



Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Oklahoma Professional Development Registry

Submit or Renew Your Application

User Guide

October 2015



**Child Care
Services**



CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT
The University of Oklahoma - University OUTREACH - College of Continuing Education
1801 N. Moore Avenue, Moore, OK 73160-3668
Toll Free 1-888-446-7608 - OKC Metro (405) 799-6383
Major Funding provided by the Oklahoma Department of Human Services - Oklahoma Child Care Services

Contents

Introduction.....	3
Register as a New Applicant.....	4
New Online Application	6
Email with ID and Password.....	7
Log In for New and Existing Users	8
Start the Application	9
Personal Information.....	11
Education	12
High School	123
Higher Education	14
Other Education	166
CDA Credential	16
Employment History.....	167
Position Details	21
Add Training.....	24
Professional Contributions.....	25
Submit Application.....	26
Application Reports	29
Things You Need to Know	29
Navigation.....	30
Changing Email and Password	31
Statewide Training Calendar.....	32

Introduction

Welcome to the new online Oklahoma Professional Development Registry (OPDR).

This handbook will guide you through the process of registering and submitting your application.

By registering, you will be able to view your:

- application selections and status
- personal information and keep it current
- education level
- employment history
- training
- professional contributions.
- status of your PDL and the expiration date.*
- status of your ODC and the expiration date.*
- status of REWARD Oklahoma.*
- training record.
- summary of training hours by core competency.

* You will only see the status of the programs you have applied for.

NOTE: You must have a current email address to complete your registration. If you do not have an email account, we suggest signing up for a free account with Live.com or gmail.com.

Should you have any questions, please feel free to contact Dawn Garrison (405) 799-6383, ext. 272 or toll free at (888) 446-7608, ext. 272. You can also use the Contact Us link on the OPDR site.

Register as a New Applicant

To register, go to <https://okregistry.org>. Your screen should look like this:

The screenshot displays the homepage of the Center for Early Childhood Professional Development (CECPD) Oklahoma Professional Development Registry. The page features a navigation menu on the left with links for Home, Statewide Training Calendar, My Saved Events, and Contact Us. Below the navigation menu are sections for Sign In and Don't have an account?. The Sign In section includes fields for User Type (Individual or Organization), Registry ID, and Password, along with a Sign In button and a link for forgotten credentials. The Don't have an account? section has a Register as a... link, which is highlighted with a blue arrow pointing to the 'Individual, Trainer, PDC Consultant' option. The main content area is titled 'Statewide Training Calendar' and includes a search form with fields for Keywords, City, County, Region, From Date, To Date, Core Competency Area, Agency Area, Tiered and Credit Events, and Training Language. There are also checkboxes for including Classroom, Web Based, Correspondence, and Distance Learning course types. A map of Oklahoma is shown on the right, and a 'Locate Events' button is at the bottom of the search form. The footer contains contact information for CECPD and the Child Care Services logo.

Click the *Register as a.....Individual, Trainer, PDC Consultant*



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Welcome

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

Sign In

User Type:
 Individual
 Organization

Registry ID:

Password:

[Forgot user id or password?](#)

Locate Online Application

You may have an account already set up. Please enter the following information so that we can locate your online application.

First Name*:

Last Name*:

Email Address*:

Birth Date*:

Last 5 Digits of SSN*:

Don't have an account?

Register as a...

Individual, Trainer, PDC Consultant

Child Care Facility, Training Sponsor Organization, PDC Organization

1801 N. Moore Avenue, Moore, OK 73160
Toll Free: 888-446-7608 or 405-799-6383
FAX: 405-799-7634
Email: cecpd@ou.edu



Enter your first name, last name, birthdate, and the last five (5) digits of your social security number.

Select Continue

If there is no record in the system, you will complete a new online application.

New Online Application

Center for Early Childhood Professional Development



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Welcome

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

Sign In

User Type:
 Individual
 Organization
Registry ID:
Password:
[Forgot user id or password?](#)

Don't have an account?

Register as a...
Individual, Trainer, PDC Consultant
Child Care Facility, Training Sponsor Organization, PDC Organization

New Online Application

An online application was not found using the information you provided.

If you have ever applied to the Oklahoma Registry in the past, do not proceed. Call toll-free: 888-446-7608 or 405-799-6383 for assistance in locating your account.

Please enter the following to begin the Oklahoma Registry online application process. Note: fields marked with * are required.

Personal Information:

First Name*:
Middle Name:
Last Name*:
[I want to provide my prior last name](#)
Email Address*:
Mailing Address: This is a business address
Street Address*:
Apt/Suite #:
Zip*: City*: State*:
County*:

Home Address: Same as mailing address
Street Address:
Apt/Suite #:
Zip: City: State:
County:
Home/Mobile phone*: () -
Work phone: () -
Fax: () -

Account Validation Information:

Birth Date*: 1/10/2002
Last 5 Digits of SSN*: 12345
Security Question*:
Security Question Answer*:

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.

Enter your *Personal Information*, pick a *Security Question* using the pull-down and provide the *Security Question Answer*. When done, click the submit button. Note that asterisks indicate that the information is required. When you hit submit the *Privacy Policy* will appear. Review the *Policy*, Acknowledge that you have reviewed the policy by checking the box, and then click on *Continue*.



Email with ID and Password

You will receive an email that details your Registry ID number and password. To complete the application you will want to have the following documents available:

1. Your *official* university or college transcript (if applicable).
2. Names of your current and previous early childhood/school-age employers and the dates of your employment. If you work at a licensed facility, you will need that licensed facility number.
3. A copy of verification of any training you have attended within the last five (5) years.
4. Copies of your First Aid and/or CPR Cards.
5. A copy of any documentation of membership in a professional early childhood or school-age association.

Log In for New and Existing Users

Log into the system using the Registry ID and Password you received from CECPD. To log in, go to <https://okregistry.org>. Your screen should look like this:

The screenshot shows the 'Statewide Training Calendar' page. On the left, there is a 'Welcome' section with links for Home, Statewide Training Calendar, My Saved Events, and Contact Us. Below that is a 'Sign In' section with a 'User Type' dropdown menu (Individual selected), a Registry ID field, a Password field, and a 'Sign In' button. There is also a 'Don't have an account?' section with a 'Register as a...' dropdown menu. On the right, there is a 'Find Training' section with a 'Trainer Directory' link and buttons for 'Training Calendar' and 'Course Catalog'. Below this is a search area with fields for Keywords, City, County, Region, From Date, To Date, Core Competency Area, Infant Mental Health Core Competency Area, and Tiered and Credit Events. There is also a 'List by Region' section with a map of Oklahoma.

This is a close-up of the sign-in form. A blue arrow points to the 'Individual' radio button under 'User Type'. Another blue arrow points to the 'Sign In' button. The form includes fields for 'Registry ID' and 'Password', and a link for 'Forgot user id or password?'.

Set the user type to *Individual*.

Enter your ID and password then click the “*Sign In*” button.

After logging in you should see your *My Personal Profile* page

Center for Early Childhood Professional Development



Oklahoma Professional Development Registry

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Welcome [\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- Your Name # ID Number
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/15/15

My Personal Profile

Summary | Personal | Education | Employment | Training | Professional | Reports

Welcome,
You have signed in but not submitted an application.

Registry ID:

Address
Phone
Email

[Change Email](#) [Change Password](#)

Application Reports:

- [Learning Record](#)
- [Training List](#)
- [Core Competency Five Year Summary](#)
- [Core Competency Career Summary](#)

Apply for the Professional Development Ladder (PDL) - \$10.00 ?

Apply for the Oklahoma Director's Credential (ODC) - \$25.00 ?

Apply as a trainer - \$15.00 ?

Apply for REWARD Oklahoma - No fee ?

Apply as State Agency Collaborative - \$10.00 ?

Apply/Renew

Online Application Staff Notes (0)
No Notes Exist

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Toll Free: 888-446-7608 or 405-799-6383
FAX: 405-799-7634
Email: cecpd@ou.edu



Start the Application

Determine what you want to apply for. Check the boxes you want then click on *Apply/Renew*

- It this is your first time with the Oklahoma Professional Development Registry you will *apply* for something. In the case of a Professional Development Ladders (PDL); they are good for one (1) year. When your PDL is about to expire, you will *Renew*.



Oklahoma Professional Development Registry

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Welcome

[\[Sign Out\]](#)

[Home](#)

[Statewide Training Calendar](#)

[My Saved Events](#)

[Contact Us](#)

Admin Functions

[Training Administration](#)

Registry Application

#59127 - Dawn Garrison

You will be required to provide the following information as part of the application process. As you move through each step, the information you enter will be saved. By doing so, if you are unable to complete the entire application now, you may come back and complete it later.

1. Personal Information
2. Education
3. Employment history
4. Training
5. Professional Memberships/Contributions
6. Submit Application

[Start Application](#)

The next page will list the information you will need to provide to process your application. When you are ready, click on the *Start Application* button.

Personal Information

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Welcome [Sign Out]

Personal Information

Home
Statewide Training Calendar
My Saved Events
Contact Us

What would you like to do?
Dawn Garrison #59127
Individual Profile

How long does it take to process an application?
We are currently processing materials received 9/15/15

Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application

Residence: 59127
I want to provide my prior last name

Email Address*:
Mailing Address: This is a business address
Street Address*:
Apt/Suite #:
Zip*: City*: State*: OK
County*:
Home Address: Same as mailing address
Street Address*:
Apt/Suite #:
Zip*: City*: State*:
County*:
Home/Mobile phone*:
Work phone:
Fax:
Birth Date*:
Gender: Unspecified
Race/Ethnic Background*:
Primary Language*:
Secondary Language:
Preferred Training Language: -- None --

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.

Privacy Policy Notice:
Any information you save is subject to The Oklahoma Professional Development Registry Privacy Policy Terms and Conditions which may be accessed and downloaded at any time from the Reports tab of your OPDR account profile. Please contact us at cecpd@ou.edu (please be sure to include your Identification number and email address to facilitate our response) if you have any questions or concerns related to these Terms and Conditions.

< Previous Step | Save and Continue > | Return to My Profile

Your application starts with your personal information. Note the gold bar at the top. Personal Information is burgundy. As you progress through the application, the grey bar will change to burgundy.

Verify that your personal information is correct. When ready, click on *Save and Continue*

Education

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Welcome [\[Sign Out\]](#)

Education

Personal Information **Education** Employment History Training Professional Membership/Contributions Submit Application

High School [Click the Edit button to update your information](#) [Edit](#)

Higher Education -- Add New --

Click the Add New button to update your information

Other Education -- Add New --

Click the Add New button to update your information

CDA Credential -- Add New --

Click the Add New button to update your information

Infant Mental Health Endorsement -- Add New --

Click the Add New button to update your information

PDC Credentials -- Add New --

Click the Add New button to update your information

Scholarships -- Add New --

Click the Add New button to update your information

< Previous Step Continue > Return to My Profile

What would you like to do?

▼ Dawn Garrison #59127

Individual Profile

Home

Statewide Training Calendar

My Saved Events

Contact Us

How long does it take to process an application?

We are currently processing materials received 9/23/15

High School

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Welcome [Sign Out]

Home
Statewide Training Calendar
My Saved Events
Contact Us

What would you like to do?
▼ Dawn Garrison #59127
Individual Profile

How long does it take to process an application?
We are currently processing materials received 9/23/15

Education

Personal Information | **Education** | Employment History | Training | Professional Membership/Contributions | Submit Application

High School Edit
Click the Edit button to update your information

Higher Education + -- Add New --
Click the Add New button to update your information

Other Education + -- Add New --
Click the Add New button to update your information

CDA Credential + -- Add New --
Click the Add New button to update your information

Infant Mental Health Endorsement + -- Add New --
Click the Add New button to update your information

PDC Credentials + -- Add New --
Click the Add New button to update your information

Scholarships + -- Add New --
Click the Add New button to update your information

< Previous Step | Continue > | Return to My Profile



Enter the year you Graduated or received your GED.

Edit Education

High School

Graduation Year: (Four-digit year)
 I do not have a High School/GED Diploma

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Cancel | Save and Close

Higher Education

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Welcome [\[Sign Out\]](#)

Education

Personal Information | **Education** | Employment History | Training | Professional Membership/Contributions | Submit Application

Home
Statewide Training Calendar
My Saved Events
Contact Us

What would you like to do?

▼ Dawn Garrison #59127
Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

High School
Click the Edit button to update your information [Edit](#)

Higher Education [+](#)

Click the Add New button to update your information

Other Education [+](#)

Click the Add New button to update your information

CDA Credential [+](#)

Click the Add New button to update your information

Infant Mental Health Endorsement [+](#)

Click the Add New button to update your information

PDC Credentials [+](#)

Click the Add New button to update your information

Scholarships [+](#)

Click the Add New button to update your information

Higher Education Dropdown Menu:
-- Add New --
-- Add New --
One Year Diploma
Associate
Bachelor's
Master's
Doctorate
Some College

Using the pull-down, select the option that is applicable to you.

Edit Education

Higher Education

All entries must be verified by sending in your official university or college transcript.

One Year Diploma

Date*

Institution* US Accredited Other

Search for institutions by name or city



Major*

Minor

Existing Documentation

 No documentation entered.

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Cancel

Save and Close

After selecting an option the screen will change and ask for details. In this example an *Associate Degree* was selected. Enter the name of the college or university the degree was issued from in the *Institution* box. Enter your *Major* and *Minor*.

Other Education

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Welcome [Sign Out]

Education

Personal Information | **Education** | Employment History | Training | Professional Membership/Contributions | Submit Application

High School

Click the Edit button to update your information [Edit](#)

Higher Education -- Add New --

Click the Add New button to update your information

Other Education -- Add New --

Click the Add New button to update your information

CDA Credential

Click the Add New button to update your information

Infant Mental Health Endorsement

Click the Add New button to update your information

PDC Credentials

Click the Add New button to update your information

Scholarships

Click the Add New button to update your information

How long does it take to process an application?
We are currently processing materials received 9/23/15

What would you like to do?
Dawn Garrison #59127
Individual Profile

Home
Statewide Training Calendar
My Saved Events
Contact Us

Okla Competency Certificate - Director
Okla Competency Certificate - Master Teacher
Okla Certificate of Mastery (COM)
National Administrator Credential (NAC)
Director's Advanced Training (DAT)
English Requirement
Rescue Breathing
Heimlich Maneuver
Child CPR
Infant CPR
Infant/Child CPR
Adult CPR
Adult/Child/Infant CPR
Pediatric First Aid
First Aid
Automated External Defibrillators

Using the pull-down, select the option that is applicable to you. Depending on your selection you will be asked to provide further details. Enter your CPR and First Aid cards here. Don't forget to send in copies with your documentation.

CDA Credential

Repeat this process if you have a CDA or CCP. When ready click the *Save & Continue* button.

Employment History



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Welcome

[\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Employment History

- Personal Information
- Education
- Employment History
- Training
- Professional Membership/Contributions
- Submit Application

Please add an employment record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position you no longer hold.
- **NOTE: If you are the owner of a facility and also work in the facility, you will need to enter two employment records; one as the owner, and an additional entry for your current staff position.**



Add Position

Program

No employment has been added to this online application

< Previous Step Continue >

Return to My Profile

1801 N. Moore Avenue, Moore, OK 73160
Toll Free: 888-446-7608 or 405-799-6383
FAX: 405-799-7634
Email: cecpd@ou.edu



The next step is to add your employment. Click on the *Add Employment* button.



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Welcome [\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Select Employer Type

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
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If your employer already has an account with the Registry, we want to help you connect with their existing organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

Select **Oklahoma Licensed Child Care and Education**

- Department of Human Services
- Tribal Licensed
- Military

Select **Other Direct Child Care**

If you have tried the search option above AND the search option below and still cannot find your employer, you can create a new employer record. You SHOULD choose this option if your employer is any of the following:

- Public/Private School
- Out of State Child Care
- Oklahoma licensed closed before 2006

Select **Training or Local/State Government Agency**

- Non-Direct Care
- Training or support agencies
- Related government agencies

[Return to Employment List](#)

You will have three options to select:

1. *Oklahoma early child care* – use this if you have worked in child care center or family child care home in the state of Oklahoma.
2. *Out-of-state early child care* – use this if you have worked in child care in any other state but Oklahoma.
3. *Training or Local/State Government Agency* – use this if you have worked in any field not related to child care.

For this example we will be using option 1 – Oklahoma early child care. Click on the *Select* button of your choice.

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Welcome [\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Employer Search

Personal Information
Education
Employment History
Training
Professional Membership/Contributions
Submit Application

Search for: Oklahoma Licensed Child Care and Education

Organization ID:

Employer Name:

City:

License Number:

You will be given several options to search for your past and current employer. By using the *License Number* or the *Organization ID* you will be assured you are selecting the correct facility. If you don't know the *License Number* or *Organization ID*, you can search with *Employer Name* or the *City* where the facility is located.

For this example we will search the *Employer Name* using the letters *ABC*.

Welcome [Sign Out] **Employer Search**

Personal Information | Education | **Employment History** | Training | Professional Membership/Contributions | Submit Application

Search for: Oklahoma Licensed Child Care and Education

Organization ID:

Employer Name: City:

License Number:

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
1251	ABC 123	PO Box 984 Platter, OK 74753	K830020793	5/29/2015- 5/29/2015
12618	ABC Academy			
12617	ABC Academy			
16921	ABC Academy #2	6287 E 38Th St Tulsa, OK 74135	K830051764	4/1/2015- 4/1/2015
14311	Abc Academy, Llc	485 N. Ohio Haskell, OK 74436	K830025239	10/1/2015
2601	ABC Child Care	3905 n ann arbor warr acres, OK 73122	K830024576	9/30/2009
12021	Abc Child Development Center	7915 E 17Th St Tulsa, OK 74112	K830021537	12/10/2008- 12/10/2008
9196	Abc Child Development Center	P.O. Box 25 Meeker, OK 74855	K830024028	12/10/2008- 12/10/2008
2813	ABC Child Development Center	7915 E 17th St Tulsa, OK 74112	K830024780	2/6/2015
12022	Abc Childcare			

« Previous **1** 2 3 Next »

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- [Contact us](#) if you still cannot locate your employer.

All of the facilities in the state of Oklahoma that have ABC in their name will be listed. Select the facility you worked at by clicking on the *Organization Id* or *Name*. If the *Effective* date is red, that indicates that the facility has closed on that date. We recommend you look up the facility by Organization ID or License Number to ensure you attach yourself to the correct facility.

Position Details

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Welcome [\[Sign Out\]](#)

Position Details

Personal Information Education **Employment History** Training Professional Membership/Contributions Submit Application

You selected the following program. Confirm the selected program is correct.

Program Information

License Number: K830020793
Effective: 5/29/2015 - 5/29/2015
Name: Abc 123
Address: 274 Platter Dike Rd, Platter, OK 74753
Bryan County
Phone: (580) 965-4614
Email: tricia2929@yahoo.com
Star Level: 0 Stars

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How long does it take to process an application?
We are currently processing materials received 9/23/15

What would you like to do?
▼ Dawn Garrison #59127
Individual Profile

[Confirm](#) [Return](#)

The top portion of the screen details the facility information. Verify this information to confirm that this is where you work or have worked. Completed the *Position Information* as detailed, click on the *Save* button at the bottom of the screen. Enter all of your employment by repeating this process.

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Welcome

[\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Position Details

- Personal Information
- Education
- Employment History**
- Training
- Professional Membership/Contributions
- Submit Application

You selected the following program. Confirm the selected program is correct.

Program Information

License Number: K830020793
Effective: 5/29/2015 - 5/29/2015
Name: Abc 123
Address: 274 Platter Dike Rd, Platter, OK 74753
Bryan County
Phone: (580) 965-4614
Email: tricia2929@yahoo.com
Star Level: 0 Stars

Position Information

Title*:

Hours Per Week*:

Months per year*:

This is my primary employer

Age of Children :

- 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)
- Adults

Start Date*: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Hourly wage at this position : \$

Date of last wage increase:

Status: Self Reported

Privacy Policy Notice:

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Save

Cancel

Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Welcome

[\[Sign Out\]](#)

Home

Statewide Training Calendar

My Saved Events

Contact Us

What would you like to do?

▼ Dawn Garrison #59127

Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Employment History

Personal Information

Education

Employment History

Training

Professional Membership/Contributions

Submit Application

Please add an employment record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- **NOTE: If you are the owner of a facility, and also work in the facility, you will need to enter two employment records; one as the owner, and an additional entry for your current staff position.**

[Add Position](#)

Program	Title	Wage	Start	End	Status	
ABC 123	Assistant Director	N/A	10/1/2015	10/30/2015	Self Reported	Edit Remove

< Previous Step

Continue >



Return to My Profile

You will return to the main *Employment History* screen. Review your entries. If no changes are needed, click on the *Continue* button.

Add Training

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Welcome [\[Sign Out\]](#)

Training

Personal Information Education Employment History **Training** Professional Membership/Contributions Submit Application

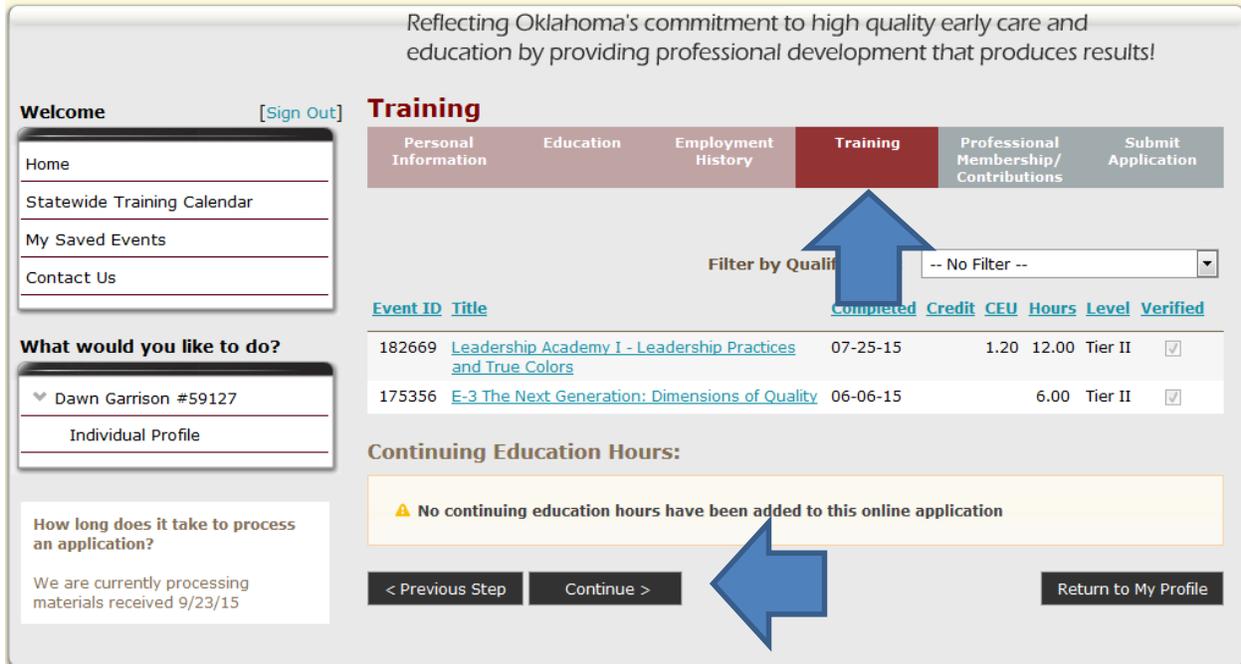
Filter by Quality: -- No Filter --

Event ID	Title	Completed	Credit	CEU	Hours	Level	Verified
182669	Leadership Academy I - Leadership Practices and True Colors	07-25-15	1.20	12.00	Tier II	<input checked="" type="checkbox"/>	
175356	E-3 The Next Generation: Dimensions of Quality	06-06-15	6.00		Tier II	<input checked="" type="checkbox"/>	

Continuing Education Hours:

 No continuing education hours have been added to this online application

< Previous Step Continue > Return to My Profile



In this section you will tell us about the training you have taken. Review what is listed if you have training that is not listed.

1. Make a photo copy of each certificate you are going to submit
2. Write you Registry ID on each copy
3. Fax, email, or Mail these into CECPD

If you have no training to enter click on the *Continue* button.

Professional Contributions

Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Welcome [\[Sign Out\]](#)

Professional Organization Membership & Contributions

Personal Information Education Employment History Training **Professional Membership/Contributions** Submit Application

Professional Memberships

Memberships

-- Select to add Professional Membership --

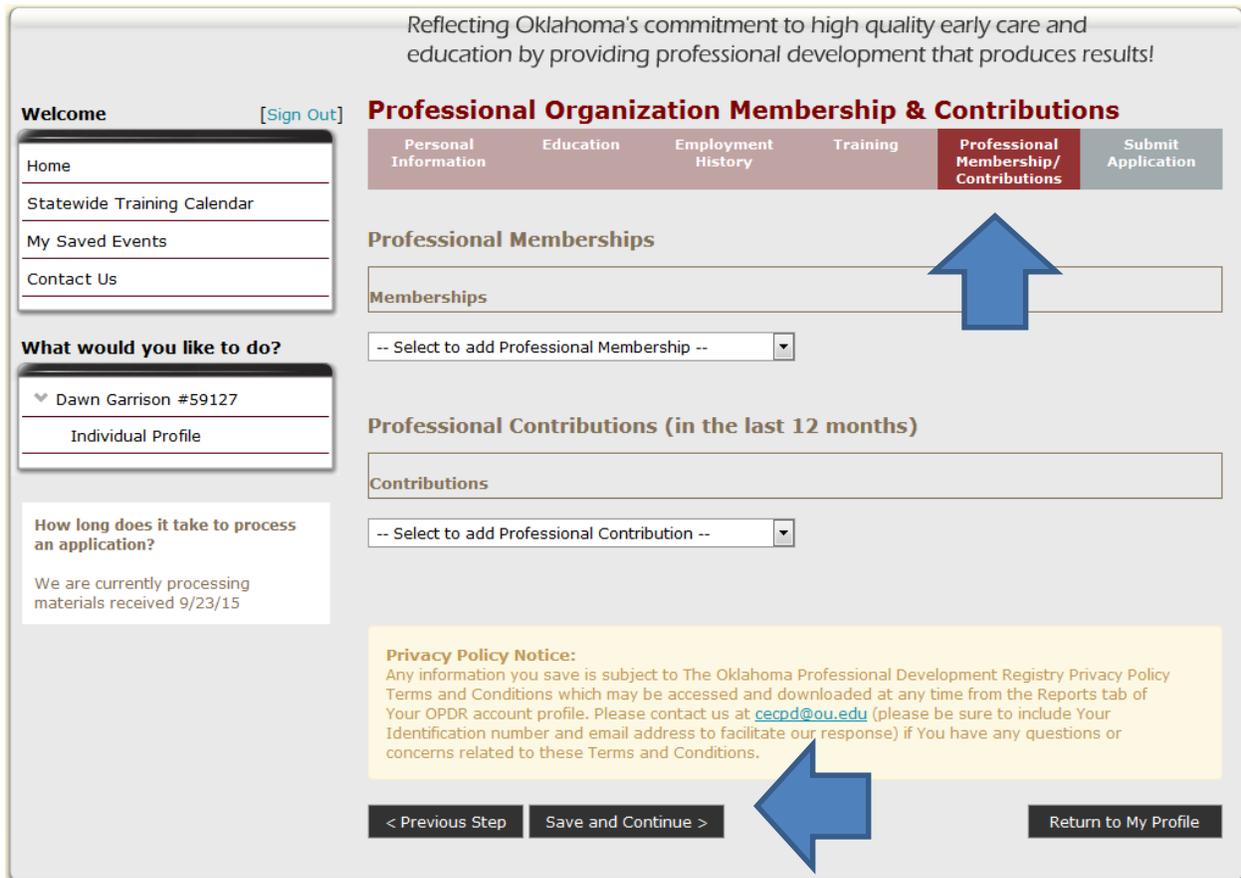
Professional Contributions (in the last 12 months)

Contributions

-- Select to add Professional Contribution --

Privacy Policy Notice:
Any information you save is subject to The Oklahoma Professional Development Registry Privacy Policy Terms and Conditions which may be accessed and downloaded at any time from the Reports tab of Your OPDR account profile. Please contact us at cecpd@ou.edu (please be sure to include Your Identification number and email address to facilitate our response) if You have any questions or concerns related to these Terms and Conditions.

< Previous Step Save and Continue > Return to My Profile



If you are applying for a Professional Development Ladder, this section is optional. If you are applying for a Directors Credential, this is required.

Use the pull-down in each section and select the membership or contribution.

In the next screen enter the information as requested.

When you are done, click on the *Save and Continue* button.

There is a lot of information on this screen! Please read through it carefully. At the bottom of the screen indicate that you have read and understand the agreement. Then click on *Continue*.

Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Welcome [\[Sign Out\]](#)

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
- Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

Submit Application

Personal Information
Education
Employment History
Training
Professional Membership/Contributions
Submit Application

Instructions:
This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

Are you ready?
You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance

What is next?
Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Lattice Level Certificate and unlock your account.
- This application counts as your official application; ou do not need to submit a paper application.

Based on the information you provided, the following documents need to be sent:

1. Your **official** university or college transcript. (If you have already provided an official transcript, you only need to send a new transcript if you have taken additional coursework.)
2. Verification of any training you have attended within the last 5 years that does not already appear on your online training record.
3. Copies of First Aid and CPR cards for training taken in the last 5 years.
4. Copies of your CDA, CCP or Oklahoma Competency Certificate(s).
5. Application fee, if required. (No certificate will be issued if application fee is due.)
 - If you paid online, you do not need to send payment.
 - **If you are renewing your Oklahoma Director's Credential (ODC) or Professional Development Ladder (PDL) before your expiration date, no payment is required.**
 - If payment is required, send a check or money order made out to the University of Oklahoma and/or any vouchers you may have to help pay for your application.

Application Selections

Item	Level	Expires	Fee*
Professional Development Ladder	None - Initial	N/A	\$10.00
Total Processing Fee*:			\$10.00

*A submission fee is required where noted in order to process your Online Application. All fees are subject to change without notice.
Send a check payable to **The University of Oklahoma** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

< Previous Step
Submit Application
Cancel

Read through this page and Select Submit Application

Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Welcome

[\[Sign Out\]](#)

My Personal Profile

- Home
- Statewide Training Calendar
- My Saved Events
- Contact Us

What would you like to do?

- ▼ Dawn Garrison #59127
 - Individual Profile

How long does it take to process an application?

We are currently processing materials received 9/23/15

- Summary
- Personal
- Education
- Employment
- Training
- Professional
- Reports

Welcome, Dawn Garrison

You have signed in but not submitted an application.

- [Apply for the Professional Development Ladder \(PDL\) - \\$10.00](#)
- [Apply for the Oklahoma Director's Credential \(ODC\) - \\$25.00](#)
- [Apply as a trainer - \\$15.00](#)
- [Apply for REWARD Oklahoma - No fee](#)
- [Apply as State Agency Collaborative - \\$10.00](#)

Apply/Renew

Online Application Staff Notes (0)

No Notes Exist

Registry ID: 59127

Dawn Garrison

1026 Barbour Ave
Norman, OK 73069
(405) 412-8238

Dawn.M.Garrison-1@ou.edu
[Change Email](#) [Change Password](#)

Application Reports:

[Learning Record](#)
[Training List](#)
[Core Competency Five Year Summary](#)
[Core Competency Career Summary](#)

You will be returned to the My Personal Profile page. You can pay your fee using Pay Pal or send in a Check or Money Order to the University of Oklahoma. If you are renewing your credential and your materials are received before you expire, the fee will be waived by the Registry staff.

Application Reports

Reflecting Oklahoma's commitment to high quality early care and education by providing professional development that produces results!

Welcome [\[Sign Out\]](#) **My Personal Profile**

Home
Statewide Training Calendar
My Saved Events
Contact Us

What would you like to do?
▼ Dawn Garrison #59127
Individual Profile

How long does it take to process an application?
We are currently processing materials received 9/23/15

Summary Personal Education Employment Training Professional Reports

Welcome, Dawn Garrison
You have signed in but not submitted an application.

Apply for the Professional Development Ladder (PDL) - \$10.00
 Apply for the Oklahoma Director's Credential (ODC) - \$25.00
 Apply as a trainer - \$15.00
 Apply for REWARD Oklahoma - No fee
 Apply as State Agency Collaborative - \$10.00

Apply/Renew

Registry ID: 59127

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Application Reports:
[Learning Record](#)
[Training List](#)
[Core Competency Five Year Summary](#)
[Core Competency Career Summary](#)

Online Application Staff Notes (0)
No Notes Exist



Application Reports are found on the *Summary* tab on *My Personal Profile*.

- Learning Record: This report details your Employment History, Degrees and Credentials, and all the training you have taken by year, by Tier Level.
- Training List: Details all of your training by Tier Level.
- Core Competency Five Year Summary: Details your training from the last five (5) years by Core Competency.
- Core Competency Career Summary: Details your training from the last five (5) years by Core Competency.

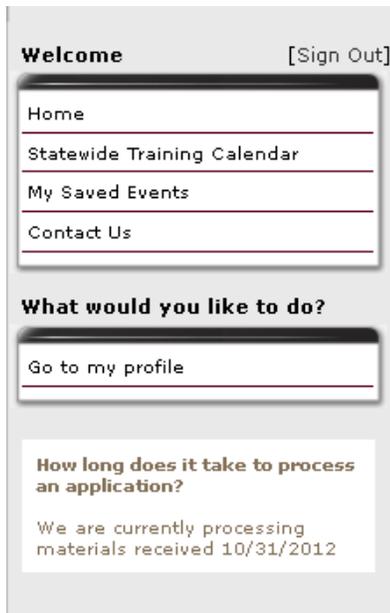
Things You Need to Know

Once you click on submit, your account will be locked and will remain locked until your application has been process by the Registry Staff.

Processing time can take up to 45 days. That time begins on the date we receive your materials and/or Participant Agreement

If you do not include the Participant Agreement with your materials, your application will be delayed.

Navigation



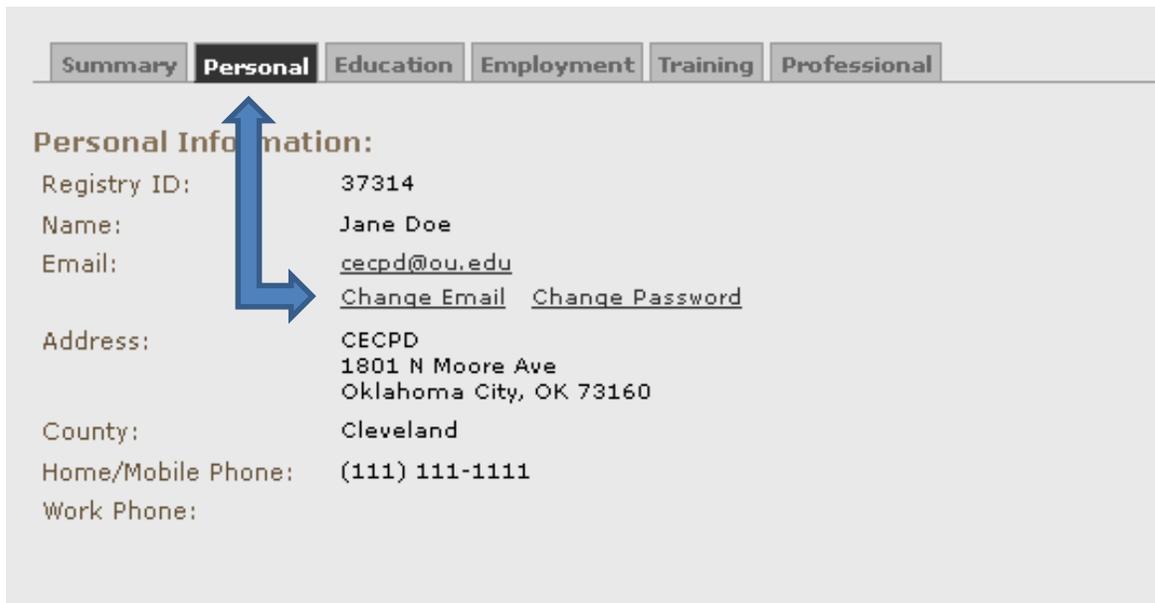
The screenshot shows a user interface with a grey background. At the top left, it says "Welcome" and at the top right, "[Sign Out]". Below this is a menu with four items: "Home", "Statewide Training Calendar", "My Saved Events", and "Contact Us", each on a separate line with a thin red underline. Below the menu is a section titled "What would you like to do?" with a button that says "Go to my profile". At the bottom is a white box with the heading "How long does it take to process an application?" and the text "We are currently processing materials received 10/31/2012".

Home takes you to CEPCD's website
Statewide Training Calendar – Locate training
My Saved Events – you can locate and save a training event for reference
Contact Us – have a question? Click here and send an email

Takes you to your *Personal Profile Page*

We are currently processing applications where we have received all the materials received on the date displayed.

Changing Email and Password



Summary **Personal** Education Employment Training Professional

Personal Information:

Registry ID: 37314

Name: Jane Doe

Email: cecpd@ou.edu

[Change Email](#) [Change Password](#)

Address: CECPD
1801 N Moore Ave
Oklahoma City, OK 73160

County: Cleveland

Home/Mobile Phone: (111) 111-1111

Work Phone:

If you need to update your Email or want to change your password, you can do that on the Personal tab in your profile.

Statewide Training Calendar

The home page of the OPDR includes a statewide searchable training calendar. You do not need to be registered or signed in to use it. This searchable calendar allows you to search for training in two (2) different ways.

1. By keywords, city, county, date, etc.
2. By regions: simply click on a region in the area map

[Find Training](#)

[Trainer Directory](#)

Statewide Training Calendar

Find training by subject, location, or browse our current course catalog!

[Training Calendar](#) [Course Catalog](#)

[Why can I not find a course?](#)

Search by location, date, or subject

Enter search criteria to find matching events.
NOTE: Searching without criteria will display all events starting on or after 10/28/2015.

Keywords:

City:

County:

Region:

From Date:

To Date:

Core Competency Area:

Infant Mental Health Core Competency Area:

Tiered and Credit Events:

Training Language:

Include the following course types:

- Classroom
- Web Based
- Correspondence
- Distance Learning

[Locate Events](#) [Reset Form](#)

List by Region

Click on an area of the map to see all upcoming events in that region.

