

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.

Status	Org Details	Program Info	Classrooms	Assessments	Employees	Consultations	Reports
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							
Employees							
ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
109573	Abbetest, Adriana	Teacher	9/26/2023 - Present	Level 1	Qualifications Not Met- Expires 2/14/2023	Self Reported	...
122437	Agintest, 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	...

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.](#)

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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.

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.

Gammontest, Heather

Teacher

☒ This individual is currently employed

Start Date

8/27/2008

1

☐ This individual is no longer employed

End Date

2

Status

-- Make a selection --

3



Save Changes