

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 <u>here</u>.

- 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

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@	Certificates	and Stipends		
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		 No requests have been created. 	7	
Ø		No certificates or stipends have been requested at this time.		
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•	ينېن امەت © Copyright 2020. All rights reserved	The Oklahoma Professional Development Registry (OPDR) / 1801 N. Moore Avenue, Moore, OK 73160 J. Toli Free: 888-446-7608 or 405-799-6383 / FAX: 405-799-7634 / cecod@ou.edu		

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



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٩	Stipend Application		Close
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	All portions of the application must be reviewed and confirmed in order to submit.		
Ŭ	Personal Information	🛕 unconfirmed	Review
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4	Certificates and Stipends	A incomplete	Manage
0			
œ			Submit Application
	The Oklahoma Professional Development P	enister (OPDR) / 1801 N. Moore Avenue, Moore, OK 73160	Powered by

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

Stipend App	lication		X
	Contact Information		
	 ▲ Elizabeth Bennet Sinwuatemails+lizziebennettest@gmail.com / └ (414) 555-5555 		
	Mailing Address 9 2157 S. Elm St. City Meridian / State OK / Zip Code 73058 County Logan		
	Home Address • 2157 S. Elm St. City Meridian / State OK / Zip Code 73058 County Logan		
	Confirm	Close	

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

7. Click OK



Stipend Application	n			×
Co	ntact Information			
≜ El ⊠n	lizabeth Bennet wuatemails+lizziebennettest@gmail		_	
Ma • 2' City Court	ailing Address 157 S. Elm St. Meridian / State ОК / Zip Code 7305 nty Logan	Step Confirmed		
Ho 9 21 City Court	The I orme Address 157 S. Elm St. Meridian / State OK / Zip Code 7305 nty Logan	Personal Information step has been successfully confirmed. OK		
	Confirm		Close	

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

8. Click Review in the Employment Information section

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٩	Stipend Application		Close
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	All portions of the application must be reviewed and confirmed in order to submit.		
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	Employment Information	· [Review
	Certificates and Stipends		Manage
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9. Check your Employment information, if it is correct, click Confirm



Stipend Application

Employment Information H.O.P.E. Learning Center LLC Start 06/27/2005 / End Present Title Teacher / Hours per Week 40 / Status Self Reported Star Level 2 Stars / License Number KB30024438 / Months Per Year 12	
Confirm	Close

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

10. Click OK

Stipend Application		×
Employment Informatio H.O.P.E. Learning Center LLC Star 06/27/2005 / End Present Title Teacher / Hours per Week 40 / Status 5 Star Level 2 Stars / License Number K830024	n Step Confirmed The Employment Information step has been successfully confirmed. OK	ose

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

11. Click Manage in the Certificates and Stipends section



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٩	Stipend Application		Close
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	All portions of the application must be reviewed and confirmed in order to submit.		
Ø	Personal Information	♥ confirmed	Review
₽	Employment Information	♥ confirmed	Review
	Certificates and Stipends	A incomplete	Manage
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с.			Submit Application
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12. Select the area of concentration you are applying for a Certificates of Achievement in and the corresponding Stipend.

Stipend Application	×
Certificates and Stipends Certificate of Achievement	
Infant & Toddler Care Certificate of Achievement Stipend Infant & Toddler Care Certificate of Achievement selection needed.	
Preschool Certificate of Achievement Stipend Ø Preschool Certificate of Achievement selection needed.	
School Age	_

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



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

15. Fill out this form with a physical signature and current date.

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

- 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,xts,xtsx,tex,pdf,rtf,txt,png,jpg,jpe,jif,jfi,tif,jfi,tif,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		
+File		
Infant & Toddler Care Certificate of Achievement (1).pdf Size 1.32 MB		
The following file types are accepted: .doc,docx,xis,xisx,pdf,rtf,txt,png,jpg,jpeg,jpe,jff,iff,iff,iff,iff,iff,iff,iff,iff,iff		

18. Click Save & Confirm

Childhood Resilience Certificate of Achievement Stipend O Childhood Resilience Certificate of Achievement selection needed. Leadership	
Childhood Resilience Certificate of Achievement Stipend Ochildhood Resilience Certificate of Achievement selection needed. Leadership	
Certificate of Achievement Stipend Ochildhood Resilience Certificate of Achievement selection needed. Leadership	
Stipend Childhood Resilience Certificate of Achievement selection needed. Leadership	
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



Quality Child Care Certificate of Achieveme	nt selection needed.	
Childhood Resilience Certificate of Achievement Stipend Childhood Resilience Certificate of Achie Leadership	\checkmark	
Director's Leadership Academy Family Child Care Home Leader:	Step Confirmed The Certificates and Stipends step has been successfully confirmed. OK	
Save & Cor	lfirm CI	ose

20. Click "Submit Application"

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۲	Stipend Application		Close
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	All portions of the application must be reviewed and confirmed in order to submit.		
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	Certificates and Stipends	♥ complete	Manage
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- 21. Agree to the Terms and Conditions
- 22. Click "Continue"



	OPDR	☑ Terms and Conditions		×	Elizabeth Bennet 🔻	🃜 My Cart(0)
۲	🗹 Stipend	You must agree to the participation agreement.				Close
Ē	All portions of the ap	This document is an agreement between the participant and ("CECPD"). The participant must read the following statement Please note that the Center for Early Childhood Professional De agreement.	*			
		Participant agrees to:			r	
₿	Personal Inform	 Acknowledge that the Oklahoma Registry Certificate of A Stipend Program are provided through the Oklahoma E 	chievement Stipend Program and the Leadership Academy Department of Human Services, Child Care Services and			Review
₿	Employment In	that payment will depend on available funding. The participant's employer is not responsible for providing the stipend. CECPD will not pay the stipend should funding no longer be available. II. Report and pay any personal income taxes due on the stipend as required by current tax law and to keep an updated W-9 on file with CECPD. III. Voluntarily participate in the Oklahoma Registry Certificate of Achievement Stipend Program and/or the Leadership Academy Stipend Program. I understand that these programs are being administered by the University of Oklahoma Center for Early Childhood Professional Development (CECPD) on behalf of the Oklahoma a				Review
۵	Certificates and					Manage
0		Department of Human Services (DHS). I grant permissi	Department of Human Services (DHS). I grant permission for CECPD to receive my educational information			
م		✓ I have read and understand the above agreement.				Application
				_		
	фе Глапа	Continue	Cancel		Release 7.5.6	

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

23. Click OK

	OPDR			Elizabeth Bennet •) 🛱 My Cart(0)
۹	Stipend Application				Close
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	All portions of the application must be reviewed				
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8	Employment Information	Request Submitted	♥ confirmed	[Review
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Now your Certificates and Stipends page shows the applications that you submitted. It shows the Request # and the status of the application.



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₽	Infant & Toddler Care Certificate of Achievement	Infant & Toddler Care Stipend		
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G 0	Request #29 / Status Pending Review	Request #29 / Status Pending Review		
•	While your request is in process, please contact an Adminis	trator if you have any questions.		