

# Oklahoma Registry Resource Sheet

This document includes helpful information for child care providers and directors regarding the Oklahoma Registry and CECPD. You can locate instruction guides and FAQ at [www.cecpd.org](http://www.cecpd.org).

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## Websites

- **Oklahoma Professional Development Registry** – [www.okregistry.org](http://www.okregistry.org). Visit this site to search the Oklahoma Statewide Training Calendar and enroll in training, log into your Registry account, and apply for the PDL or ODC, and Certificates of Achievement and Stipends.
- **CECPD Online Training** – [www.cecpdonline.org](http://www.cecpdonline.org). Visit CECPD Online to take online, formal, approved training. Contact the CECPD Online Help Desk if you need assistance by calling *toll-free 877.710.5158 or 918.919.7010 or email [support@cecpdonline.org](mailto:support@cecpdonline.org)*. **The account you create at CECPD Online is NOT your registry account.**
- **CECPD Website** – [www.cecpd.org](http://www.cecpd.org). Visit this website to locate information about PDL /ODC Criteria, Director's Chair, Certificates of Achievement and Stipends, FAQ, and much more.

## Oklahoma Registry Account

- Create and log into your Registry account by going to [www.okregistry.org](http://www.okregistry.org) and clicking the black Login button in the top right-hand corner. You will log in with your email address and password. Click here for a [user guide](#) or watch a [video](#) to assist you. **All communication from the OPDR comes electronically. Please add [no-reply@okregistry.org](mailto:no-reply@okregistry.org) as a Safe Sender in your email to ensure you receive emails.**

## Reset Password for Registry Account

- Reset your password in your Registry Account by going to [www.okregistry.org](http://www.okregistry.org) and clicking on Forgot Password. [Click here for a user guide to assist you.](#)

## Recover email and set up cell phone number for email recovery

- Enter a phone number to allow you to recover the email address you used to set up your Registry account. [Click here for a user guide to assist you.](#)

## PDL and ODC Criteria and Certificates

- The criteria for the [PDL](#) and [ODC](#) can be found at [www.cecpd.org](http://www.cecpd.org).
- Print your PDL or ODC certificate by logging into your Registry account and clicking on the Reports tab. Select the certificate you want to print. [Click here for a user guide to assist you.](#)

## Send training or credentials to the Oklahoma Registry

- Send copies of training that do not already show on your OPDR learning record to CECPD via mail, email, or fax.
- Send copies of the CDA, CCP, NAC, Oklahoma Competency Certificate, or Pathway certificates via mail, email, or fax.

**Please Note:** Sending documents multiple times causes a delay in processing. Please log into your individual account 24-48 hours after sending a document. The notes on your account will reflect any documents received.

Mail: 1801 N Moore Ave., Moore, OK 73160  
Email: [cecpd@ou.edu](mailto:cecpd@ou.edu)  
Fax: 1-405-799-7634

[Click here to view FAQ.](#)

## Update employment record on an Oklahoma Registry account

- If your individual account is locked because the Oklahoma Registry is processing your application, you can send a [Participant Update Form](#) to update your employment record.

## Information about official transcripts

- If you need to send in a transcript from a college or university, please have the institution send an official electronic transcript directly to [cecpcd@ou.edu](mailto:cecpcd@ou.edu) on your behalf. We cannot accept transcripts emailed from any other source. You can also mail in official transcripts. Official transcripts must be printed on official transcript paper, bear an authorized signature of the appropriate official at your institution, bear the institutional seal, and have any other security features intact. Transcripts received that do not meet these requirements will not be considered official. We do not require that they come in a sealed envelope.

**Please note that official transcripts coming from the participant cannot be sent via fax or email. [Click here for FAQ.](#)**

- [You can find a list of approved college courses here.](#) All degrees and credit hours must articulate to a two- or four-year college or university.

### Direct Care Organizations

- Please click the links to see a [user guide](#) (start on page 8) or [video](#) explaining how to get an organization ID number in the Oklahoma Registry and register your direct care organization. Once you have completed the steps, we will receive a request to register your organization. When it is approved, you will be able to access the organization account directly from your personal Oklahoma Registry account.
- If you already have registered your organization, click the links for a [user guide](#) or [video](#) to help you link your organization account with your individual account.
- If you need to update employment for one of your employees or remove an employee by placing an end date on their employment record, click the link for a [user guide](#) to assist you.

### Certificate of Achievement and Stipend Program

- The Certificate of Achievement & Stipend Program is funded by Oklahoma Human Services Child Care Services and is designed for providers who work in licensed child care facilities. The Stipend Program is a collaborative effort to validate the achievement and expertise of providers and serve as a symbol of their professional accomplishment. [Click here to learn more.](#)

## Forms

- Forms for each program can be found at [www.cecpcd.org](http://www.cecpcd.org). Click on [Provider Programs](#) and select the appropriate program in the left navigation menu.

## FAQ

- FAQ for each program can be found at [www.cecpcd.org](http://www.cecpcd.org).  
[Professional Development Ladder FAQ](#)  
[Oklahoma Director's Credential FAQ](#)  
[Certificate of Achievement and Stipend FAQ](#)