Oklahoma Professional Development Registry
Submit or Renew Your Application
User Guide
October 2015
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Introduction

Welcome to the new online Oklahoma Professional Development Registry (OPDR).

This handbook will guide you through the process of registering and submitting your application.

By registering, you will be able to view your:

- application selections and status
- personal information and keep it current
- education level
- employment history
- training
- professional contributions.
- status of your PDL and the expiration date.*
- status of your ODC and the expiration date.*
- status of REWARD Oklahoma.*
- training record.
- summary of training hours by core competency.

* You will only see the status of the programs you have applied for.

**NOTE: You must have a current email address to complete your registration.** If you do not have an email account, we suggest signing up for a free account with Live.com or gmail.com.

Should you have any questions, please feel free to contact Dawn Garrison (405) 799-6383, ext. 272 or toll free at (888) 446-7608, ext. 272. You can also use the Contact Us link on the OPDR site.
Register as a New Applicant

To register, go to https://okregistry.org. Your screen should look like this:

Click the Register as a......Individual, Trainer, PDC Consultant
Enter your first name, last name, birthdate, and the last five (5) digits of your social security number.

Select Continue

If there is no record in the system, you will complete a new online application.
Enter your **Personal Information**, pick a **Security Question** using the pull-down and provide the **Security Question Answer**. When done, click the submit button. Note that asterisks indicate that the information is required. When you hit submit the **Privacy Policy** will appear. Review the **Policy**, Acknowledge that you have reviewed the policy by checking the box, and then click on **Continue**.
Email with ID and Password

You will receive an email that details your Registry ID number and password. To complete the application you will want to have the following documents available:

1. Your **official** university or college transcript (if applicable).
2. Names of your current and previous early childhood/school-age employers and the dates of your employment. If you work at a licensed facility, you will need that licensed facility number.
3. A copy of verification of any training you have attended within the last five (5) years.
4. Copies of your First Aid and/or CPR Cards.
5. A copy of any documentation of membership in a professional early childhood or school-age association.
Log In for New and Existing Users

Log into the system using the Registry ID and Password you received from CECPD. To log in, go to https://okregistry.org. Your screen should look like this:

Set the user type to **Individual**.

Enter your ID and password then click the “**Sign In**” button.
After logging in you should see your *My Personal Profile* page.

**Start the Application**

Determine what you want to apply for. Check the boxes you want then click on *Apply/Renew*.

- If this is your first time with the Oklahoma Professional Development Registry you will *apply* for something. In the case of a Professional Development Ladders (PDL); they are good for one (1) year. When your PDL is about to expire, you will *Renew*. 
The next page will list the information you will need to provide to process your application. When you are ready, click on the Start Application button.
Your application starts with your personal information. Note the gold bar at the top. Personal Information is burgundy. As you progress through the application, the grey bar will change to burgundy.

Verify that your personal information is correct. When ready, click on Save and Continue.
Education

Reflecting Oklahoma’s commitment to high quality early care and education by providing professional development that produces results!

Welcome

Home
Statewide Training Calendar
My Saved Events
Contact Us

What would you like to do?

- Dawn Garnson #19127
  Individual Profile

How long does it take to process an application?
We are currently processing materials received 9/23/15

Click the Add New button to update your information

Click the Add New button to update your information

Click the Add New button to update your information

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Click the Add New button to update your information

< Previous Step  Continue >  Return to My Profile
High School

Enter the year you Graduated or received your GED.
Higher Education

Using the pull-down, select the option that is applicable to you.
After selecting an option the screen will change and ask for details. In this example an *Associate Degree* was selected. Enter the name of the college or university the degree was issued from in the *Institution* box. Enter your *Major* and *Minor*. 
Other Education

Using the pull-down, select the option that is applicable to you. Depending on your selection you will be asked to provide further details. Enter your CPR and First Aid cards here. Don’t forget to send in copies with your documentation.

CDA Credential

Repeat this process if you have a CDA or CCP. When ready click the Save & Continue button.

Employment History
The next step is to add your employment. Click on the *Add Employment* button.
You will have three options to select:

1. *Oklahoma early child care* – use this if you have worked in child care center or family child care home in the state of Oklahoma.
2. *Out-of-state early child care* – use this if you have worked in child care in any other state but Oklahoma.
3. *Training or Local/State Government Agency* – use this if you have worked in any field not related to child care.

For this example we will be using option 1 – Oklahoma early child care. Click on the *Select* button of your choice.
You will be given several options to search for your past and current employer. By using the *License Number* or the *Organization ID* you will be assured you are selecting the correct facility. If you don’t know the *License Number* or *Organization ID*, you can search with *Employer Name* or the *City* where the facility is located.

For this example we will search the *Employer Name* using the letters *ABC*. 
All of the facilities in the state of Oklahoma that have ABC in their name will be listed. Select the facility you worked at by clicking on the Organization Id or Name. If the Effective date is red, that indicates that the facility has closed on that date. We recommend you look up the facility by Organization ID or License Number to ensure you attach yourself to the correct facility.
Position Details

The top portion of the screen details the facility information. Verify this information to confirm that this is where you work or have worked. Completed the Position Information as detailed, click on the Save button at the bottom of the screen. Enter all of your employment by repeating this process.
You will return to the main *Employment History* screen. Review your entries. If no changes are needed, click on the *Continue* button.
Add Training

In this section you will tell us about the training you have taken. Review what is listed if you have training that is not listed.

1. Make a photo copy of each certificate you are going to submit
2. Write you Registry ID on each copy
3. Fax, email, or Mail these into CECPD

If you have no training to enter click on the Continue button.
Professional Contributions

If you are applying for a Professional Development Ladder, this section is optional. If you are applying for a Directors Credential, this is required.

Use the pull-down in each section and select the membership or contribution.

In the next screen enter the information as requested.

When you are done, click on the Save and Continue button.
Submit Application
There is a lot of information on this screen! Please read through it carefully. At the bottom of the screen indicate that you have read and understand the agreement. Then click on *Continue*.

Read through this page and Select Submit Application
You will be returned to the My Personal Profile page. You can pay your fee using Pay Pal or send in a Check or Money Order to the University of Oklahoma. If you are renewing your credential and your materials are received before you expire, the fee will be waived by the Registry staff.
Application Reports

Application Reports are found on the Summary tab on My Personal Profile.

- **Learning Record**: This report details your Employment History, Degrees and Credentials, and all the training you have taken by year, by Tier Level.
- **Training List**: Details all of your training by Tier Level.
- **Core Competency Five Year Summary**: Details your training from the last five (5) years by Core Competency.
- **Core Competency Career Summary**: Details your training from the last five (5) years by Core Competency.

**Things You Need to Know**

Once you click on submit, your account will be locked and will remain locked until your application has been processed by the Registry Staff.

Processing time can take up to 45 days. That time begins on the date we receive your materials and/or Participant Agreement.

If you do not include the Participant Agreement with your materials, your application will be delayed.
Navigation

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<td>Go to my profile</td>
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Home takes you to CEPCD’s website
Statewide Training Calendar – Locate training
My Saved Events – you can locate and save a training event for reference
Contact Us – have a question? Click here and send an email

Takes you to your *Personal Profile Page*

We are currently processing applications where we have received all the materials received on the date displayed.
Changing Email and Password

If you need to update your Email or want to change your password, you can do that on the Personal tab in your profile.
Statewide Training Calendar

The home page of the OPDR includes a statewide searchable training calendar. You do not need to be registered or signed in to use it. This searchable calendar allows you to search for training in two (2) different ways.

1. By keywords, city, county, date, etc.
2. By regions: simply click on a region in the area map