

Oklahoma Registry
Oklahoma Professional Development Ladder and
Oklahoma Director's Credential
“Most Commonly Asked Questions”

What is the Oklahoma Professional Development Ladder and how much does it cost?

The Oklahoma Professional Development Ladder verifies that individuals have met all State of Oklahoma Department of Human Services entry-level and continuing education training requirements. The formal training received will determine the level on which the professional is located on the career ladder and is the foundation for the Oklahoma Director's Credential. **The Ladder must be renewed annually to keep all professional development information current. Cost: \$10.00** (Non-refundable processing fee made payable by check or money order to “The University of Oklahoma”)

What are the levels on the Oklahoma Professional Development Ladder?

Level I through X

What information do I need to submit with the completed Oklahoma Professional Development Ladder application?

- Proof of current certifications or credentials
- Official College or university transcript(s)
- If applicable, a copy of the center, home or program accreditation certificate
- **Enclose \$10.00** (Non-refundable processing fee made payable by check or money order to “The University of Oklahoma”)

Renewal:

- Proof of current training, certifications, and/or credentials received in the past twelve (12) months
- Official College or university transcript(s) received in the past twelve (12) months
- If applicable, a copy of the center, home or program accreditation certificate
- **Enclose \$10.00** (Non-refundable processing fee made payable by check or money order to “The University of Oklahoma”)

What are other benefits of being on the Oklahoma Professional Development Ladder?

CECPD is your one stop shop for professional development opportunities! This information assists in the tracking of information in regards to other professional development programs supported by CECPD.

What is the Oklahoma Director's Credential and how much does it cost?

The Oklahoma Director's Credential (renewable every three years) verifies education, professional contributions, and experience to place a director on a career ladder at the Bronze, Silver, or Gold level based upon the information provided annually on the Oklahoma Professional Development Ladder.

Cost: \$25.00 (Non-refundable processing fee made payable by check or money order to "The University of Oklahoma")

What are the levels on the Oklahoma Director's Credential?

Levels: Bronze, Silver, Gold

What information do I need to submit with the completed Oklahoma Director's Credential application?

- Include copies of all Tier II certificates (within 5 years) to meet Administrative/Management and ECE/CD core knowledge areas.
- Enclose \$25.00 (Non-refundable processing fee made payable by check or money order to "The University of Oklahoma")
- Proof of current certifications or credentials
- Official College or university transcript(s)

Renewal:

- Annually renew current training information on the Oklahoma Professional Development Ladder-a minimum of sixty (60) hours must be obtained of Tier I training or higher in the past three (3) years to meet renewal criteria
- **Enclose \$25.00** (Non-refundable processing fee made payable by check or money order to "The University of Oklahoma")

What are the five areas required to be a Bronze, Silver or Gold level director?

- General Education

- ECE/CD Knowledge/Skill
- Management Knowledge/Skill
- Experience
- Professional Contributions

What are the five criteria requirements to be a Bronze Level Director?

- GED or High School Diploma
- 6 approved credit hours in ECE/CD OR minimum of 90 formal hours OR recognized Credential or Certificate (CDA or CCP)
- 3 approved credit hours of Admin/Mgmt or Minimum of 40 formal hours (Tier II) of administration and management knowledge or skills
- 3 years experience in Early Childhood Professional Development setting, or 12 months documented administrative internship or supervised lab
- 2 points Professional Contributions

What are the five criteria requirements to be a Silver Level Director?

- Post-Secondary Course in written and oral communication
- 12 approved credit hours in ECE/CD
- 6 approved credit hours in Business or related courses
- 18 months experience in Early Childhood Administrative setting or 12 months documented administrative internship or supervised lab
- 4 points Professional Contributions

What are the five criteria requirements to be a Gold Level Director?

- Associate, Baccalaureate, or advanced degree
- 12 approved credit hours in ECE/CD
- 6 approved credit hours in Business or related courses
- 1 year experience in Early Childhood Administrative setting or 12 months documented administrative internship or supervised lab

- 6 points Professional Contributions

What types of training hours are counted to meet the 90 formal hours (Tier II) of ECE/CD Knowledge/Skill on the Bronze level?

Training approved as Tier II on the Oklahoma Training Approval System.

What types of training hours count to meet the 40 formal hours (Tier II) of Management Knowledge/Skill on the Bronze level?

Training approved as Tier II on the Oklahoma Training Approval System.

Examples of Training approved for Directors in the State of Oklahoma:

- Director Videoconference Training (Sponsored by CECPD)
- National Administrative Credential (NAC)
- Director's Advanced Training (DAT)
- Child Care Careers Director's Training Series
- Career Technology Director Certification training

What are types of "Professional Contributions"?

Some examples completed on your Oklahoma Professional Development Ladder application include:

- Membership with an early care and education professional organization
- Presentation at a conference, staff meeting, or non-credit workshop
- Member of the Oklahoma Training Approval System Educator Services

Where is the resource located that will help me find the 12 approved credit hours in Early Childhood or Child Development?

Refer to the Recommended Approved Coursework Listing on the website

Where is the resource located that will help me find the 6 approved credit hours in Business or related courses?

Refer to the Recommended Approved Coursework Listing on the website

What if an approved course is NOT listed on the Recommended Approved Coursework Listing provided by CECPD?

The provider must submit a syllabi and/or course description from the degree granting accredited college or university for review by the *Oklahoma Registry* staff.

As a Director, when I apply to the *Oklahoma Registry* Oklahoma Professional Development Ladder and Director's Credential – how many certificates will I be receiving?

You will receive *one* certificate:

1. Oklahoma Director's Credential (Renewable every three years contingent upon the information submitted annually to the Oklahoma Professional Development Ladder)

What are the benefits of being on the Oklahoma Director's Credential?

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