

# THE OKLAHOMA PROFESSIONAL DEVELOPMENT REGISTRY

OKLAHOMA DIRECTOR'S CREDENTIAL «•» PROFESSIONAL DEVELOPMENT LADDER



**PARTICIPANT APPLICATION**

REVISED: JUNE 2022

APPLY ONLINE AT [WWW.OKREGISTRY.ORG](http://WWW.OKREGISTRY.ORG)

# Instructions for Applying to the Oklahoma Registry

## 2 OPTIONS for applying



### 1. APPLY ONLINE

It's quick and easy to apply online. Visit: [www.okregistry.org](http://www.okregistry.org)



### 2. FILL OUT THE PAPER FORM

If you don't have access to the internet, use the paper form on the following pages. Instructions are included below.

## Paper Application Instructions

To apply for the Oklahoma Director's Credential (ODC) or Professional Development Ladder (PDL) using the paper form follow these steps:

1. Complete Sections 1 through 7
2. Sign and date Section 6 (p.10)
3. Mail your completed, signed application to CECPD and enclose:
  - Copies of current certifications and/or credentials
  - Copies of training certificates for training hours in Early Childhood Education/ Child Development/School-Age completed in the last 5 years
  - Official college and/or university transcripts, if applicable (all degrees and credit hours must articulate to a two- or four-year college or university)

↳ If you need to send in a transcript from a college or university, please have the institution send an official electronic transcript directly to [cecpd@ou.edu](mailto:cecpd@ou.edu) on your behalf. We cannot accept transcripts emailed from any other source. You can also mail in official transcripts. Official transcripts must be printed on official transcript paper, bear an authorized signature of the appropriate official at your institution, bear the institutional seal, and have any other security features intact. Transcripts received that do not meet these requirements will not be considered official.

*Note: You do not need to send in training certificates or transcripts previously submitted (unless we don't have your official transcript on file).*

4. Send to:

The Oklahoma Registry  
CECPD  
1801 North Moore Avenue  
Moore, OK 73160-3668

email: [cecpd@ou.edu](mailto:cecpd@ou.edu)  
fax: 405-799-7634

**Please note that official transcripts coming from the participant cannot be sent via fax or email.**

»Please allow  
**30** business  
days for  
processing.

## Renewals

- o If renewing your PDL or ODC, **you do not need to send in training certificates or transcripts previously submitted (unless we don't have your official transcript on file).**
- o Renewing your PDL and/or ODC requires additional training in the past 12 months. Refer to *Professional Development Ladder and Oklahoma Director's Credential Criteria - Effective 06-01-2022*

SECTION

1

I AM APPLYING FOR (check all that apply)

- Oklahoma Director's Credential (ODC)
- Professional Development Ladder (PDL)
- ODC Renewal
- PDL Renewal

When you apply for an ODC you will receive a complimentary PDL if criteria for PDL are met.

SECTION

2

TELL US ABOUT YOURSELF

Registry ID: \_\_\_\_\_

FULL LEGAL NAME (AS IT APPEARS ON YOUR SOCIAL SECURITY CARD)

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Other names under which you have worked: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last 5 numbers of your Social Security #: \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ )

Email Address: \_\_\_\_\_ Mobile Phone: ( \_\_\_\_\_ )

Are you a post-military service member?  Yes  No

Are you a spouse of an active duty military service member in Oklahoma?  Yes  No

I Do  I Do Not want to receive emails from the Oklahoma Professional Development Registry

SECTION

3

TELL US ABOUT YOUR CURRENT EMPLOYER

A. CENTER/HOME/AGENCY INFORMATION

I am not currently working in a child care facility

Program/Agency Name: \_\_\_\_\_

DHS License #: K8 \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) Fax #: ( \_\_\_\_\_ )



**SECTION**

**4**

**TELL US ABOUT YOUR PROFESSIONAL EARLY CHILDHOOD EXPERIENCE**

**A. CURRENT POSITION INFORMATION**

Position Title Code: \_\_\_\_\_ Average hours per week: \_\_\_\_\_  
(see list below)

Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Months per year: \_\_\_\_\_

School district (if applicable): \_\_\_\_\_ Hourly Wage (optional): \_\_\_\_\_

Ages of children you work with: \_\_\_\_\_ Oklahoma License # (K8): \_\_\_\_\_  
(see list below; indicate all that apply)

**B. ALL PREVIOUS AND VERIFIABLE EARLY CHILDHOOD AND SCHOOL-AGE EXPERIENCE (DIRECT AND INDIRECT\*)**

<b>EMPLOYER</b> <small>(begin with your most recent position)</small>	<b>POSITION TITLE CODE</b> <small>(see list below)</small>	<b>AVERAGE HOURS</b> <small>Per Week</small>	<b>MONTHS PER YEAR</b>	<b>AGES OF CHILDREN</b> <small>(see list below)</small>	<b>DATES OF EMPLOYMENT</b> <small>mo/day/year</small>	<b>REASON FOR LEAVING CODE</b> <small>(see list below)</small>
Facility Name Oklahoma License # (K8)* Address City, State, Zip Phone: (    )					Start Date	
					End Date	
Facility Name Oklahoma License # (K8)* Address City, State, Zip Phone: (    )					Start Date	
					End Date	
Public School (Pre-K - 8th grade) Address City, State, Zip Phone: (    )					Start Date	
					End Date	

\*Required to correctly list employment.

**CODES** (to be used in Parts A and B)

<p><b>POSITION TITLE CODES</b></p> <table> <tr> <td>1. Assistant Director</td> <td>6. Large Family Child Home Provider</td> <td>11. School-Age Teacher</td> </tr> <tr> <td>2. Center Director</td> <td>7. Family Child Home Provider</td> <td>12. School-Age Assistant Teacher</td> </tr> <tr> <td>3. Assistant Teacher</td> <td>8. Family Child Care Home Assistant</td> <td>13. Owner</td> </tr> <tr> <td>4. Teacher</td> <td>9. School-Age Center Director</td> <td>14. Substitute</td> </tr> <tr> <td>5. Master Teacher</td> <td>10. Support Personnel/Non-Teaching Staff</td> <td>15. Driver</td> </tr> </table>			1. Assistant Director	6. Large Family Child Home Provider	11. School-Age Teacher	2. Center Director	7. Family Child Home Provider	12. School-Age Assistant Teacher	3. Assistant Teacher	8. Family Child Care Home Assistant	13. Owner	4. Teacher	9. School-Age Center Director	14. Substitute	5. Master Teacher	10. Support Personnel/Non-Teaching Staff	15. Driver
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4. Teacher	9. School-Age Center Director	14. Substitute															
5. Master Teacher	10. Support Personnel/Non-Teaching Staff	15. Driver															
<p><b>AGES OF CHILDREN YOU WORK WITH:</b></p> <ol style="list-style-type: none"> <li>Infants (0-12 Months)</li> <li>Toddlers (13-24 Months)</li> <li>Two's (25-36 Months)</li> <li>Preschoolers (3's)</li> <li>Preschool (4's and 5's)</li> <li>Elementary (K-3rd Grade)</li> <li>Middle (4th - 8th Grade)</li> <li>Secondary (High School)</li> <li>Adults</li> </ol>	<p><b>REASON FOR LEAVING</b> <small>(applies to all previous positions)</small></p> <table> <tr> <td>1. Low pay</td> <td>8. Not enough help for working with children with disabilities</td> </tr> <tr> <td>2. Minimal or no benefits</td> <td>9. Lack of respect</td> </tr> <tr> <td>3. Class size too large</td> <td>10. Long work hours</td> </tr> <tr> <td>4. High adult/child ratio</td> <td>11. No built in time for planning</td> </tr> <tr> <td>5. Not enough materials and/or equipment</td> <td>12. High work related stress</td> </tr> <tr> <td>6. Not enough educational/training opportunities</td> <td>13. Other (please include reason)</td> </tr> <tr> <td>7. Not enough help for working with children with challenging behaviors</td> <td></td> </tr> </table>		1. Low pay	8. Not enough help for working with children with disabilities	2. Minimal or no benefits	9. Lack of respect	3. Class size too large	10. Long work hours	4. High adult/child ratio	11. No built in time for planning	5. Not enough materials and/or equipment	12. High work related stress	6. Not enough educational/training opportunities	13. Other (please include reason)	7. Not enough help for working with children with challenging behaviors		
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\* Make a copy of this page if more space is needed to report previous experience.

## TELL US ABOUT YOUR EDUCATION AND TRAINING

1. Tell us when you graduated high school or passed your General Educational Development (GED) test:

- Graduated Date: \_\_\_\_\_  No high school diploma or GED  
 GED Date Received: \_\_\_\_\_

2. Tell us about your college/university education. (Check all that apply, give the year completed and provide OFFICIAL transcripts for documentation.)

- |   | YEAR  |
|---|-------|
| <input type="checkbox"/> Doctorate in Early Childhood Education/Child Development/Elementary Education  | _____ |
| <input type="checkbox"/> Doctorate in Another Field Major: _____  | _____ |
| <input type="checkbox"/> MEd/MA/MS Early Childhood Education/Child Development/Elementary Education   | _____ |
| <input type="checkbox"/> MEd/MA/MS in Another Field Major: _____  | _____ |
| <input type="checkbox"/> BA/BS Early Childhood Education/Child Development/Elementary Education   | _____ |
| <input type="checkbox"/> BA/BS in Another Field Major: _____  | _____ |
| <input type="checkbox"/> AAS/AA/AS Early Childhood Education/Child Development/Elementary Education   | _____ |
| <input type="checkbox"/> AAS/AA/AS in Another Field Major: _____  | _____ |
| <input type="checkbox"/> Oklahoma Certificate of Mastery (COM) Child Development or School-Age  | _____ |
| <input type="checkbox"/> I have not yet completed my degree or COM, but I have earned college credit and my official transcript(s) are<br><input type="checkbox"/> enclosed, or<br><input type="checkbox"/> already on file with the Registry<br>My major is: _____ |       |

**NOTE:** All credit hours must be earned at a regionally accredited college or university.

I am enclosing OFFICIAL transcripts from the following College/University (list all that apply).

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- I have requested an official electronic transcript to be sent directly from my college/university to the Oklahoma Registry at [cecpd@ou.edu](mailto:cecpd@ou.edu).

Continued on next page. 

## SECTION 5: EDUCATION AND TRAINING (CONTINUED)

3. What **CURRENT** credentials or certificates do you hold? (Check all that apply and attach copies of credential/certificates.)

**Child Development Associate (CDA)**

Check One

Family Child Care

Home Visitor

School-Age

Infant Toddler

Preschool

Is it bilingual?  Yes  No Language: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Certified Childcare Professional (CCP)**

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Oklahoma Competency Certificate in Early Care & Education - Master Teacher**

Issue Date: \_\_\_\_\_

**Oklahoma Competency Certificate in Early Care & Education - Director**

Issue Date: \_\_\_\_\_

**National Administrator Credential (NAC)**

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Director's Advanced Training (DAT)**

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Other**, please specify: \_\_\_\_\_

4. Do you have a **CURRENT CPR/First Aid certification** that **is not on record** with the Oklahoma Registry? If so, please include a copy with your application. (CPR/First Aid cards must include a copy of the front and back of the card or QR code.) A list of approved CPR/First Aid providers can be found at [www.cecpd.org](http://www.cecpd.org) under Training Info and CPR and First Aid Training.

I have a **CURRENT CPR/First Aid certification** that **is NOT on record** with the Oklahoma Registry and will send a copy with my application

I have a **CURRENT CPR/First Aid certification** that **is ALREADY on record** with the Oklahoma Registry

I **do not have** a **CURRENT CPR/First Aid certification**

5. Are you enclosing training certificates in addition to the ones checked above?

Yes  No



NAME \_\_\_\_\_ REGISTRY ID \_\_\_\_\_

IMPORTANT – THIS IS A LEGAL AGREEMENT BETWEEN YOU (“You” or the “Authorized User”) AND THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA BY AND THROUGH THE UNIVERSITY OUTREACH/COLLEGE OF CONTINUING EDUCATION’S CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT (“We” or “CECPD”). BEFORE DOWNLOADING, ACCESSING, OR USING ANY PART OF THE OKLAHOMA PROFESSIONAL DEVELOPMENT REGISTRY PROGRAM OR ANY CONTENT AVAILABLE THROUGH THIS WEBSITE (“OPDR”), YOU SHOULD READ CAREFULLY THE FOLLOWING TERMS AND CONDITIONS AS THEY GOVERN ACCESS TO, PARTICIPATION IN, AND USE OF OPDR. CECPD IS WILLING TO ALLOW ACCESS TO, PARTICIPATION IN, AND USE OF OPDR ONLY ON THE CONDITION THAT YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED HEREIN. IF YOU DO NOT AGREE WITH ANY PART OF THESE TERMS AND CONDITIONS, YOU ARE NOT GRANTED PERMISSION TO ACCESS, PARTICIPATE IN, OR OTHERWISE USE THE OPDR.

You, the Authorized User, voluntarily agrees to participate in OPDR. You understand that this program is being administered by CECPD on behalf of the Oklahoma Department of Human Services (DHS). In consideration for allowing You to participate in OPDR, You grant CECPD and DHS permission to receive any and all educational information You may provide, including but not limited to certifications, transcripts, diplomas, and training records (“Information”). You expressly consent to CECPD sharing the Information with DHS. Additionally, You expressly consent to CECPD and/or DHS sharing this information with Your employer, its officers, agents, and any other relevant funding agencies. Additionally, You expressly consent to CECPD and/or DHS sharing the Information, in a de-identified format, with other education/certification partners and/or affiliates who participate in OPDR initiatives.

You certify that all information provided and/or attached to Your application is true and correct. You do hereby indemnify the Board of Regents of the University of Oklahoma, its employees and agents against any claims whatsoever arising out of or connected with the Information to be released on Your behalf, and/or any subsequent professional placement, or lack thereof. You understand that CECPD will protect the confidentiality of personal information to the extent permitted under state and federal law. If applicable, CECPD will comply with provisions of the Family Education Rights and Privacy Act (20 USC 1232g; 34 CFR Part 99) and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Parts 160, 162 and 164; Public Law 104-191).

You certify that the information You provide to CECPD for OPDR is accurate and if falsified can result in Your permanent removal from OPDR.

You further recognize that Your continuing membership in OPDR is on a renewal basis. You will submit all information requested within the application or renewal period. Should further clarification of the submitted documentation be necessary, You will cooperate fully with OPDR staff and submit this requested information within thirty (30) days of the written request.

**OUR COMMITMENT TO YOUR PRIVACY.** We believe the responsible use of information is important for meeting Your needs and providing consistent service quality. The more we understand about You and Your needs, the better service we can provide. This privacy statement explains data collection and use practices of CECPD; it does not apply to offline services. CECPD collects and maintains Personal Identifiable Information (PII) for its members, which is reasonably related to servicing member accounts: the PII we collect and maintain includes name, addresses, telephone number, email address, and last 5 digits of Your social security number, and date of birth (please scroll down to review our Security Protection and Safeguard Procedures in place to protect Your PII).

Our website and email use “cookies” and similar means to collect aggregate statistical information. Aggregate information is demographic information and does not identify any individual member. We may use or disclose aggregate information for any purpose. A cookie is a small text file that is placed on Your hard disk by a Web page server. Cookies are uniquely assigned to You, and are designed to be read only by a Web server in the domain that issued the cookie to You. Cookies are also used to recognize members’ preferences, temporarily store session information and past activity at our site in order to provide better service and

easier access when members return to our site. If You choose to decline cookies, You may not be able to fully experience the interactive features of this or other websites You visit. CECPD will only use Your e-mail address to contact You about Your account, or for the CECPD's internal use.

The following types of companies are sometimes permitted to use our members' names and mailing addresses to promote quality goods and services: Department of Children and Families, organizations and individuals sponsoring training events, program administrators, parent information and research surveys. From time to time, CECPD may make arrangements with other persons or entities to provide You with joint products or services. Under these circumstances, where permitted by law, the information shared with such outside persons or entities will be limited to that which is necessary for them to do their job. These persons or entities are required to keep Your information secure and use it only for the permitted purpose authorized by us. Your name will not be released to advertisers. If You prefer not to have Your name and mailing address released or prefer that we not send You e-mail communications about offerings which may be of interest to You, please let us know by writing to: The University of Oklahoma, CECPD, 1801 N. Moore Ave., Moore, OK 73160 or by sending an e-mail to [cecpd@ou.edu](mailto:cecpd@ou.edu).

Personally identifiable information collected on this site may be stored and processed in the United States or any other country in which CECPD or its partners, affiliates, subsidiaries or agents maintain facilities, and by using this site, You consent to any such transfer of information outside of Your country.

We may disclose personal information if required to do so by law or in the good faith belief that such action is necessary, as required by or permitted by law, to protect and defend the rights or property of CECPD and/or, or to act in urgent circumstances to protect the personal safety of users of OPDR, its Web sites, or the public. For example, CECPD may share personal information to protect against fraud or to service Your account.

In the case of a merger, sale or reorganization of some or all of our business we do reserve the right to transfer Your PII and other information. By using this site, You consent to the data practices described in this statement.

We may occasionally update these Terms and Conditions. For material changes to these Terms and Conditions, we will notify You either by placing a prominent notice on the home page of our Web site or by directly sending You a notification. We encourage You to periodically review these Terms and Conditions to stay informed about how we are protecting the personal information we collect. Your continued use of the service constitutes Your agreement to these Terms and Conditions and any updates.

This agreement shall be governed by the laws of the State of Oklahoma, without giving force and effect to its choice of law provisions. Any legal action in connection with this agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue Contractor expressly agrees. This policy and all of our legal obligations are subject to the laws of Oklahoma and the USA, regardless of the location of any user. Any claims or complaints must be filed in the USA in the State of Oklahoma. CECPD welcomes Your comments regarding these Terms and Conditions. If You believe that CECPD has not adhered to this Statement, please contact us by email or by postal mail at the addresses listed on our website, and we will use commercially reasonable efforts to promptly determine and remedy the problem.

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## SECURITY

We maintain physical, electronic, and procedural safeguards that meet or exceed industry standards to guard Your nonpublic personal information. We protect Your account information by placing it on the secure portion of our Web site, using firewalls and other security technology to protect our network and systems from external attacks, and requiring You to enter a unique user name and password to access Your account information online. Also, our servers have been enabled with Secure Sockets Layer (SSL) technology to prevent unauthorized parties from viewing the nonpublic personal information that You provide or access during a secure session (look for the padlock icon on Your browser). In addition, we employ VeriSign's digital certificate services to authenticate that You are transacting with our Web site.

## ACCURACY

While CECPD uses reasonable efforts to include accurate and up-to-date information on the Site, CECPD makes no warranties or representations as to its accuracy nor does CECPD assume any liability or responsibility for any errors in the content of the Site.

## DAMAGES AND WARRANTIES

Your use of and browsing in the Site are at Your own risk. Neither CECPD, nor any other party involved in creating, producing or delivering the Site is liable for any direct, incidental, consequential, indirect or punitive damages arising out of Your access to or use of the Site. Without limitation, everything on the Site is provided

NAME \_\_\_\_\_

REGISTRY ID \_\_\_\_\_

to You "AS IS" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose or non-infringement. Note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to You. Check Your local laws for any restrictions or limitations regarding the exclusion of implied warranties.

**VIRUS**

CECPD also assumes no responsibility, and shall not be liable for any damages from viruses that may infect, Your computer equipment or other property on account of Your access to, use of, or browsing in, the Site or Your downloading of any materials, data, text, images, video or audio from the Site.

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CECPD has not reviewed all of the sites linked to the Site, is not responsible for the content of any off-Site pages or any other sites linked to the Site. Your linking to any other off-Site pages or other sites is at Your own risk and the fact that there is a link to the OPDR site should not be construed as an endorsement of either the linked Site's content or sponsors.

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**REVISIONS**

CECPD may at any time revise the Terms and Conditions herein by updating this Legal Page. You are bound by any such revisions and should therefore periodically visit this page to review the then-current terms and conditions.

You acknowledge You have carefully read the forgoing authorizations, fully understand the meaning of the waivers contained in these Terms and Conditions, and understand You are entering into a legally binding contract. You affirm that You sign this agreement with the intent to be legally bound thereby and agree to these Terms and Conditions voluntarily. You agree this transaction may be conducted by electronic means and hereby state Your electronic signature shall have the same force and effect as an original signature.

Print your name, sign, and date. A copy of this agreement will be mailed to you for your records.

\_\_\_\_\_  
Applicant's PRINTED NAME

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Registry Identification Number

\_\_\_\_\_  
Date



IMAGE: "07302012 - AD - Lets Read Lets Move 110" by US Department of Education. Licensed under CC BY 2.0 via Flickr. <https://flic.kr/p/fD6uVo>

SECTION  
**7**

## HELP US TRACK OUR WORKFORCE (OPTIONAL)

This information will help us serve you and will be kept confidential.

**GENDER:**

- Female     Male  
 I do not wish to share this information.

**LANGUAGE:**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Preferred Training Language:  
\_\_\_\_\_  
\_\_\_\_\_

Are you of Hispanic or Latino origin?     Yes     No

**ETHNICITY:**

- |  |   |
|--|---|
| <input type="checkbox"/> Unspecified                               | <input type="checkbox"/> Black or African American        |
| <input type="checkbox"/> Bi-racial or multi-racial                 | <input type="checkbox"/> Asian                            |
| <input type="checkbox"/> White                                     | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Other                            |



IMAGE: "SAD\_Hortons\_Kids 114" by US Department of Education. Licensed under CC BY 2.0 via Flickr. <https://flic.kr/p/fCP8Yv>

## FINAL CHECKLIST BEFORE MAILING

The Oklahoma Registry (Oklahoma Director's Credential or Professional Development Ladder):

-  Review the checklist on page 2 to be sure you have completed all of the required steps.
-  Make sure you have signed and dated your Participant Agreement (p. 10).
-  Enclose applicable training documents, credentials, certificates, and/or official transcripts.
-  Send your completed application to:  
The Oklahoma Registry  
CECPD  
1801 North Moore Avenue  
Moore, OK 73160-3668  
  
Applications can be emailed or faxed.  
**Please note that official transcripts coming from the participant cannot be sent via fax or email.**  
  
fax: 405-799-7634  
email: [cecpd@ou.edu](mailto:cecpd@ou.edu)
-  Please allow 30 business days to process your application.

## FOR MORE INFORMATION CONTACT:



Center for Early Childhood Professional Development  
switchboard: (405) 799-6383 • toll-free: 1-888-446-7608  
fax: (405) 799-7634 • [www.cecpd.org](http://www.cecpd.org) • [www.okregistry.org](http://www.okregistry.org)  
email: [cecpd@ou.edu](mailto:cecpd@ou.edu)

