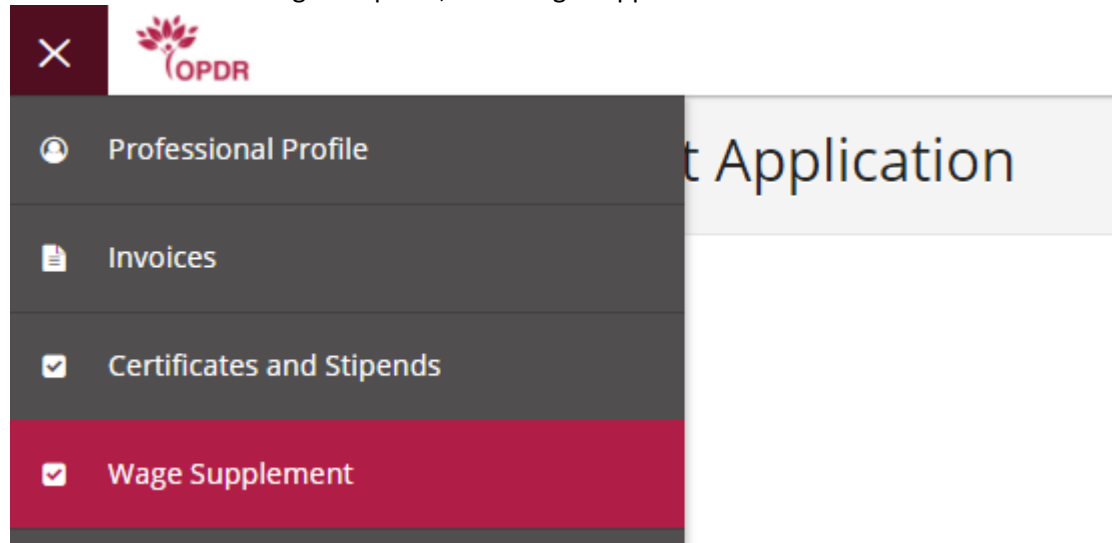# Individual User

Applying for the Oklahoma Child Care Wage Supplement

To apply for the Wage Supplement Program, the user must have an account with OPDR. If you need to apply for a membership, see the Membership Application Walkthrough here.

1. Login to your ODPR account
2. In the left navigation panel, click Wage Supplement.

3. Wage Supplement page will show any existing applications. If you have not applied for one yet, then click Apply

ⓘ No requests have been created.

No wage supplement request has been requested at this time.

Apply
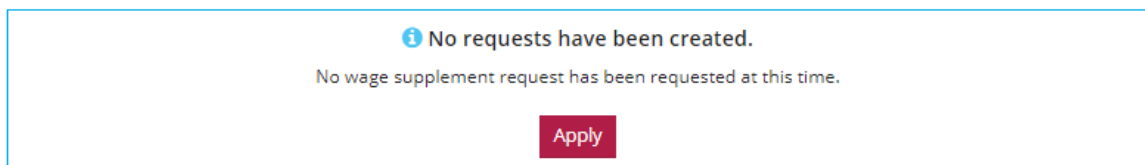
The system loads the Wage Supplement page, which shows the sections that need to be reviewed and which need to be completed.

4. Click Review in the Personal Information section

All portions of the application must be reviewed and confirmed in order to submit.

| Personal Information | ⚠ unconfirmed | Review |
| Employment Information | ⚠ unconfirmed | Review |

Submit Application

5. Confirm the Personal Information is correct. Click Manage in the top right hand corner if edits are needed.
6. Click Confirm

☑ Stipend Application ✕

Contact Information

👤 Elizabeth Bennet

✉ nwuatemails+lizziebennettest@gmail.com / 📞 (414) 555-5555

Mailing Address

📍 2157 S. Elm St.
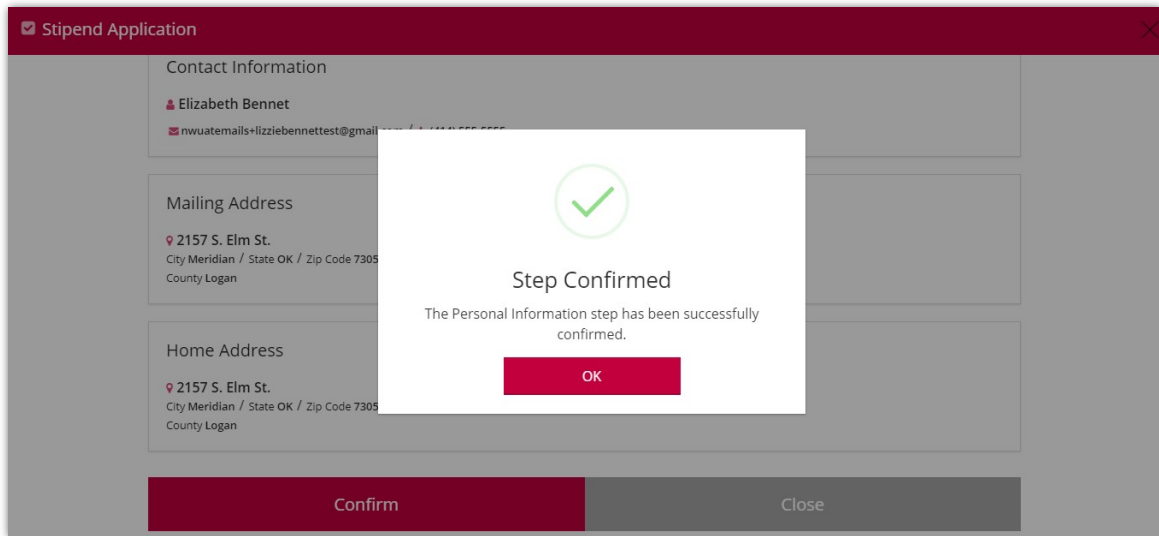City **Meridian** / State **OK** / Zip Code **73058**
County **Logan**

Home Address

📍 2157 S. Elm St.
City **Meridian** / State **OK** / Zip Code **73058**
County **Logan**

| Confirm | Close |

You receive a pop-up confirmation that the information was confirmed
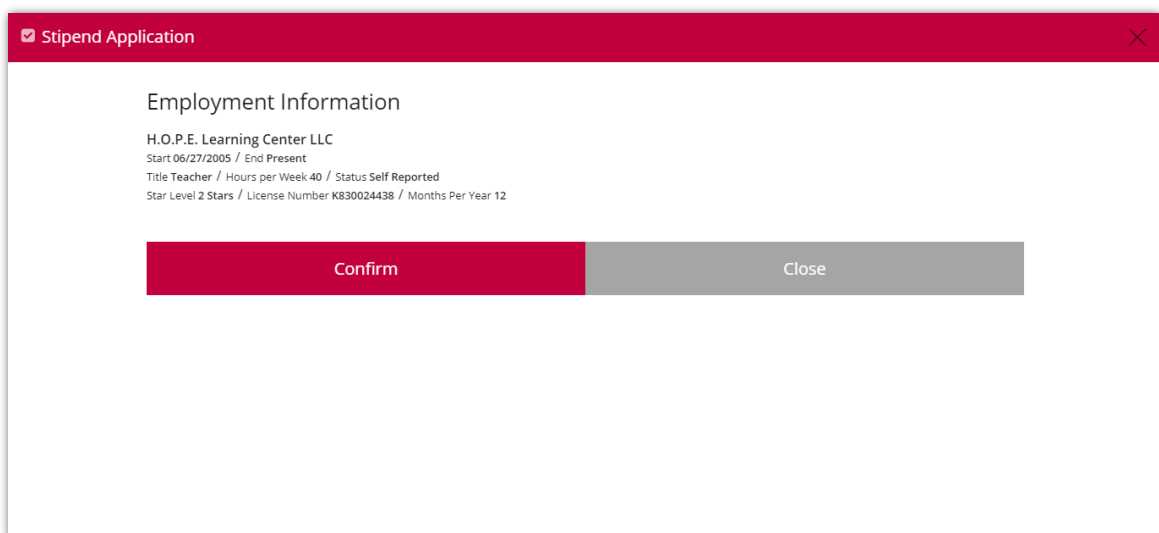
7. Click OK

On the Wage Supplement Application, the Personal Information now says confirmed.

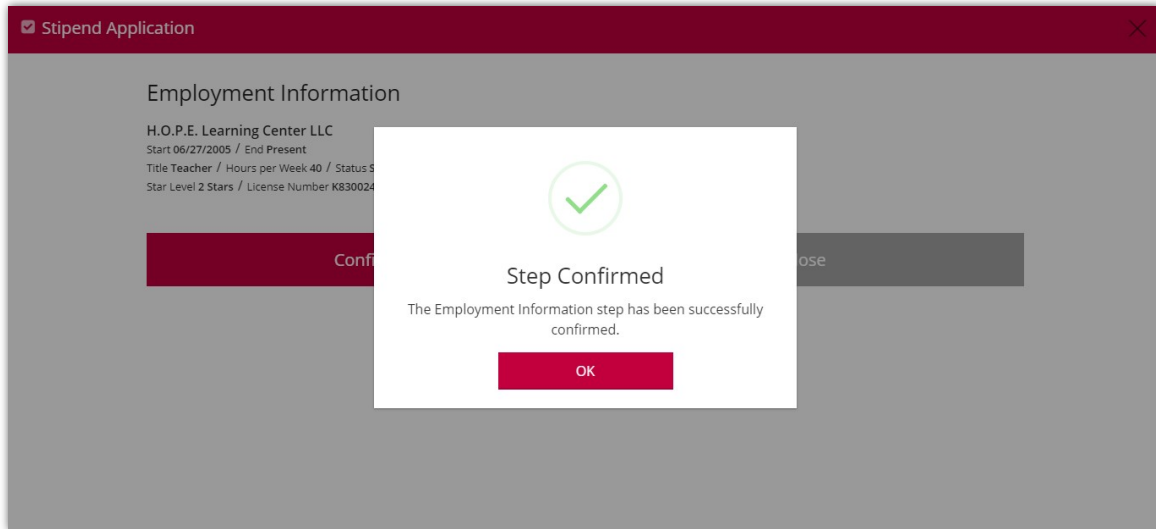8. Click Review in the Employment Information section

9. Check your Employment information, if it is correct, click Confirm. **If you need to add employment, click Manage in the upper right-hand corner.**

You receive a pop-up confirmation that the information was confirmed

10. Click OK

On the Wage Supplement Application, the Employment Information now says confirmed.

11. Click Submit Application

12. Agree to the Terms and Conditions
13. Click "Continue"

☑ Terms and Conditions   ✕

You must agree to the participation agreement.

This document is an agreement between the participant and the Board of Regents of the University of Oklahoma on behalf of the Center for Early Childhood Professional Development (CECPD). The participant must read the following statements and sign that he/she understands the agreement. Please note that the Center for Early Childhood Professional Development reserves the right to modify the terms of this agreement.

Participant agrees to:

1. Acknowledge that receiving the full annual supplement is contingent upon completion of two six-month periods. An installment will be issued after each period, based on The Oklahoma Registry level and work schedule of the participant over the six-month period completed. No portion of the award will be issued if the participant leaves his/her program prior to the completion of the entire six-month period. Leave time or summer breaks cannot be counted toward the completion of a commitment period.
2. Notify CECPD regarding any changes to the following: employment status, level of education, position in facility, salary or hourly rate, and the number of hours worked each week.
3. Acknowledge that the supplements for this program are provided through Oklahoma Department of Human Services, Division of Child Care Services, and that payment will depend on available funding. The participant's employer is not responsible for providing the supplement should funding no longer be available.

☑ I have read and understand the above agreement

| Continue | Cancel |

You receive a pop-up confirmation that the request was submitted.

   14. Click OK
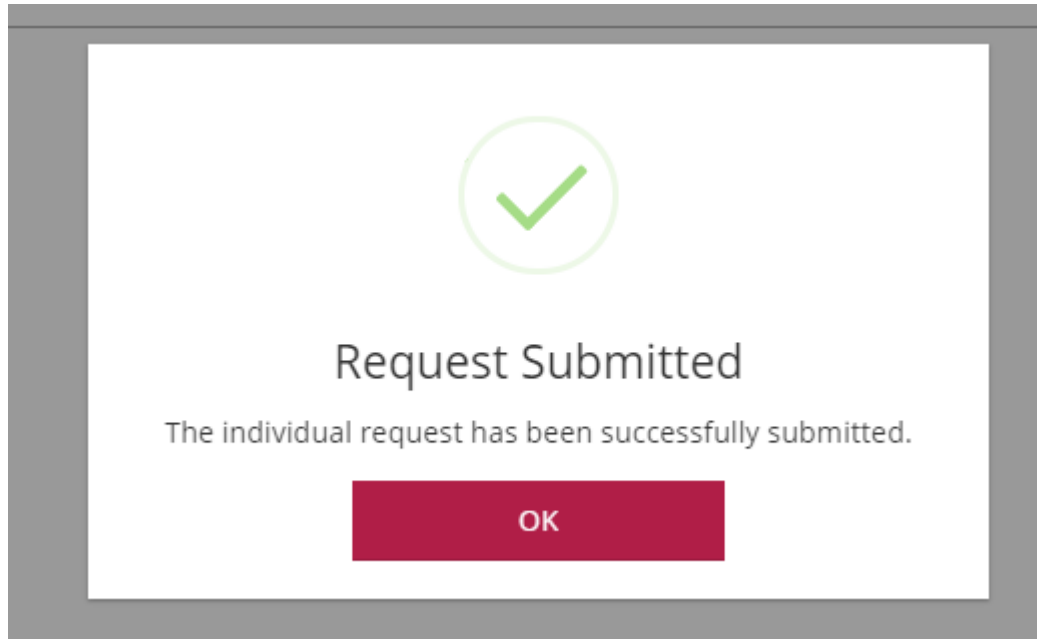
Now your Wage Supplement page shows the applications that you submitted. It shows the Request # and the status of the application.