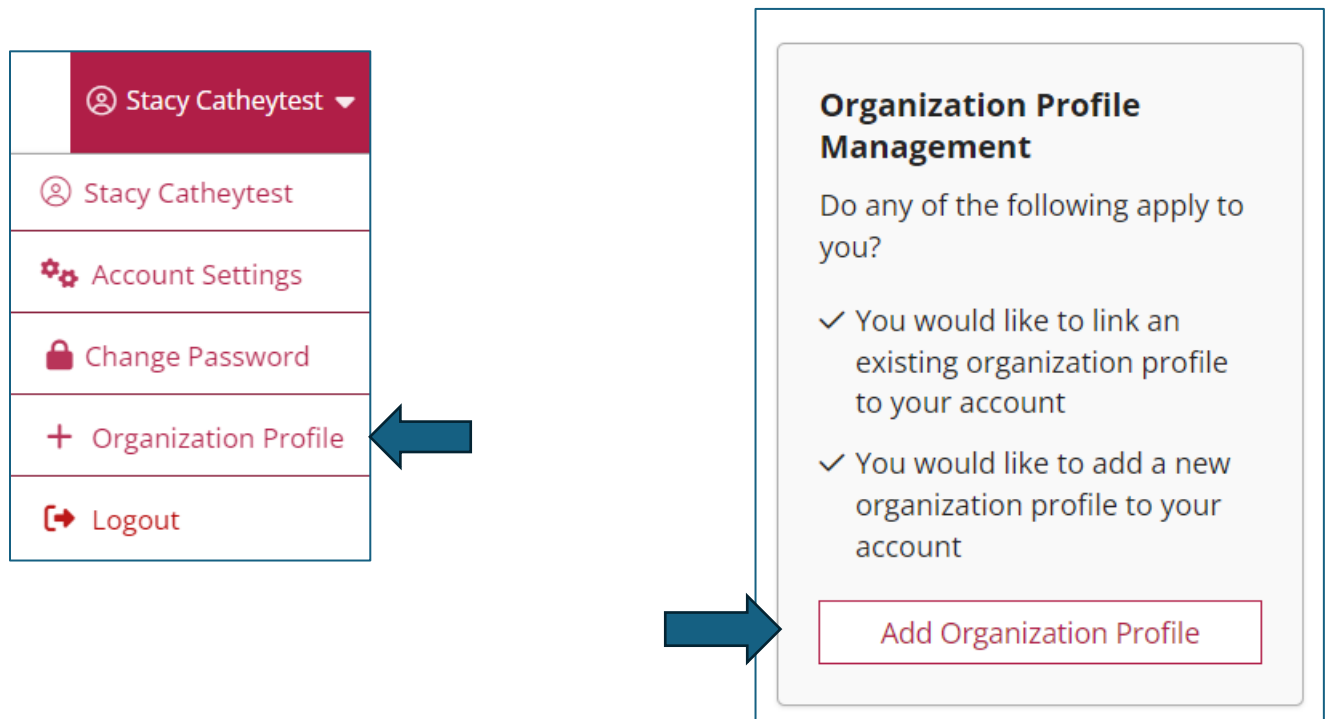


## Register as a Direct Care Organization

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

Enter the Organization ID Number


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 \*

Phone  -  -  Ext.

---

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 --

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 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"/>

[Next](#)

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



## Organization Address

### Organization Address

Organization Name \*

1234 Main Street

---

#### Physical Address

Country \*

United States

Address \*

1234 Main Street

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 \*

1234 Main Street

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.

Phone\*

405 - 424 - 0776

Fax

Organization's primary website

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

---

### Communication Preferences

The CECPD sends periodic communications.

Unsubscribe  
You will continue to receive emails regarding your account.

**Subscribe**  
You will receive informational emails from CECPD in addition to emails regarding your account.

Submit

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.