

# Introduction

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Thank you for your interest in wanting to become an approved training organization on the Oklahoma Professional Development Registry (OPDR).

As an approved training organization, you will:

- Register your training(s) in the Oklahoma Registry.
- Detail how your training relates to the Oklahoma Core Competencies and the CDA.

Once your training has been reviewed and approved, it will be marketed through our online, statewide calendar. Upon completion of your training you will enter the participants, who attended and completed, to the roster of your event in the Oklahoma Registry.

If you are interested in wanting to become an approved training sponsor, please complete the following information and return via email, fax, or mail to receive an application that will be sent to the email address provided on this form. If you should have any questions, please feel free to contact Mike Knowles at [paulmknowlesjr@ou.edu](mailto:paulmknowlesjr@ou.edu).

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 Service

FY24 Approved Training Sponsor Interest Form



(2-2-2024)

# Training Sponsor Information

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Name of Organization: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website (If Applicable): \_\_\_\_\_

Type of Organization: Direct Care: \_\_\_\_\_ Training Agency: \_\_\_\_\_ Higher Ed (Non-Accredited): \_\_\_\_\_

1<sup>st</sup> Aid/CPR Only: \_\_\_\_\_

Organization Registry ID Number (If Applicable): \_\_\_\_\_

Licensing Number (If Applicable): \_\_\_\_\_

\*Stars Level (If Applicable) 4-Star: \_\_\_\_\_ 5-Star: \_\_\_\_\_ \*(Must be 4 Star or above if a direct care organization)

Contact Name: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

If Approved, Name of Person Who Will Sign Collaborative Agreement and Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Types of Training Offered

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As of January 1, 2016, the Oklahoma licensing requirements have changed.

Tier levels have become obsolete and have been replaced. The two types of training offered by Approved Training Sponsors will be: formal approved and informal approved.

- Formal Approved = 2 or more clock hours from an approved source and must cover a minimum of 1 hour training content length in the core competency and CDA areas.
- Informal Approved = Training that includes less than 2 clock hours from an approved source.

Will you be offering informal training? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you be offering formal training? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you be offering online trainings? If so, an online course assessment form will be e-mailed to you along with the application. Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you be awarding ceus upon completion of training\* Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*Proof of ceu accreditation may be required during the application process.

## Signature

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all documents by email, fax, or mail to the following:

CECPD  
Attn: PDAS Training Sponsor Approval  
1801 N. Moore Ave  
Moore, OK 73160

Email: [paulmknowlesjr@ou.edu](mailto:paulmknowlesjr@ou.edu)  
Fax: 405-799-7634

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