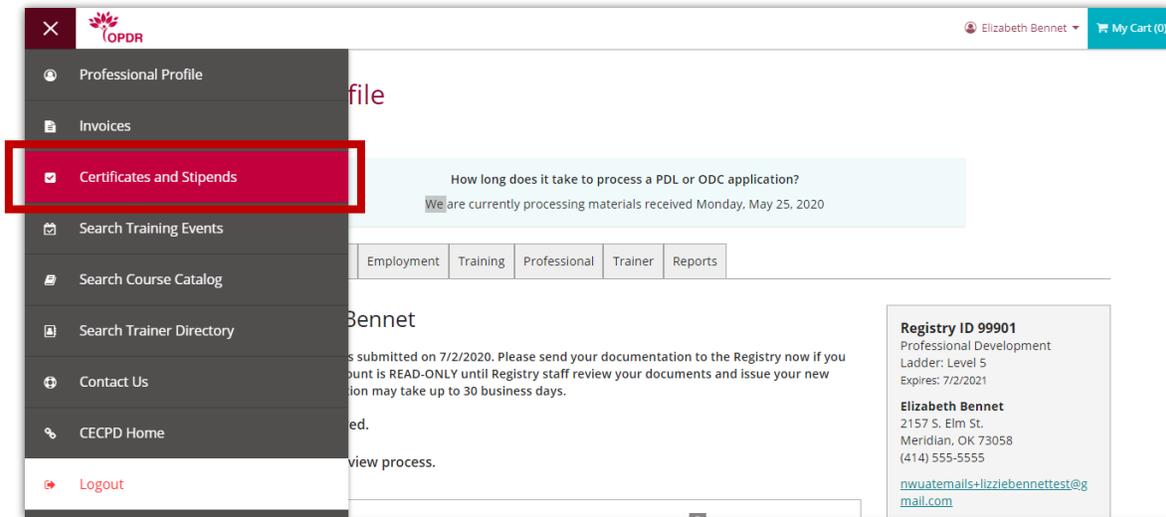


Individual User

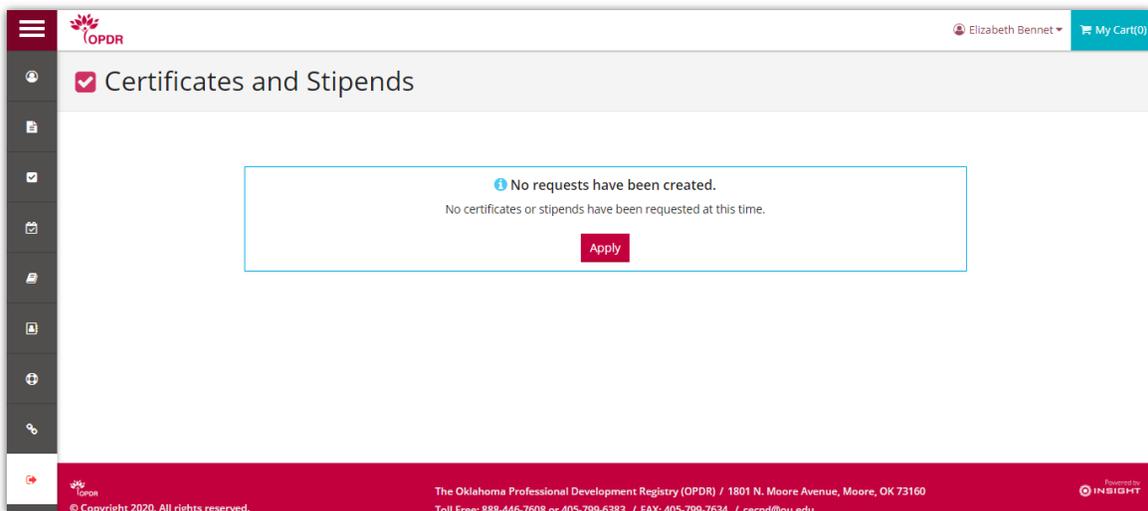
Applying for a Stipend

To apply for a stipend, the user must have an account with OPDR. If you need to apply for a membership, see the Membership Application Walkthrough [here](#).

1. Login to your ODPR account
2. In the left navigation panel, click Certificates and Stipends

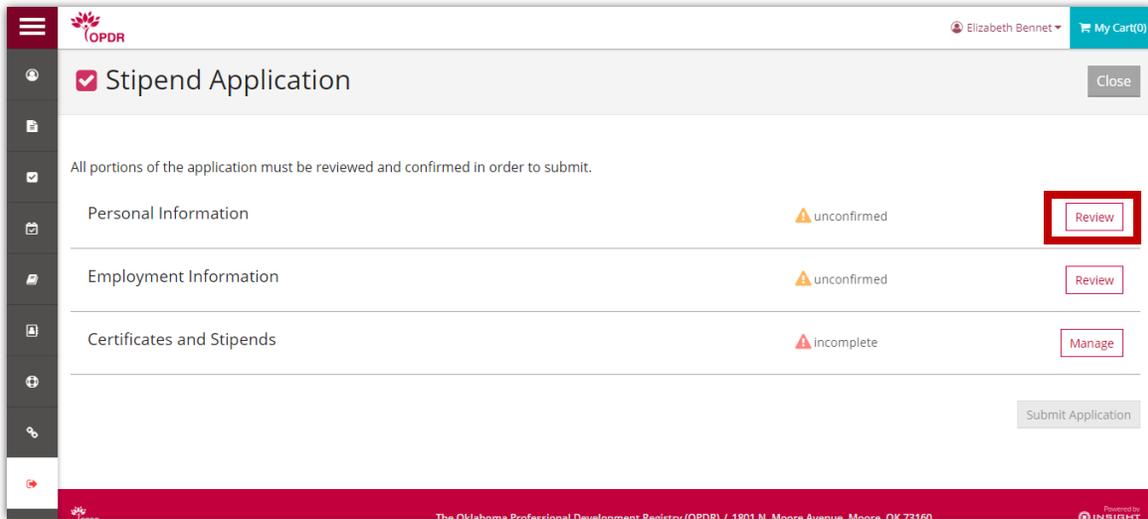


3. Certificates and Stipends page will show any existing applications. If you have not applied for one yet, then click Apply

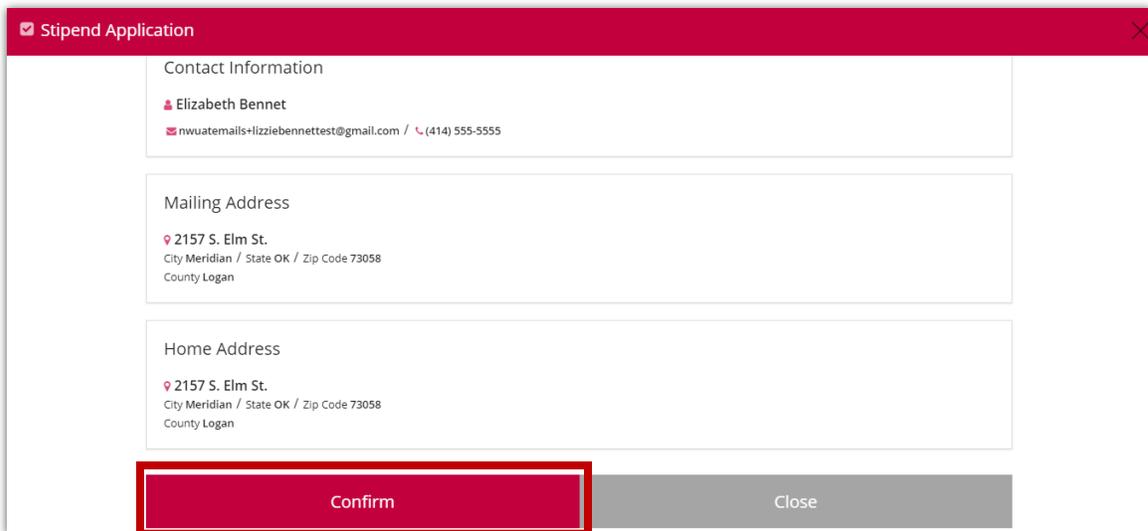


The system loads the Stipend Application page, which shows the sections that need to be reviewed and which need to be completed.

4. Click Review in the Personal Information section

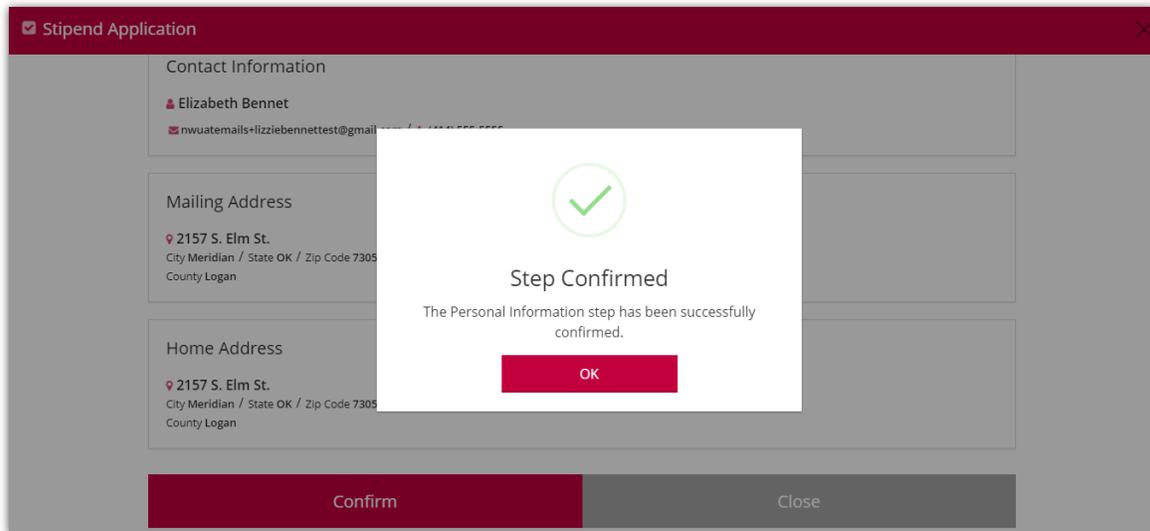


5. Confirm the Personal Information is correct
6. Click Confirm



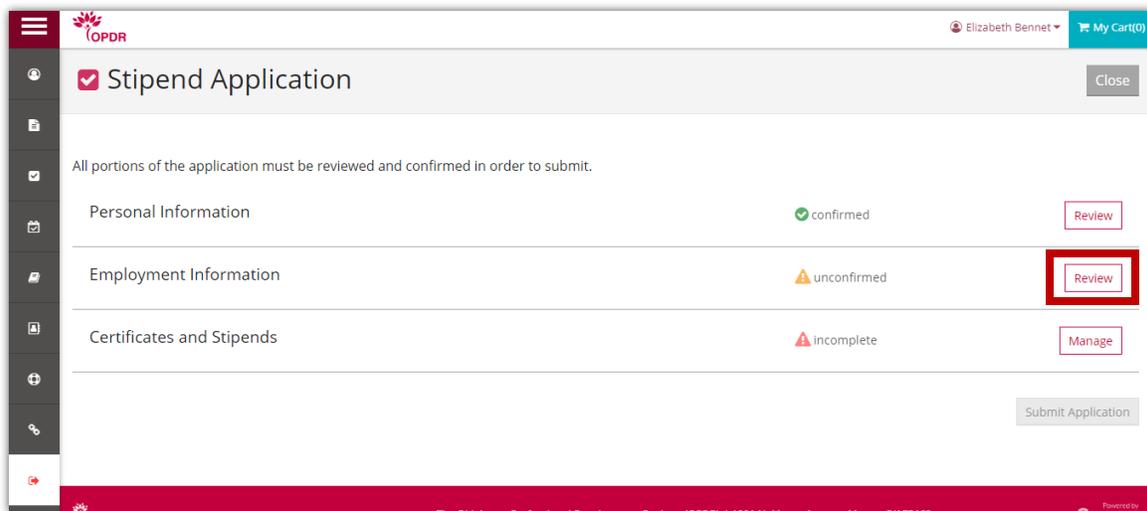
You receive a pop-up confirmation that the information was confirmed

7. Click OK

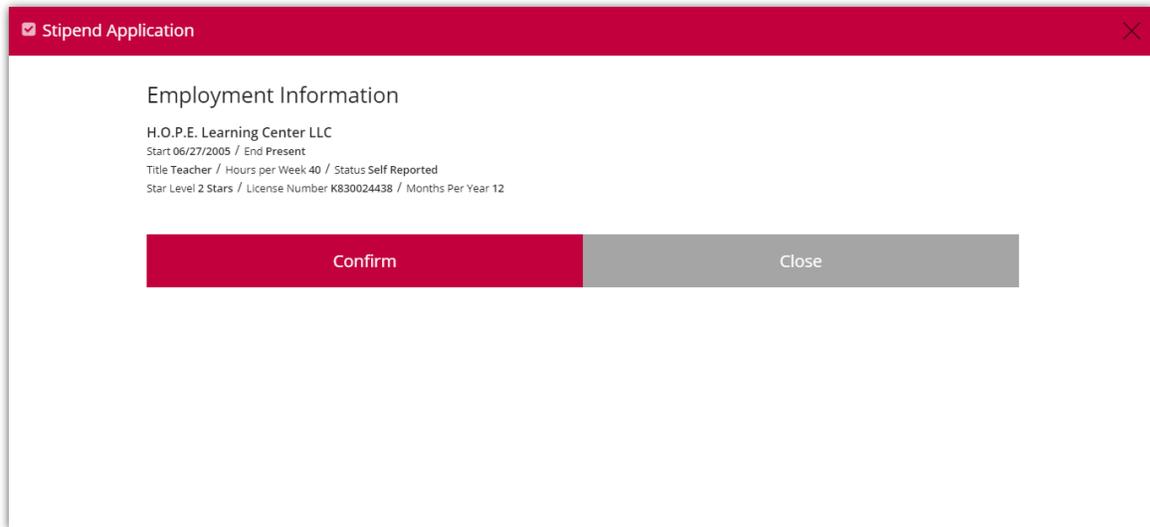


On the Stipend Application, the Personal Information now says confirmed.

8. Click Review in the Employment Information section

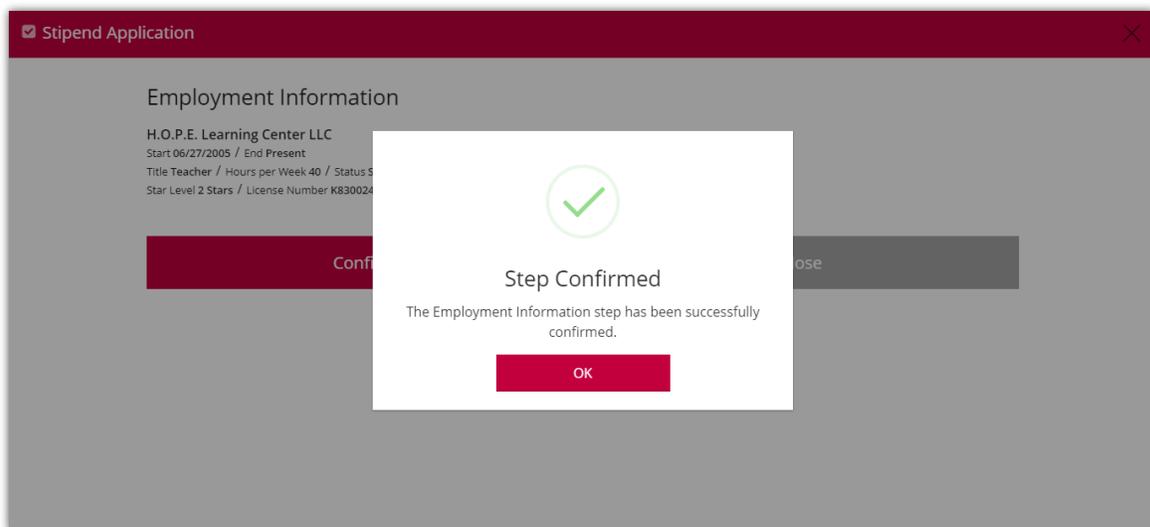


9. Check your Employment information, if it is correct, click Confirm



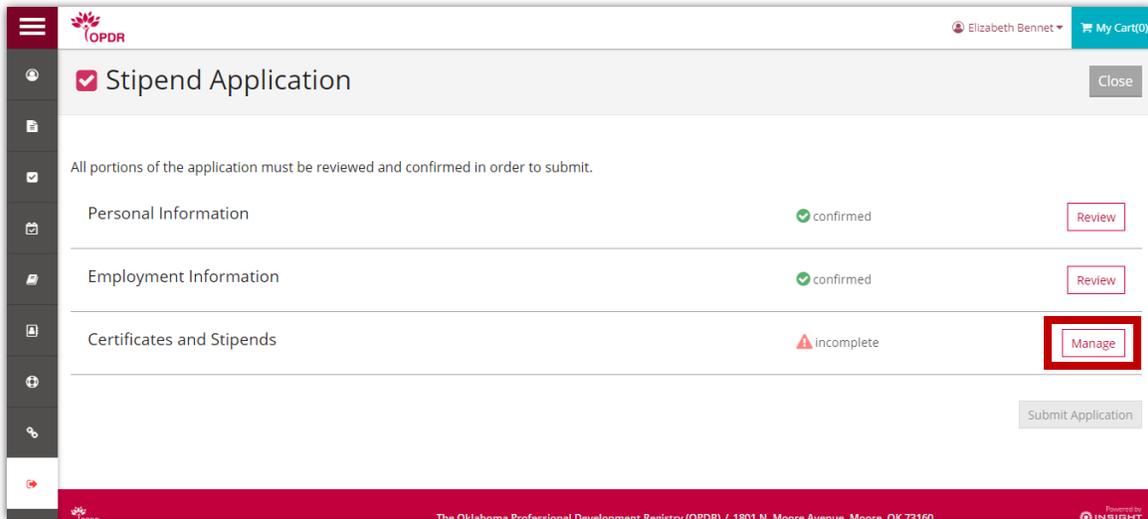
You receive a pop-up confirmation that the information was confirmed

10. Click OK

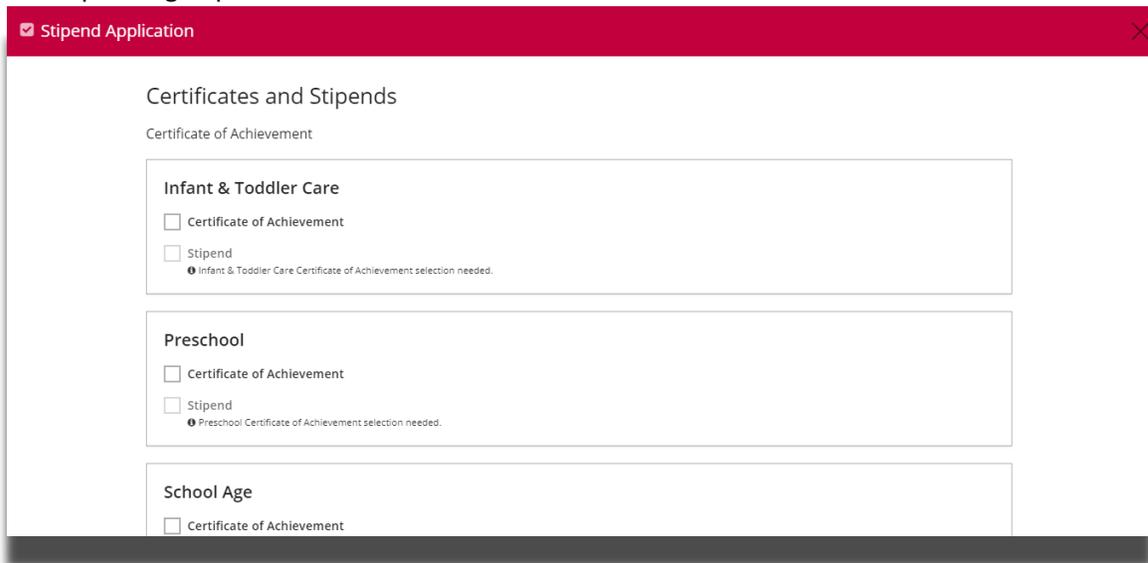


On the Stipend Application, the Employment Information now says confirmed.

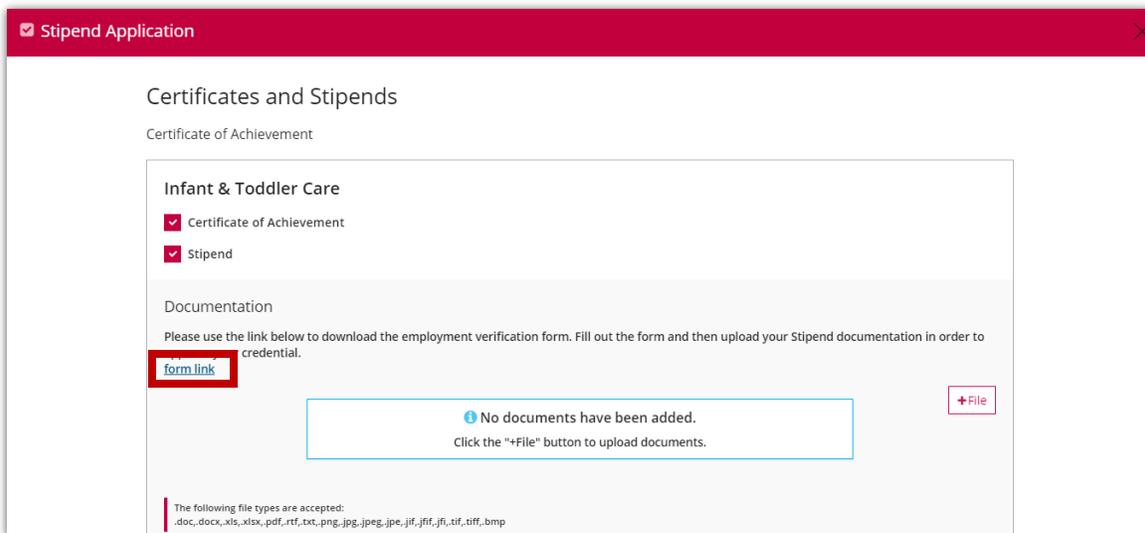
11. Click Manage in the Certificates and Stipends section



12. Select the area of concentration you are applying for a Certificates of Achievement in and the corresponding Stipend.



13. Click “form link” for the Initial Employment Verification form.
 a. It will open the form in a new tab.



Stipend Application

Certificates and Stipends

Certificate of Achievement

Infant & Toddler Care

- Certificate of Achievement
- Stipend

Documentation

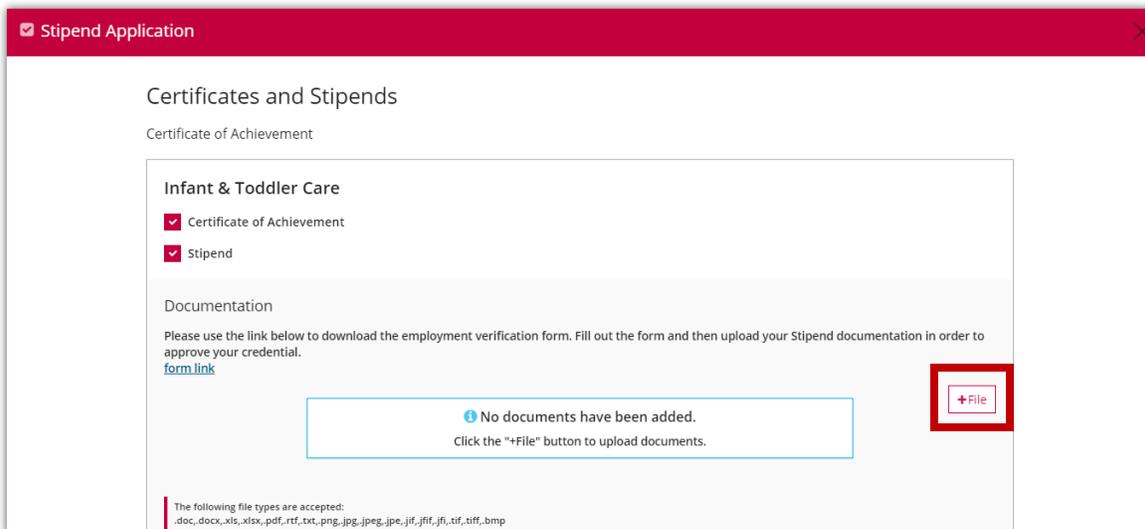
Please use the link below to download the employment verification form. Fill out the form and then upload your Stipend documentation in order to approve your credential.

[form link](#)

No documents have been added.
Click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .txt, .png, .jpg, .jpeg, .jpe, .jif, .jff, .fi, .tif, .tiff, .bmp

15. Fill out this form with a physical signature and current date.
 - a. You will need to print the form, complete it, then scan it in.
16. Click "+ File"



Stipend Application

Certificates and Stipends

Certificate of Achievement

Infant & Toddler Care

- Certificate of Achievement
- Stipend

Documentation

Please use the link below to download the employment verification form. Fill out the form and then upload your Stipend documentation in order to approve your credential.

[form link](#)

No documents have been added.
Click the "+File" button to upload documents.

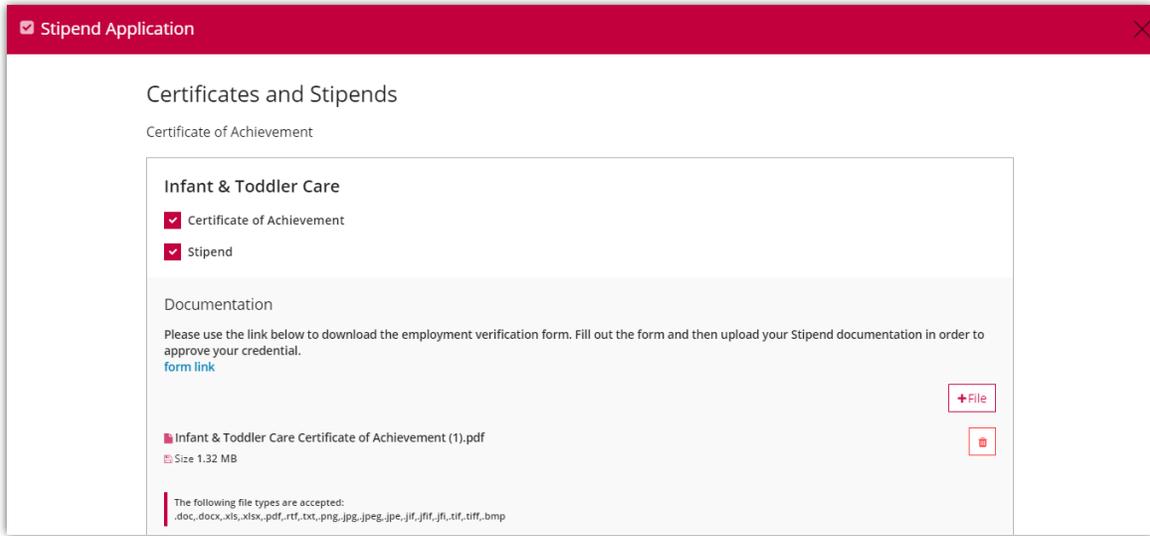
The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .txt, .png, .jpg, .jpeg, .jpe, .jif, .jff, .fi, .tif, .tiff, .bmp

17. Select the completed form and click "Open"

The file appears in the documentation section now. You will follow the same process to upload your most recent pay stub.

Note: These forms can mailed, faxed or emailed if you are unable to upload them.

CECPD
1801 N. Moore Avenue
Moore, OK 73160
Fax: 405-799-7637
Email: cecpd@ou.edu



Stipend Application

Certificates and Stipends

Certificate of Achievement

Infant & Toddler Care

- Certificate of Achievement
- Stipend

Documentation

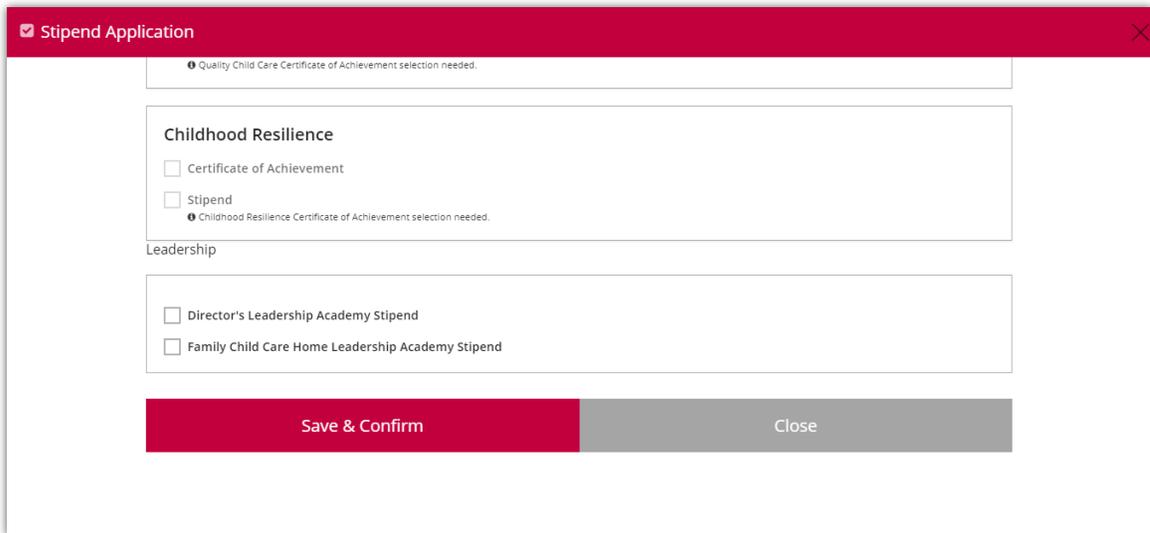
Please use the link below to download the employment verification form. Fill out the form and then upload your Stipend documentation in order to approve your credential.
[form link](#)

Infant & Toddler Care Certificate of Achievement (1).pdf
Size 1.32 MB

+ File

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.txt,.png,.jpg,.jpeg,.jpe,.jif,.jiff,.jfi,.tif,.tiff,.bmp

18. Click Save & Confirm



Stipend Application

Quality Child Care Certificate of Achievement selection needed.

Childhood Resilience

- Certificate of Achievement
- Stipend

Childhood Resilience Certificate of Achievement selection needed.

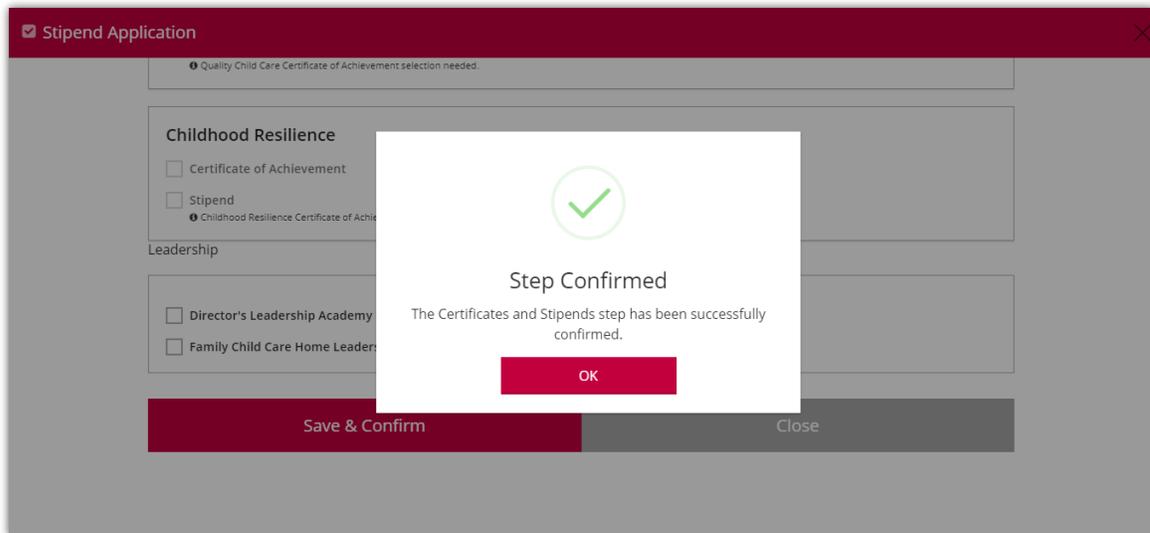
Leadership

- Director's Leadership Academy Stipend
- Family Child Care Home Leadership Academy Stipend

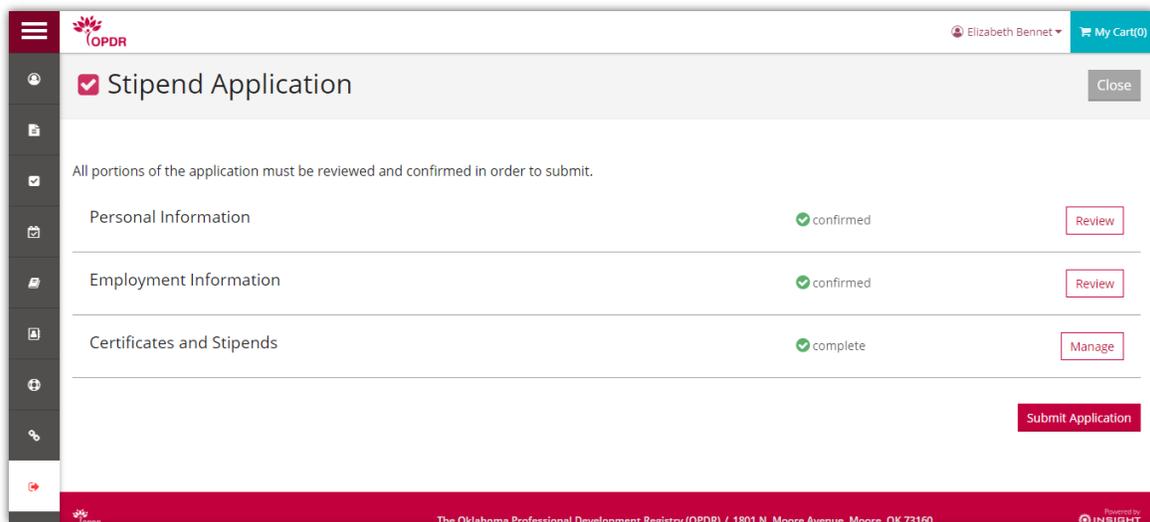
Save & Confirm Close

You receive a pop-up confirmation that the information was confirmed

19. Click OK

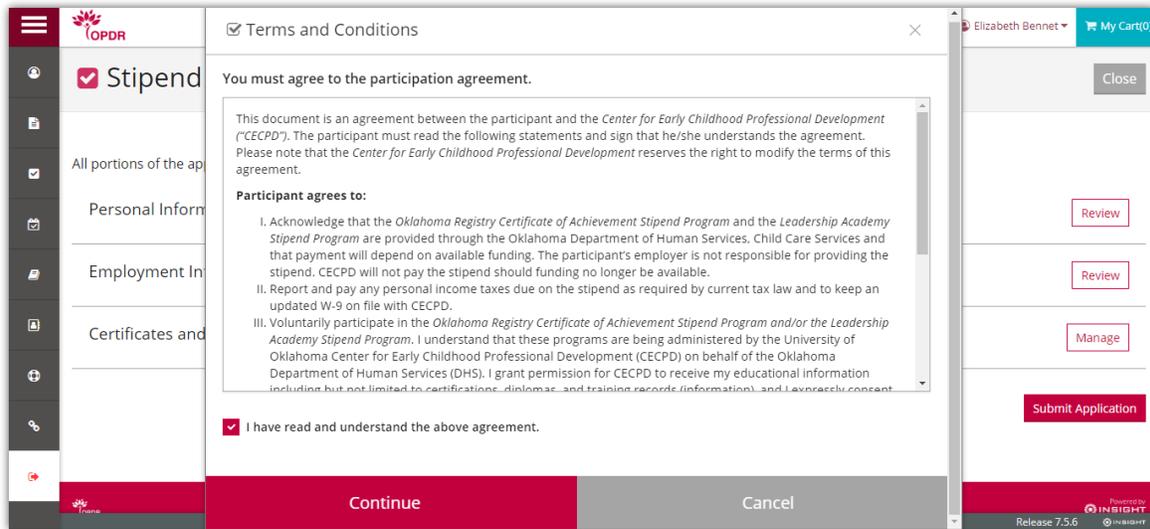


20. Click "Submit Application"



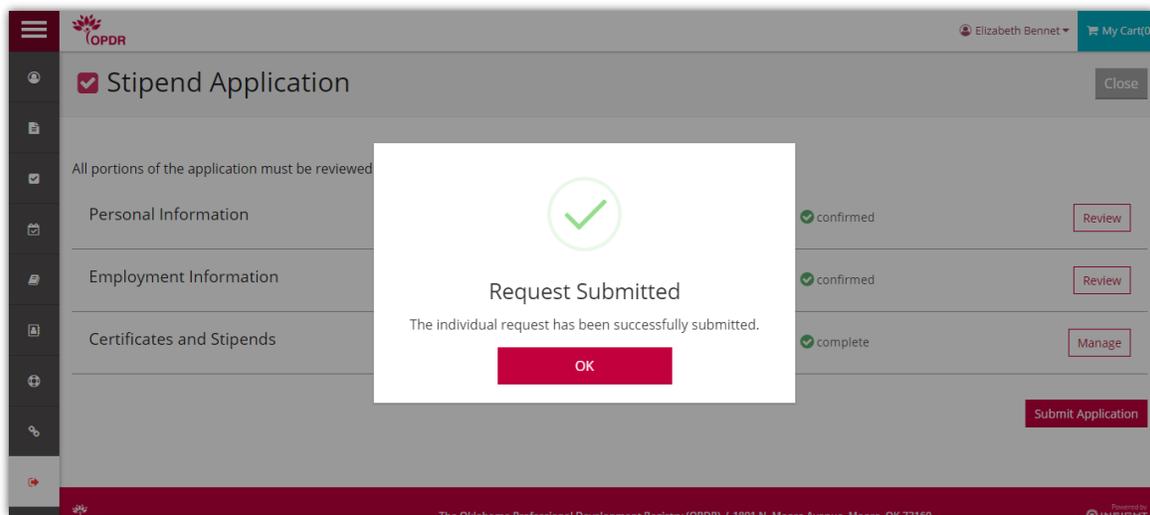
21. Agree to the Terms and Conditions

22. Click "Continue"

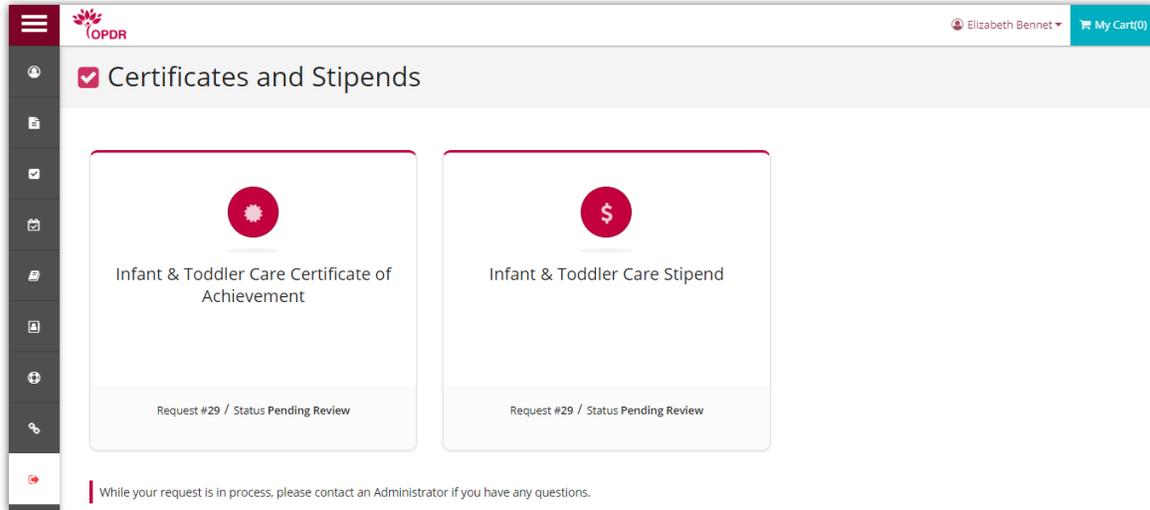


You receive a pop-up confirmation that the request was submitted.

23. Click OK



Now your Certificates and Stipends page shows the applications that you submitted. It shows the Request # and the status of the application.



The screenshot displays the 'Certificates and Stipends' section of the user interface. At the top left, there is a navigation menu with icons for home, search, notifications, and other functions. The main header area shows the 'OPDR' logo and the user's name 'Elizabeth Bennet' with a dropdown arrow, and a 'My Cart(0)' button. The main content area is titled 'Certificates and Stipends' and contains two cards. The first card, 'Infant & Toddler Care Certificate of Achievement', features a red gear icon and a status of 'Request #29 / Status Pending Review'. The second card, 'Infant & Toddler Care Stipend', features a red dollar sign icon and the same status. A footer message at the bottom of the content area reads: 'While your request is in process, please contact an Administrator if you have any questions.'