How to Update Your Employment in OPDR

Login to the OPDR using your email address and password.

My Personal Profile

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

⚠ **No Employment Entered**

No employment has been added to this online application

Return to My Profile   < Previous Step   Save and Continue >

Go the Employment History tab and click Add Position.

My Personal Profile

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.

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

Select

Training or Local/State Government Agency

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

Select

Select Oklahoma Licensed Child Care.

My Personal Profile

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Search for: Oklahoma Licensed Child Care and Education

Organization ID

🔍

Employer Name

🔍

City

🔍

License Number

🔍 K830000001

Search

Start Over

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

Organization ID	Name	Address	License	Effective
3370	First Christian Church Child Care Center DBA: First Christian Church Day Care	206 East 1st Street Edmond, OK 73034	K830000001	5/4/2020

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.

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

My Personal Profile

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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	cecpd123+terri@gmail.com
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 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.

Confirm   Return

Click Confirm.

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	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

○ Not my primary employer

Add required information.

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*

06/20/2017

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

Compensation

Oklahoma Professional Development Registry recommends entering your wage information. *

- (●) I receive an hourly wage

$ 14.75

- ( ) I receive an annual salary
- ( ) I do not wish to provide this information

Date of last wage increase

Status Self Reported

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[Save] [Cancel]

Add required information and click Save.

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Add Position

	Program	Title	Compensation	Start	End	Status	Created	Last Updated		
ⓘ	First Christian Church Day Care **Primary Employment**	Assistant Teacher	$13.00 / hr. 10/23/2023	7/13/2020	Present	Self Reported	10/16/2020 Kaleb Barnestest	10/23/2023 Kristina Allen	✎	🗑

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.