Oklahoma Professional Development Registry

Register a Direct Care Facility

Center for Early Childhood Professional Development
cecpd@ou.edu
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What You Should Know

- Facilities and child care homes that were open on or before July 1, 2012, may be pre-registered with the Oklahoma Professional Development Registry (OPDR). In June 2012, the OPDR mailed a letter to the pre-registered facilities detailing the identification number (ID) and password information. If you are unable to locate the letter, please call the Center for Early Childhood Professional Development (CECPD) at the number below to get your organization ID and password.

- Child Care centers that are in “Application” status with Child Care Services (CCS) must register with the OPDR before they can receive their Star level. Family Child Care Homes (FCCH) are not required to register, but are encouraged to do so. You will need your most recent license number to register.

- Only the Director of Record or owner, as listed in the CCS Child Care Monitoring Administration Safety System (CCMASS), can be listed as the contact person on the account. The OPDR staff can only share participant information with the Director of Record.

- The Director must verify staff employment within 5 days of hire or resignation.

- Child Care centers will complete all items in this Direct Care Organization Handbook.

- To better serve you, periodic updates are made to the OPDR. Screen shots may look different, however the process will be the same.

The Oklahoma Professional Development Registry
CECPD
1801 N Moore Ave
Moore, OK 73160
Local: 405-799-6383     Toll Free: 1-888-446-7608  Fax: 405-799-7634

Note: correspondence from the OPDR may be sent in an envelope from the University of Oklahoma.
Oklahoma Professional Development Registry Web Site

www.okregistry.org

Throughout this manual the Oklahoma Professional Development Registry will be called the OPDR.
Chapter 1 - Register your Organization

If you don’t have an organization password, you will need to register in order for the system to create it.

Go to the OPDR website:  www.okregistry.org

Scroll to the bottom left corner of your screen.

Click on the text that says “Child Care Facility, Training Sponsor Organization, PDC Organization.” A new screen will appear. Enter the required information as indicated by the asterisks “*”.
1. Enter your First and Last Name.
2. Enter a valid email address.
3. Enter the phone number of your facility.
4. Click on the “Yes” radial button.
5. Click on the “Next” button.
6. Check the “Yes” radial button.

7. Enter your License Number (K8) number – if you do not have your license number you cannot register your facility.

8. Check the “No” radial button.
1. If you are a Head Start Grantee or Site, click the applicable radial button.
2. If you are a Head Start Site, use the pulldown to select your grantee.
3. If you are not a Head Start organization click “No”.
4. If you are a direct care organization in partnership with Head Start click “Yes”.
5. If you selected yes, use the pull down to select your grantee.
6. If you are a direct care organization not in a partnership with Head Start click “No”.
7. If you are a Head Start Program housed in a school, click “Yes”.
8. If you selected yes, use the pulldown to select the school.
9. If you are not housed in a school, click “No”.
1. If you are a direct care program housed in a school click “Yes”.
2. If you selected yes, use the pull down to select the school.
3. If you are not housed in a school, click “No”.
4. Click “Next”.

**Please Correct Errors**

**Organization Identification**
You indicated that this organization provides early learning and/or school age care to children. Let’s gather some identifying information for this organization. **Answer Yes or No to all questions.**

**Please correct the following errors before continuing:**
- License Number: Another organization has already registered the program you entered.

**Are you licensed?**
Provide your license number below beginning with K8. This is a 10 digit number.

- Yes
  - Enter your license number (required): [K030C]
  - License Number: Another organization has already registered the program you entered.

- No

If you receive an error message it may be because:

- your facility could be pre-registered. Contact CECPD for clarification.
• the data received from DHS (CCMASS) has not processed through the OPDR. Wait several days and try again.

ID Numbers

This data is from CCMASS. If it is not correct you will need to contact your Licensing Specialist to have it corrected. The OPDR cannot correct this.

Organization Type

If your facility is interested in becoming a Training Sponsor, check the box “Training Sponsor Organization.” If approved, you will be required to enter courses and training events into the OPDR for approval. When the event is over, you will verify attendance and validate the roster. Once validated, the training will automatically appear on the participants’ training records. Copies of the certificates do not need to be mailed to the OPDR. If you check this box, the Professional Development Approval System (PDAS) will contact you.

If you are not interested in becoming a Training Sponsor, leave the boxes unchecked.
Program Accreditation

If your program is accredited, you can enter your accreditation information by using the pull down to select the applicable organization then click the “Add” button.

Enter the ID number (when applicable), effective date, and expiration date. Click the “Next” button.

This data will be verified by the OPDR using the respective accreditation program’s website.
Room Capacity

1. Enter the number of classrooms and/or groups you have in your facility.
2. Enter the number of children you have in each age group. Note: the total number of children in each age group should not exceed your license capacity.
3. Click the “Next” button.
Organization Address

**Organization Name**: CECPD Child Development Center

**Physical Address**
- **Address Line 1**: 1801 N. Moore Ave
- **City**: Moore
- **State**: OK
- **Zip**: 73160

**Mailing Address**
- **Address Line 1**: Same as physical address
- **City**: Cleveland
- **State**: OK
- **Zip**: 73160

**Phone**: (405) 799-6383

**Communication Preferences**
- **Unsubscribe**: You will continue to receive emails regarding your account.
- **Subscribe**: You will receive informational emails from CECPD in addition to emails regarding your account.

Enter any additional information about your organization that you wish to share.

If you have a web site you can enter it here.

You can also provide additional information about your program.

Click on the "Submit" button.
Organization Approval

If all the information provided is correct, your organization will be approved within 48 hours. If we need to obtain additional information from DHS or your organization, this process will take longer. Once approved, you will be sent an email with the organization ID and password.

If the email is not delivered in your Inbox, check your junk mail.

If you do not receive an email, contact CECPD at the number below so further information can be verified on your account.

Local: 405-799-6383
Toll Free: 1-888-446-7608
Go to the OPDR website:  www.okregistry.org

Make sure the radial button is on “Organization”.

1. Enter your Organization ID number.
2. Enter your password exactly like you see it in your email (it is case sensitive).
3. Click on the “Sign In” button.
Organization Details
Change Password

When you log in you will be on the Organization Details, or “Org Details,” tab.
You can change your password by clicking on the blue “Change Password” link. As good practice, you should change the password when there is a change in Director.

If you update any information on this page, you need to click on the “Update” button at the bottom of the page.
Status
Program Identification Numbers

This information defaults in from CCMASS data. If it is not correct, contact your Licensing Specialist to have it corrected in the DHS system. The OPDR cannot correct this information.
Chapter 3 - Program Information

Benefits

Check those that apply to your program then click on the “Save and Exit” button.
Business and Professional Practices

Check those that apply to your program then click on the “Save and Exit” button.
Program Curriculum

Use the “Pulldown” and select the curriculum you use.

Check those that apply to your program then click on the “Save and Exit” button.
Program Type

Check those that apply to your program then click on the “Save and Exit” button.
Chapter 4 - Classrooms

Program Capacity

This information was entered when you registered the facility. If changes are needed click on the “Edit” button, make your changes, then click on the “Update” button.

Director of Record

The option to enter the Director of Record. Click the “Edit” button.
A staff list will be displayed. Staff who are not qualified to be the “Director of Record” will be grayed out and cannot be selected. Staff who are qualified will be available for selection. Determine the correct person and click on the blue “Select” link.

Enter the dates as indicated and click on the “Confirm” button.

Review the results. If acceptable click on the “Return” button or “Update” as needed.

The Director selected will show up on the Classrooms tab.
Add Classrooms

Click on the “Add New Classroom” button.

Select either “Classroom” or “School-Age Group.” For this example “Classroom” was selected.

Enter the Classroom name and the start date (the date the classroom was established). If you do not know the established date use your license effective date. As new classrooms are established, use the actual date. When finished click on the “Save” button.
Teachers / Group Leaders

When the classroom is saved, there is an option to add teachers and group leaders. For this example we will select “Add Lead Teacher / Primary Family Provider.”

A staff list will be displayed. Staff who are not qualified to be the “Lead Teacher / Primary Family Provider” will be grayed out and cannot be selected. Staff who are qualified will be available for selection. Determine the correct person and click on the blue “Select” link.
Enter the dates as indicated and the hours per week. Click on the “Next” button.

Click on the “Return” button.
1. Indicate the age ranges for this room/group by checking the box(es).
2. Enter the capacity for this room/group.
3. Click the “Update” button.
4. Click the “Return” button.
You will be returned to the “Classrooms” tab. Continue to add classrooms as needed.

Organisation Profile

#17459 - CECPD Child Development Center

License Number: K83000000

Program Capacity:

- Total Capacity: 30
- Number of Classrooms / Groups: 0
- Infants (0-12 months): 0
- Toddlers (13-24 months): 0
- Preschooler 3’s (37 months - 48): 0
- Preschool 4’s and 5’s (49 - 72 months): 0

Director of Record:

None

Classrooms:

A lead teacher/caregiver must be identified for each classroom and all other teachers/caregivers who work in that classroom must be listed.

**Toddlers - Room 1**

- Lead Teacher / Primary Family Provider: Doe, Jane (40 Hours)
- Age Ranges: Toddlers (13-24 months)
- Room Capacity: 10
- Teacher: None
Chapter 6 - Employees

The “Employees” tab will list people who have indicated they work at this facility.

If staff is not included on the list:

- they may not have an account with the OPDR.
- they have an account with the OPDR, but have not indicated they work at this facility.
- they have searched for this facility using the name and may have selected the wrong facility.
- they have searched using a license number of a closed facility.

As a director you cannot add staff to this list. Each staff member must sign into their individual account and edit their employment. Changes can be made to “Active” accounts only. If an employee has an application in process with the OPDR, they cannot edit their employment online. They can submit a Participant Update Form, and Registry staff will make the changes. The “Participant Update Form” and other forms related to the OPDR can be found at https://cecpd.org under Provider Programs – Professional Development Ladder. Select forms on the left navigation pane.
Membership

Membership shows the current PDL level and the expiration date.

Current Status

“Current Status” definitions:

Blank: there is no application and no PDL has been issued.

Incomplete: the applicant applied for their PDL, but the OPDR is unable to issue the PDL based on what has been submitted. Documentation of additional training hours may be needed or the application fee may be owed. The OPDR mails a letter to the applicant indicating what is needed to complete the application. Notes are also added to
their account detailing the information in the letter. The participant can review the notes when they log into their account. The applicant has 30 days to send in the necessary items.

**Qualifications Not Met:** applications that remain incomplete after the 30-day deadline are reviewed. If no certificate can be issued, the status is changed to Qualifications Not Met. The OPDR mails a letter to the applicant explaining that a certificate cannot be issued at this time because either:

- They have not provided the requested documentation. –AND/OR-
- Documentation submitted did not meet the required criteria.

The applicant has 2 weeks to send in the documents. If the documents are not received within 2 weeks, the file is closed and the applicant will need to reapply and pay again.

**Current:** the PDL is current.

**Received:** applicant has applied for their PDL or applied to renew their PDL. The OPDR has received their application and participant agreement. The application is in line for processing based on the date the application and participant agreement was received. Note: training can continue to be added while application is in line for processing. If the application and participant agreement are not received at the same time, the date of the last item received will be used.

**Processing:** the OPDR is assessing the submitted documentation prior to data entry.

**Expired:** participant’s PDL has expired and he/she needs to renew. The participant will need to reapply and pay again. It is also necessary to meet requirements for a level and submit 20 hours of training taken in the last 12 months.

**Pending:** an application has been submitted. At this time, CECPD is waiting to receive the participant agreement and any other necessary documentation from the applicant. At a minimum, the applicant must submit a new participant agreement.

**Print:** the PDL has been issued and the certificate is ready to be printed and mailed (certificates are printed daily).
Status

Each staff has a “Status.”

“Status” definitions:

Verified: Employment has been verified by the Director.

Self-Reported: Employment has not been verified by the Director.

Administrator Verified: Employment has been verified by the OPDR.

Reviewed / Not Verified: Employment has been reviewed, but could not be verified by the Director. An example would be that the record has the wrong title for that person.

Denied: Employment has been denied by the Director.
Any staff with a “Self-Reported” status must be reviewed.

Click on the blue “Update” link next to the name. In this example Pat Doe the teacher was selected. A new window will open.

1. Verify the “Title.”
2. Verify the “Start Date.” This will be the last opportunity to correct it electronically.
   Once the “Submit” button is clicked, the start date is locked. Further changes will need to be submitted on the “Participant Update Form.”
3. Select this radial button if they are currently employed.
4. Select this radial button if they are no longer employed. This selection will require an end date be entered.
Use the pull-down to select the applicable status. Then click the “Submit” button.

You will return to the employees tab and can see that Pat Doe, the teacher now has a “Verified” status.
Chapter 6 - Staff Resignation and New Hire Verification

When a staff member leaves your employment, log into your facility account and go to the employees tab.

Click on the blue “Update” link next to the name. A new window will open.

Select “This individual is no longer employed” redial button. Enter the end date and click “Submit”.

Do this within 5 days of employment termination.

When new staff members are hired, their employment should be verified within the first 5 days of their employment.
Chapter 7 - Consultations

The “Consultations” tab will detail the following services your facility has received:

- Environment Rating Scale (ERS) visits.
- ERS delivery.
- Mental Health Consultation visits.
- Technical Assistance visits.
Chapter 8 - Reports

Clicking on the “Reports” tab will give you access to the following reports.

1. Licensing Report – This is the same report that Licensing views.
2. Staff Application Reports – These reports can be seen for each employee.
   - Learning Record (see chapter 10 for more detail).
   - Training List
   - Core Competency 5 year
   - Core Competency Career Summary
3. NAEYC Accreditation – These reports can be used when applying/renewing for accreditation with NAEYC.
Chapter 9 - Program Verification - Terms of Agreement

Before you sign out of your organization account return to the “Status” tab.

With your “Organization Profile” complete, in the “Terms of Agreement” section:

1. Check the box “I have read and agree to these terms.”
2. Click the “Submit Agreement” button
3. The most recent “Program Verification” information will be displayed.

Each time you edit or update your “Organization Profile” repeat this process.
Chapter 10 - Licensing Report

Navigate to the “Reports” tab.

Click on the blue link “Licensing Report”
The information displayed on this report is the same information the Licensing Specialist will review.
Data in the red box comes from Child Care Services (CCS). If it is not correct, the OPDR cannot correct it. Contact your Licensing Specialist to have the information updated in the Child Care Monitoring Administration Safety System (CCMASS).

Data in the blue box is from the OPDR.
Columns and Definitions

1. Employee’s Registry ID – Use this ID when emailing CECPD questions about a participant and for a participant to give when attending training so rosters can quickly be entered into the OPDR.

2. Employee’s Name

3. Employee’s title – provided and maintained in participant’s individual account

4. Employee’s start date at this facility - maintained in participant’s individual account

5. Verification Status
   a. Self-Reported – employment has not been verified
   b. Verified – the employment has been verified by the Director
   c. Administrator Verified – employment verified by CECPD
   d. Reviewed/Not Verified – employment was reviewed by the Director but it could not be confirmed (possible reason: Incorrect position)
   e. Denied – employment has been denied by the Director

6. PDL Status

   **Incomplete:** The employee applied for their PDL but the Oklahoma Registry lacks information to complete the application. This could be a lack of payment or a shortage of enough training hours to place them on the Ladder or renew their Ladder. The Oklahoma Registry sends a letter to the employee detailing what is needed to complete the application. Notes are also added to their account detailing the information in the letter. The employee can view these notes when they log into their account. The employee has 30 days to send in the necessary items.
Qualifications Not Met: If the employee was previously designated incomplete, this is her/his second chance. The Oklahoma Registry sends a letter to the employee explaining that a certificate cannot be issued at this time because either:

- They have not provided the requested documentation. –AND/OR-
- Documentation submitted did not meet the required criteria

The employee can review all detailed notes after logging into his/her account. The employee has 2 weeks to send in the documents. If the documents are not received within 2 weeks, the file is closed and the applicant will need to reapply and pay again.

Current: The PDL is current.

Received: Employee has applied for their PDL or applied to renew their PDL. The Oklahoma Registry has received their Application and Participant Agreement. The application is in line for processing based on the date the Participant Agreement was received. Note: Training can continue to be added while application is in line for processing.

Processing: The Oklahoma Registry is reviewing the submitted documentation for data entry.

Both columns are blank: they have not applied for their PDL.

Expired: Employee’s PDL has expired and he/she needs to renew. The participant will reapply and pay again. It is also necessary to meet requirements for a level and submit 20 hours of training taken in the last 12 months.

Pending: An application has been submitted. At this time, CECPD is waiting to receive the Participant Agreement and any other necessary documentation from the employee. At a minimum, the applicant must submit a new Participant Agreement.

Print: The PDL has been issued and the certificate is ready to be printed and mailed (certificates are printed daily).
7. The PDL level achieved
8. The date the PDL was issued
9. The date the PDL expires
10. The ODC Status – these will be the same definitions as number 6 – PDL Status
11. The ODC Level achieved
12. The date the ODC was issued
13. The date the ODC expires
Employee's Training Record

Click on an employee’s name

<table>
<thead>
<tr>
<th>Current Staff ID</th>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>Verification Status</th>
<th>PDL Status</th>
<th>PDL Level</th>
<th>PDL Issued</th>
<th>PDL Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>55488</td>
<td>Doe, Pat</td>
<td>Teacher</td>
<td>2/3/2015</td>
<td>Verified</td>
<td>Level Not Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55488</td>
<td>Doe, Pat</td>
<td>Center Director</td>
<td>2/2/2015</td>
<td>Administrator Verified</td>
<td>Current</td>
<td>Level 10</td>
<td>5/4/2015</td>
<td>7/30/2016</td>
</tr>
</tbody>
</table>

A new window will open.

Training will default to 12 months. We recommend you change the “Training Completed After” date so that 18 months of training is visible. In this case, the date should be changed to 11/24/2013. When the date has been changed, click on the “View Report” button.

This report will display all the training in the date range provided. The screen shot on the next page details part of the report. If you have any questions in regard to this report please contact us at cecep@ou.edu.
1. Details employee’s current PDL and/or ODC information.
2. Details employee’s employment.
3. Details employee’s Degrees, Certificates and Credentials. Look here for CPR and First Aid (FA) completion (if there is no listing for CPR/FA the participant has not submitted a copy of their card/certificate for entry into the OPDR).
4. Details employee’s completion of ELCCT.
5. Details employee’s completion of ELG.
6. Details employee’s training in specified date range.
To return to the main list click on the blue arrow.