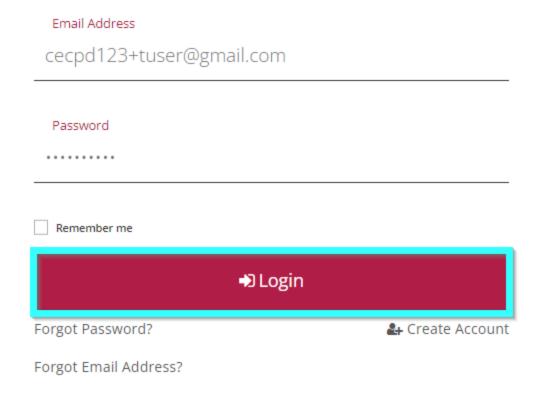
# How to Update Your Employment in OPDR



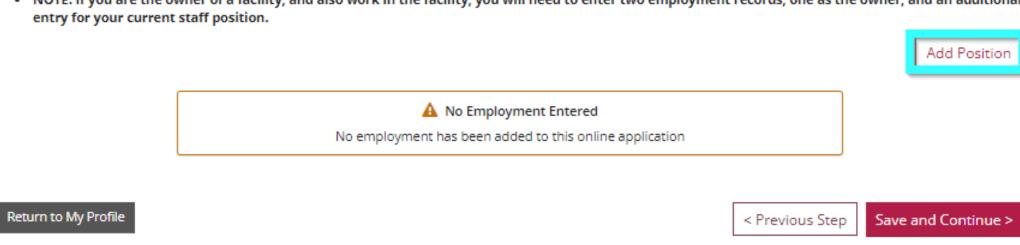


Login to the OPDR using your email address and password.

| Personal Information Education | Employment History | Training |  |  |
|--------------------------------|--------------------|----------|--|--|
|--------------------------------|--------------------|----------|--|--|

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



Go the Employment History tab and click Add Position.

Personal Information Education Employment History Training Membership/ Application

Contributions

If your employer already has an account with the Registry, we want to help you connect with their <u>existing</u> 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.

Return to Employment List

#### 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:



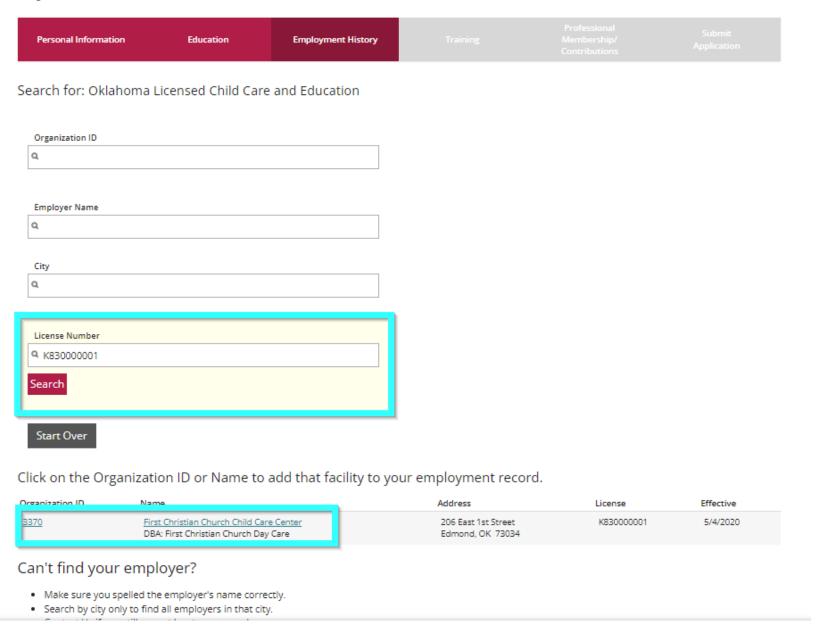
- Public/Private School
- · Out of State Child Care
- Oklahoma licensed closed before 2006

#### Training or Local/State Government Agency

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

Select

#### Select Oklahoma Licensed Child Care.



Enter the license number of your facility beginning with K8. Click on the organization name to add it to your employment record.

| Personal Information Education Employment History | Training |  |  |
|---|----------|--|--|
|---|----------|--|--|

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

#### Program Information

 License Number
 K830000001

 Effective
 5/4/2020

Name First Christian Church Day Care

Address 201 E 2nd Street, EDMOND, OK 73034

Oklahoma County

Director Bonnie Miller
Phone (405) 341-2626

Email <a href="mailto:cecpd123+terri@gmail.com">cecpd123+terri@gmail.com</a>

Star Level 3 Stars

#### 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 <a href="mailto:cecpd@ou.edu">cecpd@ou.edu</a> (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.



### Click Confirm.

## Program Information License Number K830000001 Effective 5/4/2020 Name First Christian Church Day Care 201 E 2nd Street, EDMOND, OK 73034 Address Oklahoma County Bonnie Miller Director Phone (405) 341-2626 Email cecpd123+terri@gmail.com Star Level 3 Stars Position Information Title \* Teacher Hours per Week \* 40 Months Per Year \* 12 Primary Employer \* This is my primary employer

## Add required information.

Not my primary employer

| Age of Children *  |   |  |  |  |  |
|--|---|--|--|--|--|
| Infants (0-12 months)  | Elementary (K-3rd grade)  |  |  |  |  |
| Toddlers (13-24 months)  | Middle (4th-8th grade)  |  |  |  |  |
| Two's (25-36 months)   | Secondary (High School)   |  |  |  |  |
| Preschooler 3's (37-48 months)   | Adults  |  |  |  |  |
| Preschool 4's and 5's (49-72 months)   |   |  |  |  |  |
| Start Date*  | End Date  |  |  |  |  |
| 06/20/2017   |   |  |  |  |  |
| (mm/dd/yyyy)   | (mm/dd/yyyy)  |  |  |  |  |
| Compensation  Oklahoma Professional Development R information. *  I receive an hourly wage | egistry recommends entering your wage   |  |  |  |  |
| <b>\$</b> 14.75  |   |  |  |  |  |
| I receive an annual salary     I do not wish to provide this information                   |   |  |  |  |  |
| Date of last wage increase   |   |  |  |  |  |
| Status Self Reported   |   |  |  |  |  |
| downloaded at any time from the Re   | o The Oklahoma Professional Development Registry Privacy Policy Terms and Conditions which may be accessed and ports tab of Your OPDR account profile. Please contact us at <a href="mailto:cecpd@ou.edu">cecpd@ou.edu</a> (please be sure to include Your Identification te our response) if You have any questions or concerns related to these Terms and Conditions. |  |  |  |  |
| Cancel   |   |  |  |  |  |

Add required information and click Save.

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             | Compensation                | Start     | End     | Status        | Created                           | Last Updated                 |              |
| 8 | First Christian Church Day<br>Care<br>Primary Employment | Assistant Teacher | \$13.00 / hr.<br>10/23/2023 | 7/13/2020 | Present | Self Reported | 10/16/2020<br>Kaleb<br>Barnestest | 10/23/2023<br>Kristina Allen | <b>C</b>     |

The employment is now added to your record. The child care facility will receive notification and will need to login to their organization account and verify your employment.