

Oklahoma Professional Development Registry

Direct Care Organization Handbook

Center for Early Childhood Professional Development

cecpd@ou.edu

okregistry.org

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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.
- ❖ The Director must verify staff employment within five days of hire or resignation.

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

The screenshot displays the Oklahoma Professional Development Registry website. At the top, a dark banner contains the text "Welcome to the Oklahoma Professional Development Registry!" and a note: "Please click 'Login' in the upper right hand corner to access your account." Below the banner is a navigation menu with options like "Home", "About", "Contact Us", "FAQ", "Registration", "Training", "Certification", and "Account".

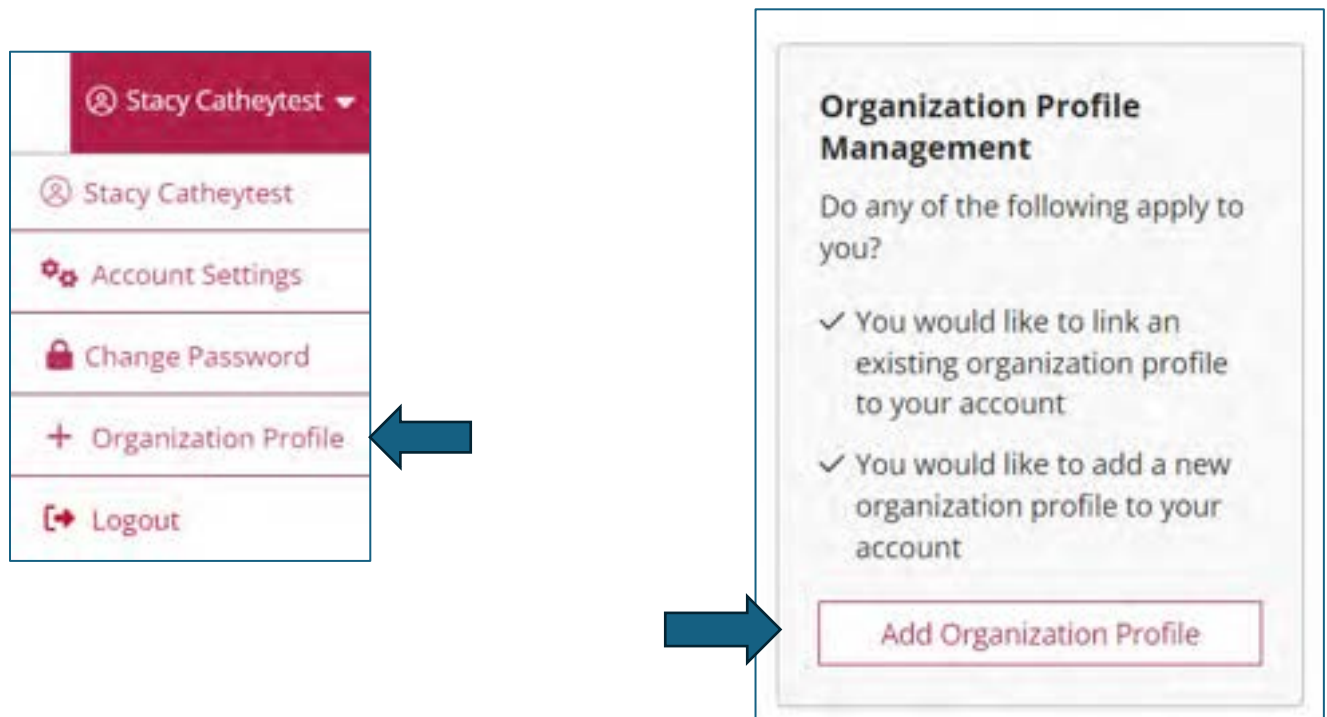
The main content area is divided into several sections:

- Filter Training:** A sidebar on the left with search filters for "Course Title", "Institute of Achievement and Support", "Level", "Trainer Name", "Session Name", "Year/Date", and "System".
- Important Notice:** A central box with a red header and a list of four steps for finding approved training for specific Certificates of Achievement.
- Statewide Training Calendar:** A section with the heading "Find training by subject, location, or browse our current course catalog!" and a search bar with dropdowns for "Training Start Date" and "Session".
- Web Based, with In-person Session:** A list of training courses. The first entry is "Feeding The Good Dog" (ID: 490084), scheduled for Wednesday, May 1, 2024, from 7:00 PM to 8:30 PM. It includes a "Free Overview" button and a "Register" button. Details for this course include: "Registration Required", "Fee: \$20.00", "Paper #: 04/01/2024", "Web Based", "Primary Trainer: Jeff Johnson", and "Sponsor: Explorations Early Learning".
- Web Based, with In-person Session:** The second entry is "Supporting Motor Skills Development" (ID: 490085), also on Wednesday, May 1, 2024, from 6:30 PM to 8:30 PM.

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 Profile Lookup

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

Organization ID


Required

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.

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 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 *
<input type="text" value="Stacy"/>	<input type="text" value="Catheytest"/>
Email Address *	
<input type="text" value="Cecpd123+StacyC@gmail.com"/>	
Phone	Ext.
<input type="text"/>	<input type="text"/>

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.


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.

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

“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 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 a licensed program with a contracted partnership with a school district. If you have a contract, 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

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.

Please correct the following errors before continuing:

⚠ License Number: Another organization has already registered the program you entered.

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

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 2'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"/>

[Next](#)

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

Organization Address

Organization Address

Organization Name *

Physical Address

Country*
United States

Address*
Apt/Suite #

Zip*
73111

City*
Oklahoma City

State*
OK

County*
Oklahoma

Enter a valid zip code to choose a county.

Mailing Address Same as physical address

Country*
United States

Address*
Apt/Suite #

Zip*
73111

City*
Oklahoma City

State*
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.

The image shows a registration form with the following sections:

- Phone***: Three input fields containing the numbers 405, 424, and 0776.
- Fax**: Three empty input fields.
- Primary Website**: A single input field containing the text "Organization's primary website".
- Additional Info**: A large text area with a small icon in the bottom right corner. Below it is a small instruction: "Enter any additional information about your organization that you would like to appear on this web site."
- Communication Preferences**: A section titled "The CECPD sends periodic communications." with two options:
 - Unsubscribe: You will continue to receive emails regarding your account.
 - Subscribe: You will receive information from CECPD in addition to emails regarding your account.
- Submit**: A red button located at the bottom right of the form.

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.

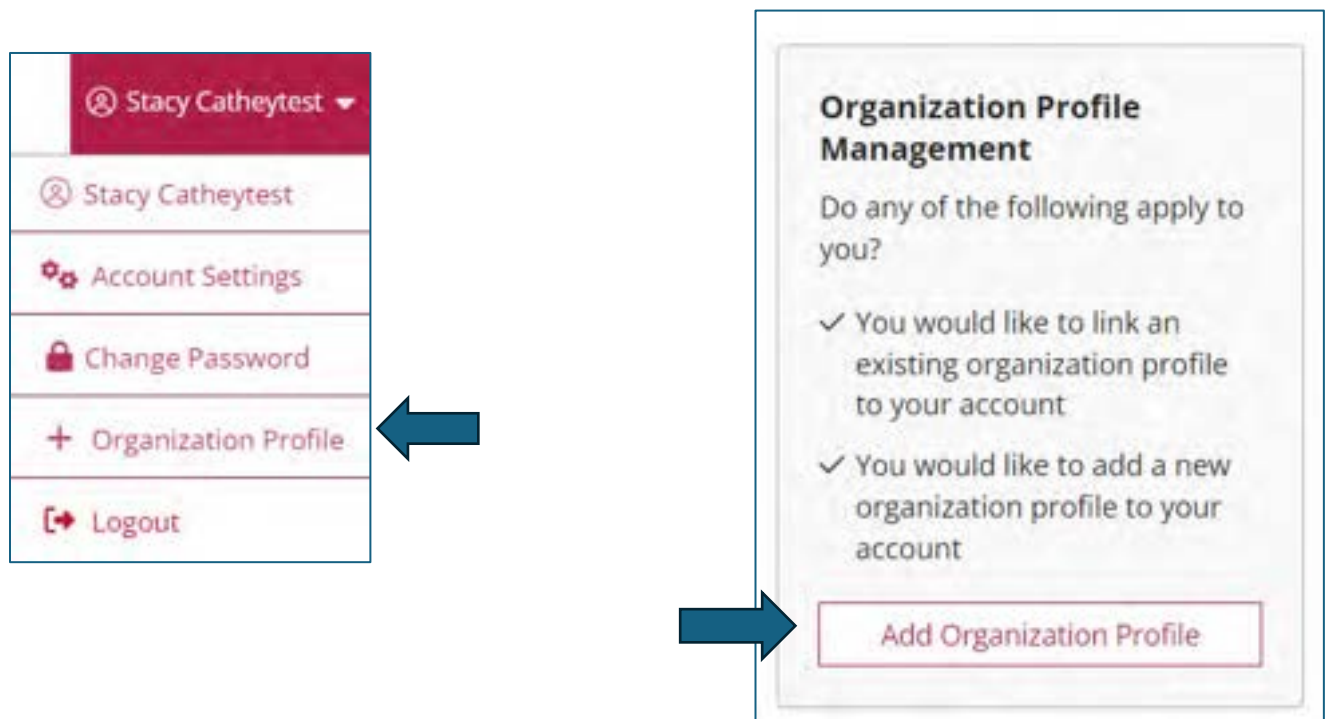
You can return to your individual account using the pulldown menu at the top right of your screen or log out.

Link a Direct Care Organization to an Individual Account

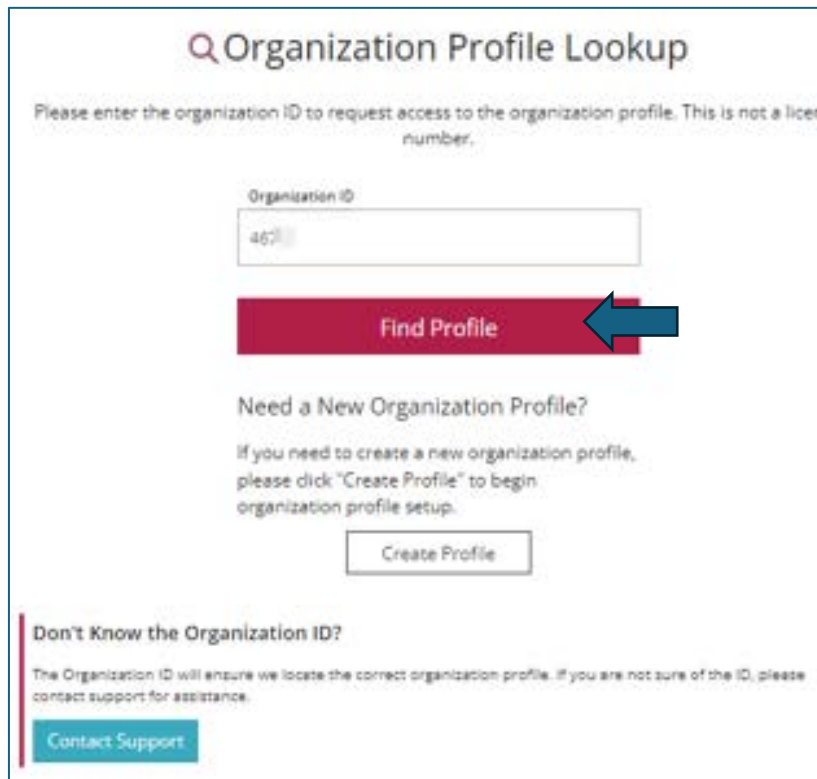
If you are the Director of Record, the Owner, or an approved contact through CCS, you can link the Organization to your individual account.

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.

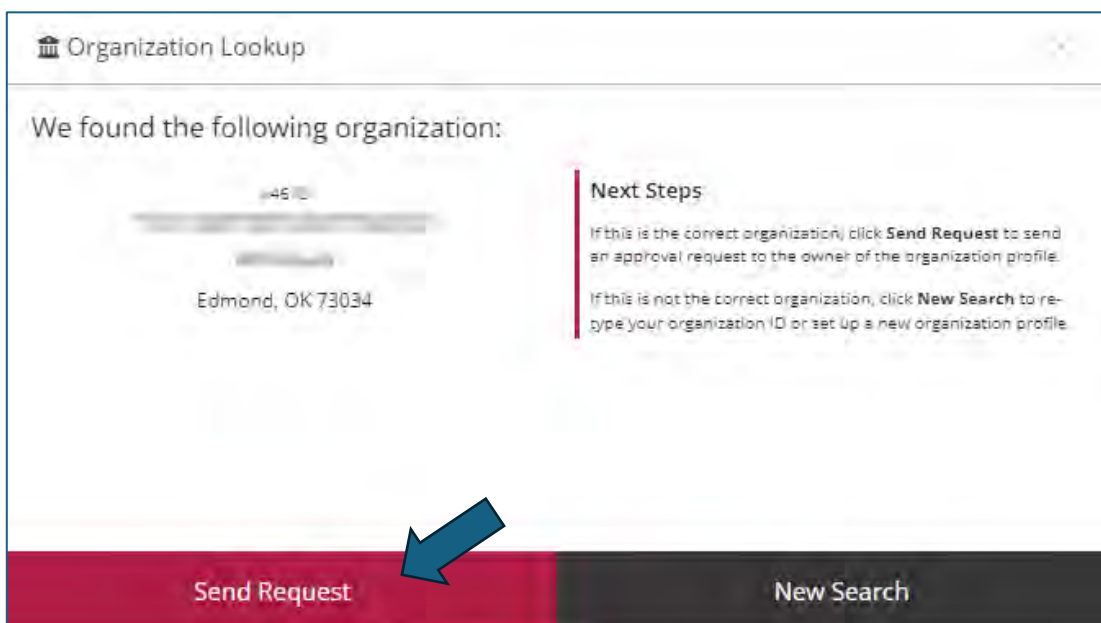


Enter the organization ID and click on “Find Profile.” If you do not know the Organization ID, please contact CECPD.



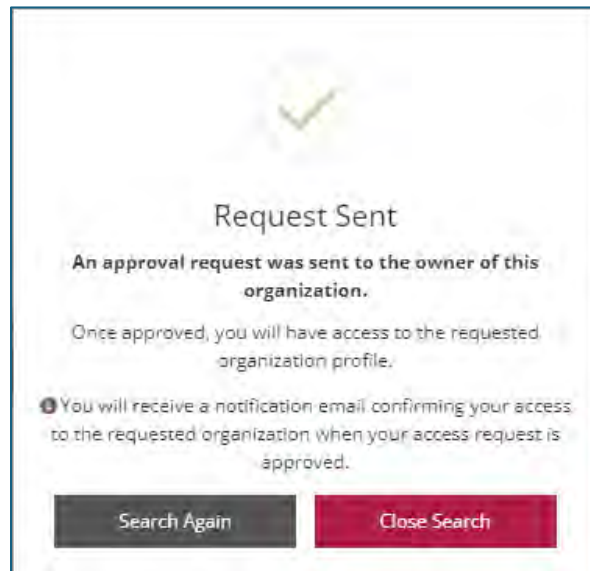
The screenshot shows a web form titled "Organization Profile Lookup". At the top, there is a search icon and the title. Below the title, a message reads: "Please enter the organization ID to request access to the organization profile. This is not a license number." There is a text input field labeled "Organization ID" containing the number "462". Below the input field is a prominent red button labeled "Find Profile", with a blue arrow pointing to it from the right. Underneath, there is a section titled "Need a New Organization Profile?" with a paragraph of text: "If you need to create a new organization profile, please click 'Create Profile' to begin organization profile setup." Below this text is a button labeled "Create Profile". At the bottom left, there is a section titled "Don't Know the Organization ID?" with a paragraph: "The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance." Below this is a button labeled "Contact Support".

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.”



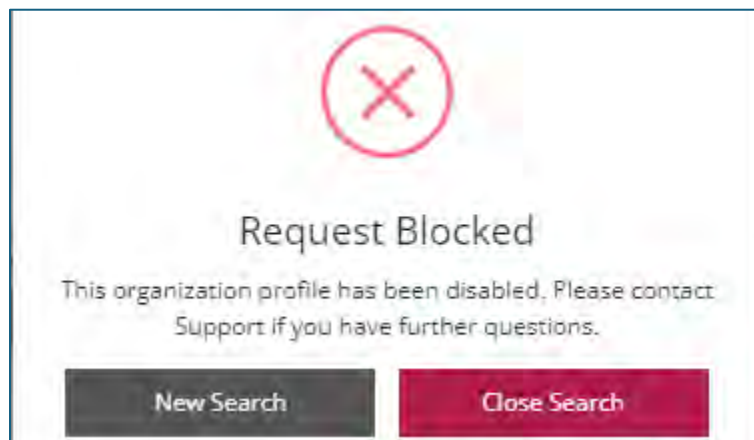
The screenshot shows a window titled "Organization Lookup". The main heading is "We found the following organization:". Below this, there is a blurred image of a building with the text "Edmond, OK 73034" underneath. To the right of the image is a section titled "Next Steps" with two paragraphs: "If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile." and "If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile." At the bottom of the window, there are two buttons: a red button labeled "Send Request" and a dark grey button labeled "New Search". A blue arrow points to the "Send Request" button.

The system will send an email to the owner of the Organization for review and approval.



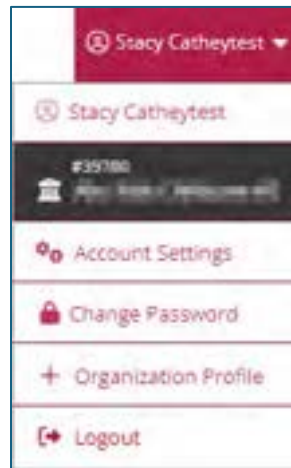
The owner will review the request and either approve or deny it.

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.”

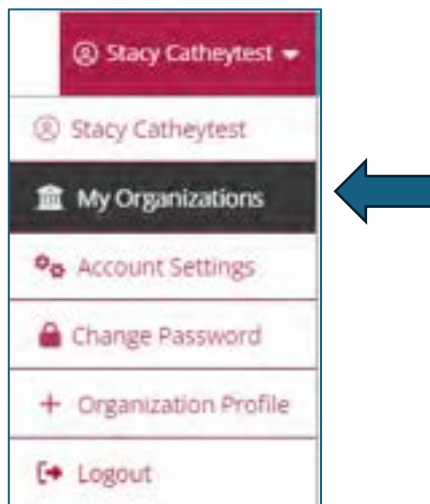


Accessing your Organization Account

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.

How long does it take to process a PDL or ODC application?
We are currently processing PDL and ODC applications received 02/21/2024

39 1000

Apply for this license

License Number : K830C00000

StatusOrg DetailsProgram InfoClassroomsAssessmentsEmployeesConsultationsReports

Contact Information

Email Address* Send Message

First Name*

Last Name*

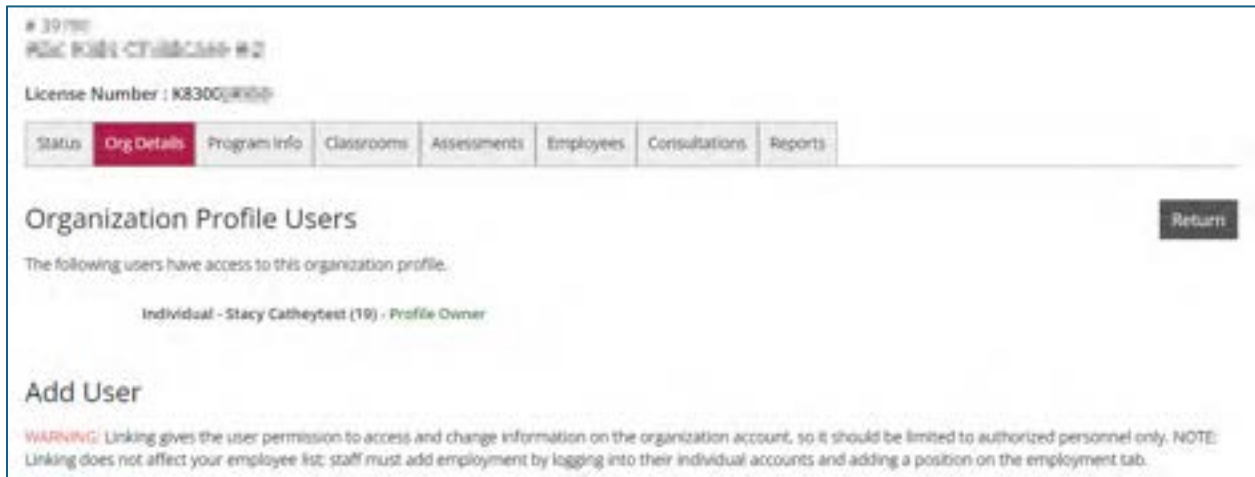
Phone - - Ext.

Manage organization profile users

20

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

The screenshot shows a web interface for a license management system. At the top, there is a header with the text "License Number : K8300" and a navigation menu with tabs: "Status" (highlighted in red), "Org Details", "Program Info", "Classrooms", "Assessments", "Employees", "Consultations", and "Reports". Below the navigation is a section titled "Program Identification Numbers" with an "Add New" button in the top right corner. The main content area displays a table with the following information:

Type	LICENSED CENTER
Effective Date	12/10/2008
License Number	K8300
Location	Center Name Center Address City State Zip Center County Director per DHS Center phone number

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.

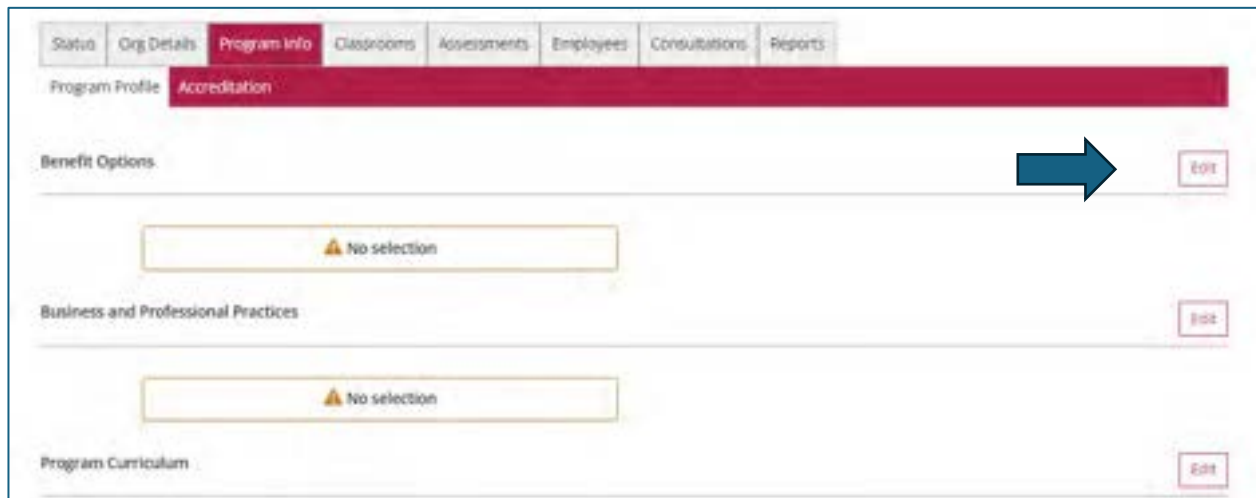
Program Verification - Terms of Agreement

We will revisit this section later on in the handbook.

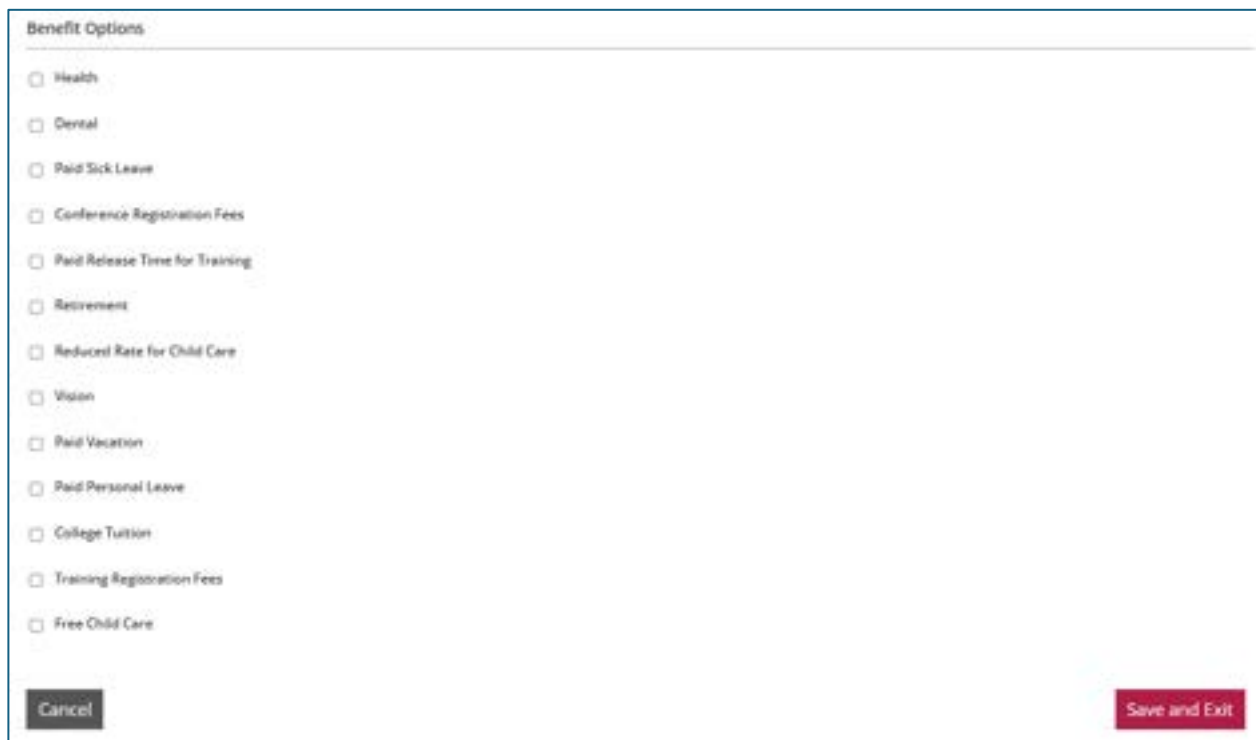
The screenshot shows a "Program Verification" form. At the top, it says "Last Verification None". Below this is a section titled "Terms of Agreement" with a text box containing the text: "I agree to review the Program Profile and will verify that the information is accurate." Below the text box is a checkbox labeled "I have read and agree to these terms". At the bottom of the form is a red button labeled "Submit Agreement".

Program Info Tab

Benefits



The screenshot shows the 'Program Info' tab in a software interface. The 'Program Profile' section is active, and the 'Accreditation' sub-section is highlighted. Below this, there are three sections: 'Benefit Options', 'Business and Professional Practices', and 'Program Curriculum'. Each section has an 'Edit' button on the right. The 'Benefit Options' and 'Business and Professional Practices' sections currently show a 'No selection' warning in a yellow box. A blue arrow points to the 'Edit' button for the 'Benefit Options' section.



This screenshot shows the 'Benefit Options' selection dialog. It contains a list of 15 items, each with an unchecked checkbox:

- Health
- Dental
- Paid Sick Leave
- Conference Registration Fees
- Paid Release Time for Training
- Retirement
- Reduced Rate for Child Care
- Vision
- Paid Vacation
- Paid Personal Leave
- College Tuition
- Training Registration Fees
- Free Child Care

At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save and Exit' button.

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

The screenshot shows a software interface with a navigation bar at the top containing tabs: Status, Org Details, Program Info (selected), Classrooms, Assessments, Employees, Consultations, and Reports. Below the navigation bar, there are three main sections: 'Benefit Options', 'Business and Professional Practices', and 'Program Curriculum'. Each section has an 'Edit' button on the right. The 'Business and Professional Practices' section is highlighted with a blue arrow pointing to its 'Edit' button. Below this section is a dropdown menu showing 'No selection'.

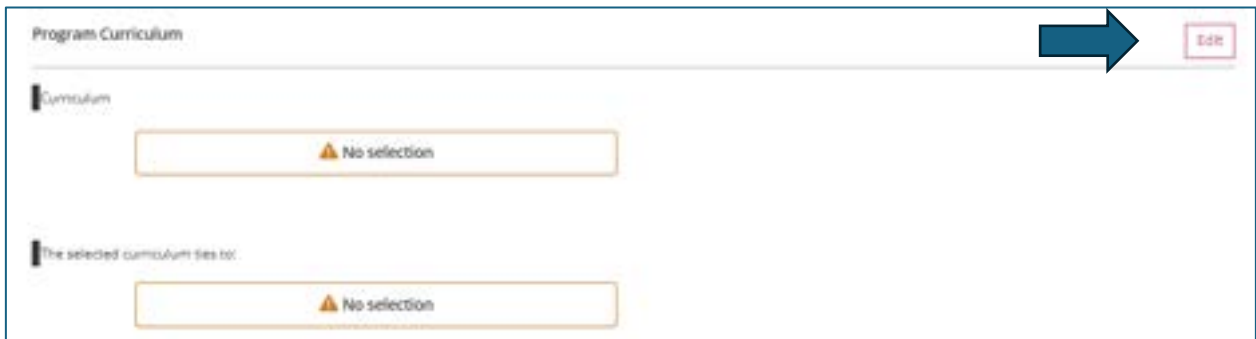
The screenshot shows a selection screen for 'Business and Professional Practices'. It lists various practices with checkboxes and 'Verified' status indicators. The practices listed are:

Practice	Verified
<input type="checkbox"/> Adult and Child Food Program	<input type="checkbox"/> Verified
<input type="checkbox"/> Personnel Policies	<input type="checkbox"/> Verified
<input type="checkbox"/> Parent-Teacher Conferences	<input type="checkbox"/> Verified
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Verified
<input type="checkbox"/> Parent Meetings/Parties	<input type="checkbox"/> Verified
<input type="checkbox"/> Parent Evaluations of Program	<input type="checkbox"/> Verified
<input type="checkbox"/> Salary Scale of Staff	<input type="checkbox"/> Verified
<input type="checkbox"/> Written Business Plan	<input type="checkbox"/> Verified
<input type="checkbox"/> Written Staff Evaluations	<input type="checkbox"/> Verified
<input type="checkbox"/> Salary Scale Based on Education and Experience	<input type="checkbox"/> Verified
<input type="checkbox"/> Written Quality Improvement Plan	<input type="checkbox"/> Verified

At the bottom left is a 'Cancel' button and at the bottom right is a 'Save and Exit' button.

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

Program Curriculum



Program Curriculum

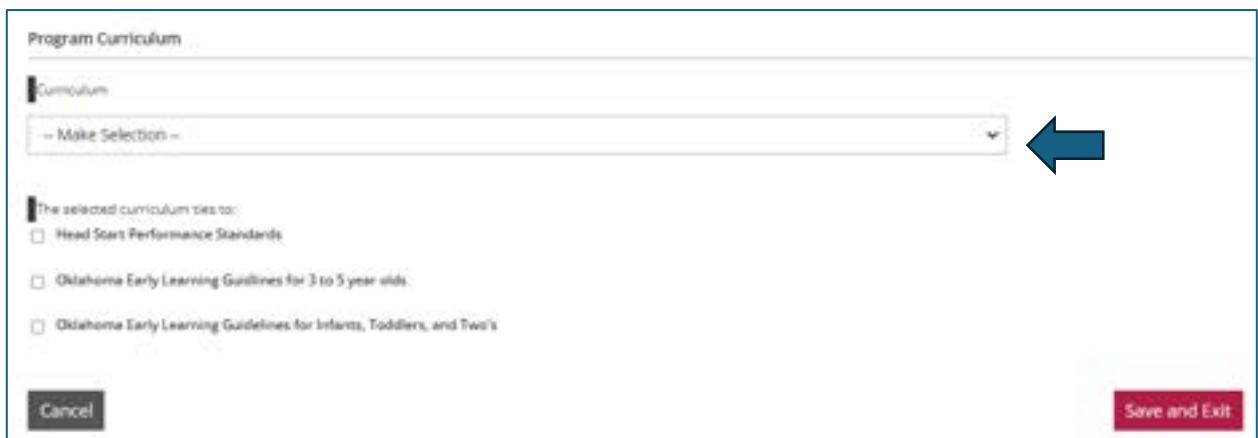
Curriculum

No selection

The selected curriculum ties to:

No selection

Edit



Program Curriculum

Curriculum

-- Make Selection --

The selected curriculum ties to:

- Head Start Performance Standards
- Oklahoma Early Learning Guidelines for 3 to 5 year olds
- Oklahoma Early Learning Guidelines for Infants, Toddlers, and Two's

Cancel

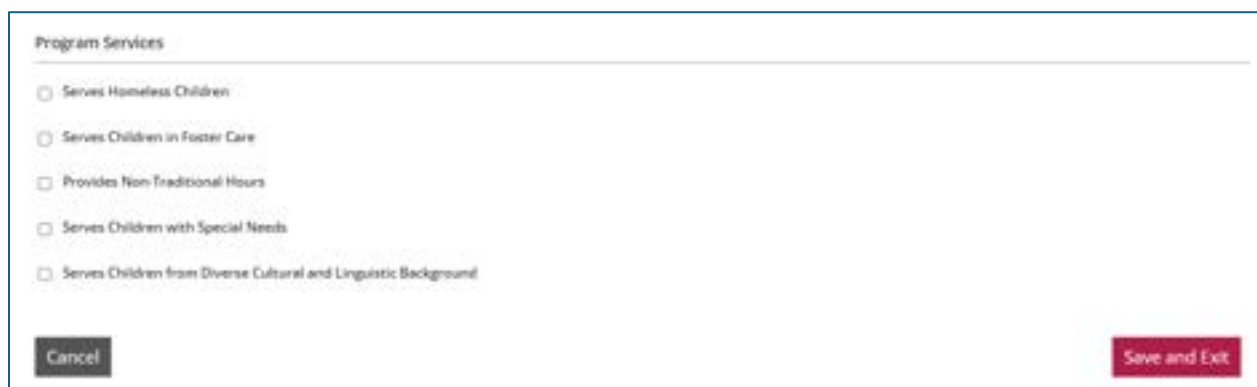
Save and Exit

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



The screenshot shows a form with two sections. The first section is titled "Program Services" and contains a dropdown menu with a warning icon and the text "No selection". To the right of this dropdown is a red "Edit" button. A blue arrow points from the dropdown menu towards the "Edit" button. The second section is titled "Program Type" and also contains a dropdown menu with a warning icon and the text "No selection". To the right of this dropdown is another red "Edit" button.



The screenshot shows a form titled "Program Services" with a list of five checkboxes, all of which are currently unchecked. The checkboxes are: "Serves Homeless Children", "Serves Children in Foster Care", "Provides Non-Traditional Hours", "Serves Children with Special Needs", and "Serves Children from Diverse Cultural and Linguistic Background". At the bottom left of the form is a grey "Cancel" button, and at the bottom right is a red "Save and Exit" button.

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

Status | Org Details | Program Info | **Classrooms** | Assessments | Employees | Consultations | Reports

Program Capacity

 [Edit](#)

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

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"/>

[Update](#) [Cancel](#)

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

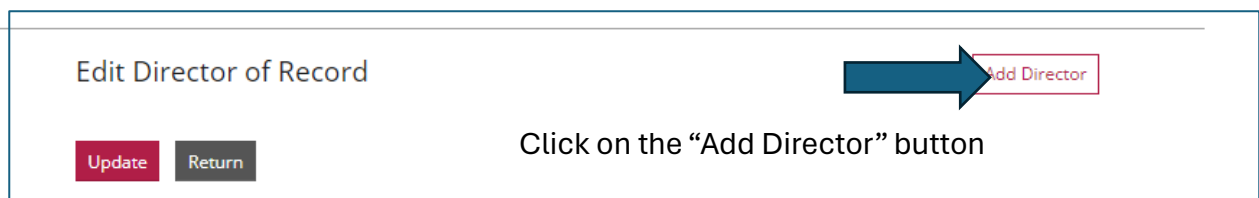


Director of Record

None

Edit

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.



Edit Director of Record

Add Director

Update Return

Click on the “Add Director” button

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



ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
19	Cathytest, Stacy	Center Director	1/31/2019 - Present	Level 11	Current Expires 4/3/2024	Self Reported	Select

Cancel

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

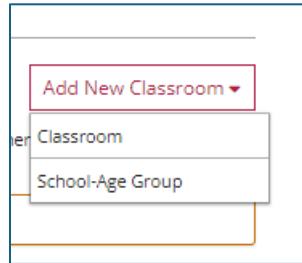
None

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 (9-12 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? 4

0

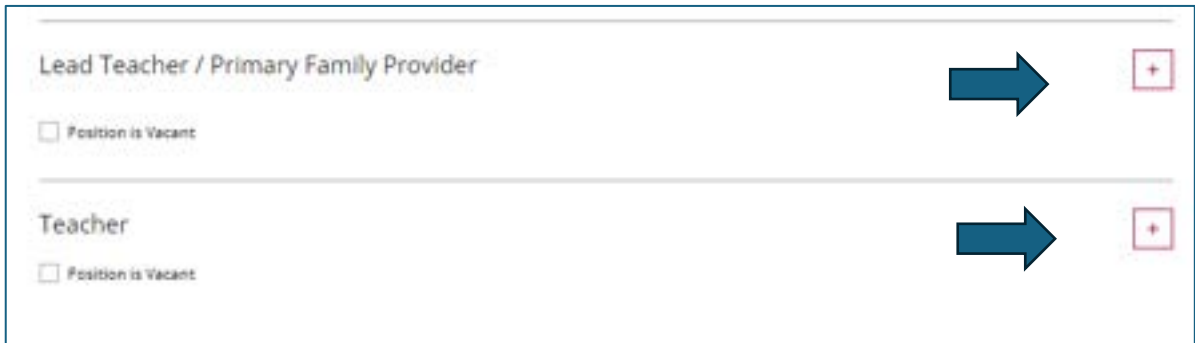
Save **Cancel**

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.



The screenshot shows two sections. The top section is titled "Lead Teacher / Primary Family Provider" and includes a checkbox labeled "Position is Vacant". A blue arrow points to a red square button with a white plus sign. The bottom section is titled "Teacher" and also includes a checkbox labeled "Position is Vacant". A blue arrow points to a red square button with a white plus sign.

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.



The screenshot shows a dialog box titled "Select Lead Teacher / Primary Family Provider for Toddlers" with a "Cancel" button in the top right. Below the title is a instruction: "Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Registry Level." Below this is a table with the following data:

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
109573	Abberest, Adriana	Teacher	9/26/2023 - Present	Level 1	Qualifications Not Met- Expires 2/14/2023	Self Reported	Select
122437	Aginrest, Paisley	Teacher	2/5/2024 - Present	Level 2	Current- Expires 6/28/2024	Self Reported	Select
19	Cathayest, Stacy	Center Director	1/31/2019 - Present	Level 11	Current- Expires 4/3/2024	Self Reported	Not Selectable

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.

Add Lead Teacher / Primary Family Provider to Toddlers

Agintest, Paisley #122437

When did this teacher start as lead in this classroom

mm/dd/yyyy

If applicable, when did this teacher stop being lead in this classroom

mm/dd/yyyy

Hours per Week

Next

Assessments Tab

Status	Org Details	Program Info	Classrooms	Assessments	Employees	Consultations	Reports
--------	-------------	--------------	------------	--------------------	-----------	---------------	---------

⚠ No observations exist for this program

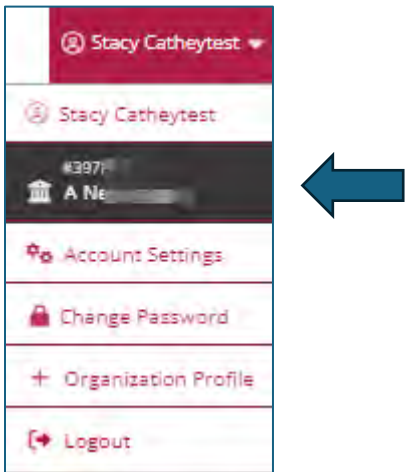
The “Assessments” tab will detail the following services your facility has received:

1. Environment Rating Scale (ERS) visits
2. ERS delivery
3. Mental Health Consultation visits
4. Technical Assistance visits

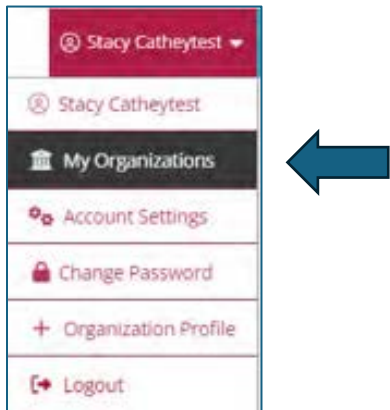
Inviting Staff to Add Employment

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.

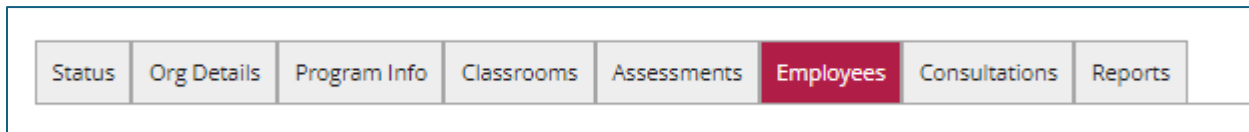
Log into your individual account. Use the pulldown menu by your name in the top right corner of the screen. Click on your organization.



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.



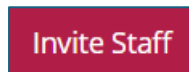
Click the “Employees” Tab on the Organization Profile Page.



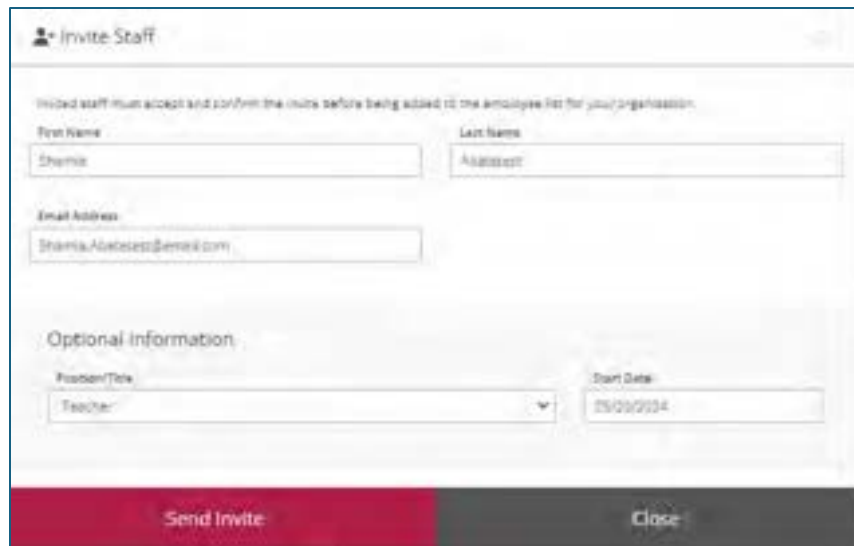
Click on the “Manage Invites” button.



Click on “Invite Staff.”



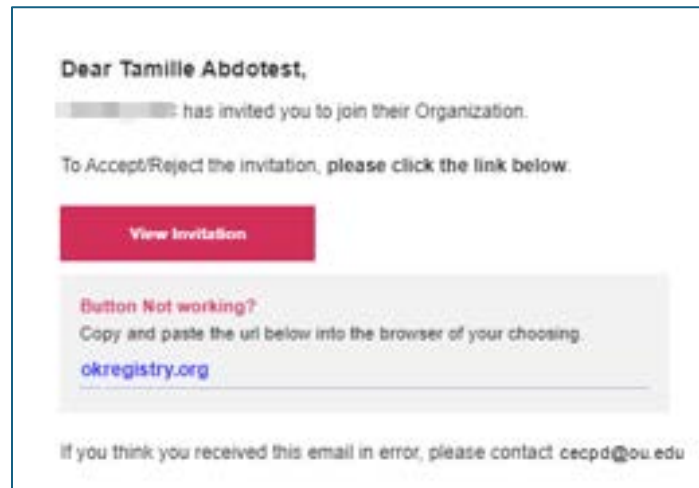
Complete the information on the pop-up screen and click “Send Invite.”



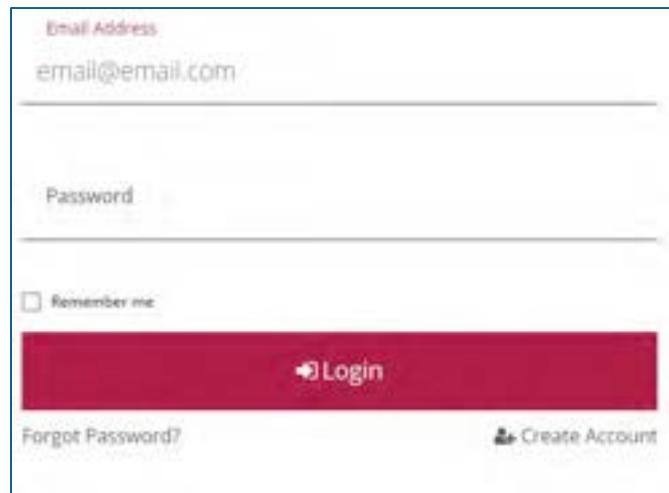
The next screen will ask if you want to invite other staff. Select “Yes” or “No.”



The system will send an email to your employee(s). They will need to click “View Invitation” or click on the link.

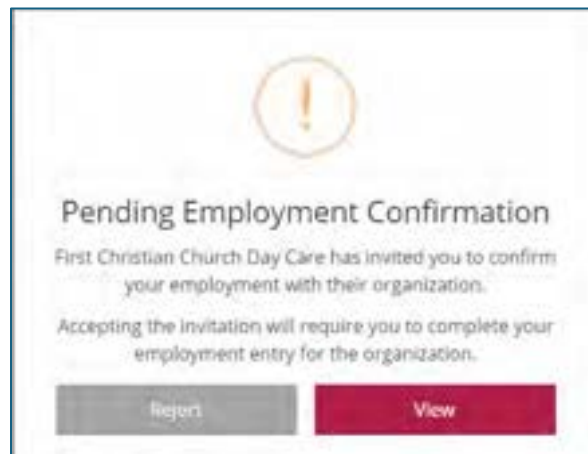


When accepting the invitation, the employee will arrive at the login page. There, they will enter their email and password used for their account.



The image shows a login form with the following elements:

- An "Email Address" label above a text input field containing "email@email.com".
- A "Password" label above a text input field.
- A checkbox labeled "Remember me".
- A red "Login" button with a right-pointing arrow icon.
- Links for "Forgot Password?" and "Create Account" (with a person icon) at the bottom.



The image shows a notification card with the following elements:

- A warning icon (exclamation mark in a circle) at the top.
- A title "Pending Employment Confirmation".
- Text: "First Christian Church Day Care has invited you to confirm your employment with their organization."
- Text: "Accepting the invitation will require you to complete your employment entry for the organization."
- Two buttons at the bottom: a grey "Reject" button and a red "View" button.

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

Employment Information

1033
First Christian Church Day Care
1400 West 26th Street / Denver / CO 80202

This is my primary employer

Address/Title: Family Child Care Home Assistant Start Date: 6/1/2020

Hours Per Week: [Input Field] Months Per Year: [Input Field]

It is recommended that you enter your wage information.

I receive an hourly wage
 I receive an annual salary
 I do not wish to provide this information

Hourly Wage: [Input Field] Date of Last Wage Increase: [Input Field]

Age of Children:

- Infants (0-12 months)
- Toddlers (13-24 months)
- Toddlers (25-36 months)
- Preschooler 3's (37-48 months)
- Preschooler 4's and 5's (49-72 months)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

CONFIRM EMPLOYMENT

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

Confirm Employment?

Once confirmed, First Christian Church Day Care Will need to review your employment information and verify it is correct.

No 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.

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
109873	Abbeest, Adriana	Teacher	9/26/2023 - Present	Level 1	Qualifications Not Met Expires 2/14/2023	Self Reported	—
122437	Agirteat, Paisley	Teacher	2/5/2024 - Present	Level 2	Current Expires 6/28/2024	Verified	—
19	Carmeyatt, 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.](#)

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
109573 2	Abbetest, Adriana 3	Teacher 4	9/26/2023 - Present 5	Level 1 6	Qualifications Not Met - Expires 2/14/2023 7	Self Reported 8	⋮
122437	Agrest, Paisley	Teacher	2/5/2024 - Present	Level 2	Current - Expires 6/26/2024	Verified	⋮
19	Catheyest, Stacy	Center Director	1/31/2019 - Present	Level 11	Current - Expires 4/3/2024	Self Reported	⋮

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.

Gammontest, Heather
Teacher
 This individual is currently employed
Start Date
8/27/2008
 This individual is no longer employed
End Date
Status
-- Make a selection --
Save Changes

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

Status
-- Make a selection --
-- Make a selection --
Verified
Reviewed/Not Verified
Denied

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

Gammonest, Heather

Teacher

This individual is currently employed

Start Date

8/27/2008

This individual is no longer employed

End Date

Status

— Make a selection —

Save Changes

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.

New Hire Verification

When you hire staff, their employment you should verify their employment within the first five days of their employment.

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](#)

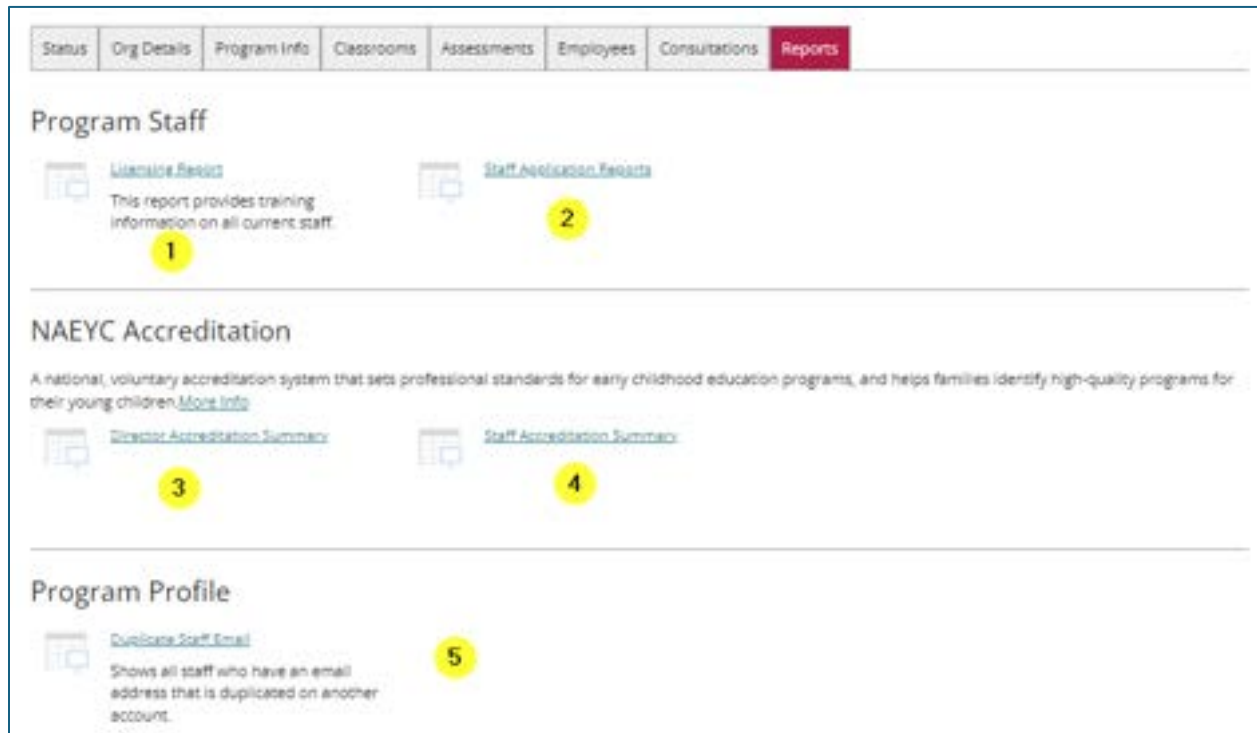
Consultations Tab

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.

The screenshot shows a software interface with a navigation bar at the top containing tabs for Status, Org Details, Program Info, Classrooms, Assessments, Employees, **Consultations**, and Reports. Below the navigation bar, the section is titled "Consulting Activities Scheduled" and contains a message: "No Coaching Scheduled. There is no upcoming coaching scheduled for this program." Below this, the section is titled "Consulting Activities Received" and includes a sub-header "Primary Consultant" and a summary box: "Total Hours of Support - 20.00". A table lists the following activities:

Date	Title	Type	Consultant	Attendees	Score	Hours
09/13/24	CDA Observation #12345	Consultation	✓ Candice Navarrotest	1	--	4.00
11/02/23	Mental Health Consultation 21098765	Consultation	✓ Henry Agerstest	0	--	16.00

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.

Training After: 5/15/2023 Training before: 5/14/2024

1 of 1

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

Facility Staff

Class	Facility ID	County
Licensed Center	KE30024057	Payne

Facility: A Child's Place
 135 S Main
 Perkins OK 74059

Contact: (405) 547-1130

Effective Date: 12/15/2005

CECPD Contact: Stacy Calhoun
 CECPD Status: Registered
 Expiration Date: 12/15/2005 - Facility Closed

Current Staff ID	Name	Position	Qualifies As	Start Date	Verification Status	PDL Status	PDL Level	PDL Issued	PDL Expires	ODC Status	ODC Level	ODC Issued	ODC Expires
10494	Saunders, Crystal	Center Director	Master Teacher	1/1/2007	Self Reported	Inactive	Level 10	1/13/2016	12/17/2016	Inactive	Silver	2/22/2019	2/22/2019
26678	Gammont, Heather	Teacher		8/7/2005	Self Reported	Inactive	Level 1	8/28/2009	8/28/2010				


Current Staff Count: 2

This report shows all staff with a CECPD Registry employment record at the requested facility. It takes 2-6 weeks from the submit date to process and mail a certificate if all materials are sent by the applicant. Applicants are encouraged to contact the CECPD if the process exceeds that time frame. Authorized program staff may update and verify staff records by accessing their Program Profile. Licensing staff may contact CECPD at 888-446-7605 statewide or 405-798-4383 with any questions.

Page: 1 Date Viewed: 5/14/2024

- 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
Teacher	8/27/2008		15yr 9mo
Verified			
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

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

Early Learning Guidelines Training							
No Early Learning Guidelines Training found.							
Event ID	Course Title	Date	Hours	Level	Sponsor		Verified

Staff Application Reports

These reports are available for each employee.

- Learning Record
- Training List
- Core Competency 5 Year
- Core Competency Career Summary

Staff Report Grid		Learning Record	Training List	Core Competency 5 year	Core Competency Career Summary
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reports</div>					
Registry ID	Name				
109573	Abbetest, Adriana				
122437	Agintest, Paisley				
19	Catheytest, Stacy				

This report produced on 5/3/2024 using information from the Center for Early Childhood Professional Development
<http://www.cecpcd.org>

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.

Role		CDA Exp. Date	First Aid Exp. Date	Ped/Inf CPR Exp. Date	CPR Exp. Date	Total Degree Credits	Total ECE Credits	Total Admin Credits	Total PD Hours*
Catheytest, Stacy - 19	Center Director					181	29.00	9	124
Degree/Major		Institution		Date					
Master's/Early Childhood Education		Oklahoma City University		12/18/1990					
Bachelor's/French Education		University of Oklahoma		5/1/1983					

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