

## 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.