can enter an end date by clicking on the Red Box with Dots. Click on the radial button "This individual is no longer employed." Enter the last date they worked, and then click on the "Save Changes" button. Check/update this within five days of their leaving.


# Program Verification - Terms of Agreement

As reviewed on page 14 on the Status Tab, you will see a section titled "Program Verification."Now that you have completed the review of your organization, you will check the box "*I have read and agree to these terms,*" and then click on the "*Submit Agreement*" button. The display will show your most recent review date.

## Program Verification

Last Verification **None**

### Terms of Agreement

I agree to review the Program Profile and will verify that the information is accurate.

☑ I have read and agree to these terms

**Submit Agreement**

## Program Verification

Last Verification **5/2/2024 6:56 PM** by **Stacy Catheytest**

### Terms of Agreement

I agree to review the Program Profile and will verify that the information is accurate.

☑ I have read and agree to these terms

**Submit Agreement**

# Consultations Tab

On this tab, you will see any CDA (Child Development Associate) Observations completed with any of your staff. You will also see any Mental Health Consultation visits.

# Reports Tab



1. Licensing Report – This is the same report that Licensing views.
2. Staff Application Reports – Available for each employee.
   a. Learning Record
   b. Training List
   c. Core Competency 5 Year
   d. Core Competency Career Summary
3. NAEYC Accreditation Director – Use when applying/renewing for accreditation with NAEYC.
4. NAEYC Accreditation Staff – Use when applying/renewing for accreditation with NAEYC.
5. Duplicate Staff Email: Shows any staff sharing an email.

# Licensing Report –

This is the same report that Licensing views. The date range defaults to 1 year. Adjust the dates accordingly.



1.1.    The position the employee has entered on their Employment record

1.2.    This column will let you know if they qualify to be a Master Teacher

1.3.    This is the start date the employee has entered on their Employment record

1.4.    Shows employment verification status

1.5.    PDL status

1.6.    PDL Level

1.7.    PDL Issue Date

1.8.    PDL Expiration Date

1.9.    ODC status

1.10.   ODC (Oklahoma Director s Credential) Level

1.11.   ODC Issue Date

1.12.   ODC Expiration Date

Clicking on the employee's name will bring up the training they have taken in the date range you have selected. You will also be able to see the status of the required trainings staff are to take.



CECPD/Oklahoma Registry
1801 N Moore Ave.
Moore, OK 73160

## Licensing Report

Name: Heather Gammontest

PDL Level: Level 1    Date Expires: 9/28/2010

ODC Level:    Date Expires: N/A

Registry ID: 26078

Qualifies as: N/A

| A Child's Place | | Facility ID: K830024057 | | |
|---|---|---|---|---|
| Current Position | | | | |
| | Start Date | Additional Course | # of years | Verified |
| Teacher | 8/27/2008 | | 15yr 9mo | Self Reported |

Duration indicates years and months at a position prior to the application submission date.
Verified: 'Yes' indicates the record has been verified by a Director/Administrator through the Registry Program Profile.

Other Regulatory Qualifications: No additional Regulatory qualifications on record.

| ELCCT Training | | | | | | | |
|---|---|---|---|---|---|---|---|
| Event ID | Course Title | | Date | Hours | Level | Sponsor | Verified |
| 2077 | ELCCT | | 10/21/2008 | 20.00 | Tier I | *CECPD* | Yes |

*Required training taken*

| Pyramid Training | | | | | | |
|---|---|---|---|---|---|---|
| No Pyramid Training found. | | | | | | |
| Event ID | Course Title | Date | Hours | Level | Sponsor | Verified |

| Safe Sleep Training | | | | | | |
|---|---|---|---|---|---|---|
| No Safe Sleep Training found. | | | | | | |
| Event ID | Course Title | Date | Hours | Level | Sponsor | Verified |

*Required training not taken*

| Early Learning Guidelines Training | |
|---|---|
| No Early Learning Guidelines Training found. | |

*Required training not taken*

48

## Staff Application Reports

These reports are available for each employee.
- Learning Record
- Training List
- Core Competency 5 Year
- Core Competency Career Summary



Staff that have added this facility to their employment will show up on the list. You can view the four reports for each staff member by clicking on the folder under the report and the name you want to view.

## NAEYC Accreditation Reports

Use this report when applying/renewing for accreditation with NAEYC.



Note: at this time, we are unsure if NAEYC will still accept this report. We are checking and will update this document when we have the answer.

## Duplicate Staff Email Report

Staff should be using a unique email address when setting up their account. This report will tell you if they are sharing email addresses.

# PDL Definitions

Incomplete: The applicant applied for their PDL, but the Oklahoma Registry lacks information to complete the application. This could be because of a shortage of training hours to place them on the Ladder or renew their Ladder. The Oklahoma Registry informs applicants about the requirements necessary to complete their application and then adds a note on their account. The participant can view these notes when they log into their account. The applicant has 30 days to send in the necessary items.

Qualifications Not Met: If the applicant was previously designated Incomplete, this is her/his second chance. The Oklahoma Registry sends another notification to the applicant explaining that a certificate cannot be issued at this time because either:

- They have not provided the requested documentation.
  –AND/OR-
- Documentation submitted did not meet the required criteria.

The applicant can review all detailed notes after logging into his/her account.
The applicant has two weeks to send in the documents. If the applicant does not meet the two week deadline, the Registry will close the application, and the applicant will need to reapply.

Current: The PDL is current.

Received: Applicant has applied for their PDL or applied to renew their PDL. The Oklahoma Registry has received their Application and Participant Agreement. The application is in line for processing based on the received date of the Participant Agreement. Prior to your application completion, the Registry staff can add training.

Processing: The Oklahoma Registry is reviewing the submitted documentation for data entry.

Expired: Participant's PDL has expired, and he/she needs to renew. The participant will reapply and pay again. It is also necessary to meet requirements for a level and submit 20 hours of training taken in the last 12 months.

Pending: We have received the application submission. CECPD is waiting to receive the Participant Agreement and any other necessary documentation from the applicant. At a minimum, the applicant must submit a new Participant Agreement.

Print: The PDL has been issued and the certificate is ready to print.

Hold: Participant has a duplicate account, and the Participant has requested a "Participant Update form" for confirmation of identity or a system error occurred. The Oklahoma Registry staff is reviewing the information for correction.

Cancelled: Participant submitted an unnecessary application due to an early PDL expiration with expiring CDA/CCP. Oklahoma Registry staff will cancel the submitted application and either extend it with renewed CDA/CCP, if received, or Oklahoma Registry staff can lower the PDL and extend it to the full expiration date.

Review: If the Oklahoma Registry staff has added any Training or documentation to a record within the Incomplete or Qualifications Not Met period or Oklahoma Registry staff had added to record within 60 days of a PDL level drop. Signals Oklahoma Registry staff to review the application for PDL criteria or renewal criteria. Application will also go to Review, if Oklahoma Registry staff approves a credential or approves college coursework to record to meet higher level criteria.

# How to reach us:

## Address:

CECPD
1801 N Moore Ave
Moore OK 73160

## Phone:

Local: 405-799-6383
Toll free: 888-446-7608

## Fax:

405-799-7634

## Email:

Registry: cecpd@ou.edu
Wage and Stipend: wageandstipend@ou.edu
Professional Development Approval System: pdas@ou.edu

## Web Sites:

Cecpd.edu
Okregistry.org