

# Paperwork Process for Child care careers Training Series Center for Early Childhood Professional Development

## Course Registration

The course registration is available on our website at [www.cecpd.org](http://www.cecpd.org)

To schedule a Training for Child care Careers course, you must fill out a course registration.

- Only register one course per registration sheet.
- Check the appropriate box to indicate Caregiver course or Director Module.
- Fill in the course title.
- Fill in the start date. This is the first day of class.
- Fill in the material return date. This is the date the materials would be returned to CECPD.  
**You must return all paperwork and materials within 10 days of the last session to receive payment.**
- Fill in the number of participants expected. This is how many participants you anticipate will attend. It is good to overestimate by 5 participants.
- Please check the box where you want the materials shipped. We use UPS, so please provide a street address, because they will not deliver to a P.O.Box.
- Fill in the Educator's name and address. Again, if this is the mailing address for your materials, do not use a P.O.Box.
- The training site is where you are holding the class.
- Check appropriate box under payment options and sign and date the form.
- Complete the schedule grid. **This is very important**, the courses should be taught in the recommended number of sessions as identified in the course syllabus. Nothing else will be accepted without permission from our office. List dates of the class, the day(s) of the week, and the times you will hold the class.
- If you (the educator) have had a permanent address change, please check the box at the bottom of the form, so we can update our records.
- You should make a copy of the registration form before mailing it to us. It may get lost in the mail or we may have questions. If you have a copy to refer to, it will be easier to discuss.
- Mail the registration to CECPD at least 30 days prior to the first day of your class. If we do not receive your registration 30 days prior to your start date, your registration may be returned and you may be asked to reschedule the course.
- After we have received your registration, we will mail you a confirmation. Please check this carefully against the copy of the registration that you have. If anything is incorrect, contact us immediately.
- Your course will be shipped 2 weeks prior to the class start date.
- Please open the box(es) as soon as your shipment is received. Make sure what we have sent is correct and all the material is there.

## Enrollment forms

### You must collect enrollment forms from anyone who receives a book.

- Hand out books to the participants during the first class session.
- Give the participants about 15 minutes to complete the enrollment form. Make sure the participants fill out the enrollment form completely, including signature. Incomplete forms may be sent back to you for completion.
- Be sure to get an enrollment form from every book you hand out. You should count how many books you hand out. As soon as you pick up the enrollment forms, count them to make sure that you have all of them. We must have all of them in order to process your paperwork.
- If someone comes in late, give them the enrollment form and book. Make sure you collect this one as well; your paperwork will be incomplete without all the enrollment forms.

## Class Participation Records

### Be sure to fill in all parts of the Class Participation Record

#### Caregiver courses

- If you are requesting payment from CECPD, you must have at least 7 licensed child care providers in the class.
- Make sure the course title is filled in.
- Include your name and phone number.
- Specify the training site and site address where course was held.
- Be sure to list all the dates and times (start to finish) for all classes held.
- List each participant on the form. **Do not use this for a sign in sheet.** Identify the child care setting they represent by listing a “C” for center, “F” for Family Child Care home, “H” for Head Start, “O” for other.
- List Social Security numbers clearly. We must have the participant’s Social Security number in order to track classes they have taken in our computer registry and to ensure proper CEU credit with the University of Oklahoma.
- Mark a check in the attendance area if the participant came to class. If the participant is absent mark “A”. If the participant completes a makeup assignment, make a check in the makeup assignment column (M/U).
- Participants may complete a makeup assignment if they miss 2.5 hours of a 10-hour course, and 5 hours of a 20-hour course. If the participant misses more than this respectively, they will not be eligible to complete the course. Therefore, they will not be able to receive a certificate.
- List both the pre- and post- tests scores. Do not list how many questions the participants answered right or wrong. Use the grade scale and list the scores on a percentage basis. (100, 96, 92, etc.)
- Check whether or not the participant completed the class.

- Check whether or not the participant was issued a certificate.
- Check the enrollment form box to make sure that you have written everyone on the sheet and you have the enrollment form for them.

## Director Modules

- If you are requesting payment from CECPD, you must have at least 7 licensed child care providers in the class.
- Make sure the course title is filled in.
- Include your name and phone number.
- Specify the training site and the site address where the course was held.
- Be sure to list the date(s) and the times (start and finish) for all classes held.
- List each participant on the form. **Do not use this for a sign in sheet.** Identify the child care setting they represent by listing a “C” for center, “F” for Family Child Care home, “H” for Head Start, “O” for other.
- List Social Security numbers clearly. We must have the participant’s Social Security number in order to track classes they have taken in our computer registry, and to ensure proper CEU credit with the University of Oklahoma.
- Mark a check in the attendance area if the participant came to class. If the participant is absent mark “A”. If the participant completes a makeup assignment, make a check in the makeup assignment column (M/U).
- Participants may complete a makeup assignment if they miss 2.5 hours of a 10-hour course, and 5 hours of a 20-hour course. If the participant misses more than these hours respectively, they will not be eligible to complete the course. Therefore, they will not be able to receive a certificate.
- Check whether or not the participant completed the class.
- Check whether or not the participant was issued a certificate.
- Check the enrollment form box to make sure that you have written everyone on the sheet and you have their enrollment form.

## Material Return Policy

**You must return all materials and paperwork to our office no later than 10 days after the last day of class.**

- Return all unused books, material, paperwork and the training manual, as well as unused or mistakenly completed certificates. These materials are tracked and you will be asked to account for missing materials and provide missing information.
- The paperwork you need to return for processing includes:
  - ✓ Copy of packing slip
  - ✓ Class Participation Record
  - ✓ Enrollment forms
  - ✓ Sign-in forms
  - ✓ Unused certificates and certificates with mistakes

If some of these items are not returned to CECPD, it may delay your payment.

## Certificates

- You must sign the participants name and your name on each certificate before giving it to the participant.
- All certificates must be accounted for. You must return any unused or certificates with mistakes.
- You cannot receive a certificate from a class that you teach. If you give yourself a certificate, you will not receive payment.

## Payment

If you are requesting payment from CECPD you must:

- Return paperwork and materials within 10 days of last session.
- Completely fill out the Class Participation Record.
- Return an enrollment form for everyone listed on the Class Participation Record.
- Return a sign-in sheet.
- Return the exact amount of certificates. For example: if you were sent 20 certificates and you gave out 10, you must return 10.
- Return all extra books and Educator manual.
- Payment should be received in 4-6 weeks. **Any missing items will delay payment!**

If you have questions, contact:

Center for Early Childhood Professional Development  
College of Continuing Education  
The University of Oklahoma  
1801 N. Moore Avenue.  
Moore, OK 73160-3667  
Local-405-799-6383; Statewide toll free-888-446-7608