


# How to Create an Individual Account in the Oklahoma Professional Development Registry (OPDR) and Apply for the PDL



okregistry.org/v7/trainings/search




 CECPD Home

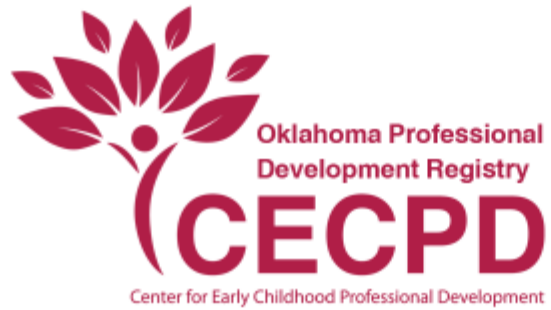
 Register

 Find Training ▾

 Contact

 Login





Powered by  INSIGHT

Email Address

---

Password

---

Remember me

[Log in](#)

[Forgot Password?](#)

[Create Account](#)

[Forgot Email Address?](#)



# Create Your Insight Account

Please enter the required info below to begin creating your secure account.

First Name

Kristina

Middle Name

Dawn

Last Name


Allen

Email Address

cecpd123+testuser@gmail.com

Security Phone Number

 (405) 799-6383

 Used for account recovery and must be text message enabled

Create Account

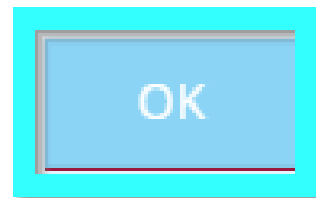




## Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.





## Email Verification

A new account has been requested for the following user.

---

**Kristina Allen**

[cecpd123+tuser@gmail.com](mailto:cecpd123+tuser@gmail.com)

---

Please click the "Verify Email" button below to verify your Account setup.

**Verify Email**



# Create Password

Please create a new password for your account.

New Password


Re-enter New Password

Save Password

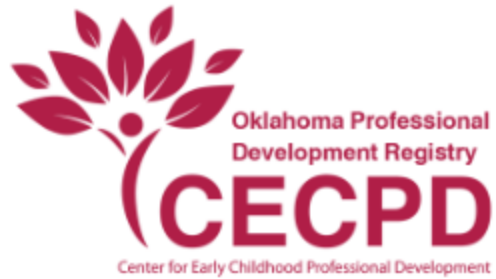
## Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

 Special characters such as '&' or '!' are encouraged but not required.





Powered by  INSIGHT

Email Address

cecpd123+tuser@gmail.com

Password

.....

Remember me

[Login](#)

[Forgot Password?](#)

[Create Account](#)

[Forgot Email Address?](#)






## Locate Online Application

### Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

 If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Kristina

Last Name

Allen

Email Address

cecpd123+tuser@gmail.com

Date of Birth

January



23

1979

Last 5 Digits of SSN

01234

Next >



## Profile Information

An online application was not found using the information you provided.

**If you have ever applied to the Oklahoma Registry in the past, do not proceed.  
Call toll-free: 888-446-7608 or 405-799-6383 for assistance in locating your account.**

Please enter the following to begin the Oklahoma Registry online application process.

<b>First Name</b> Kristina	<b>Middle Name</b> Dawn
<b>Last Name</b> Allen	<b>Email Address</b> cecpd123+tuser@gmail.com
<b>Date of Birth</b> January 23 1979	<b>Last 5 Digits of SSN</b> 01234

**Why can't I change my information?**

Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.



Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

## Mailing Address

This is a Business Address

Country

United States



Address

1801 N Moore Ave

Apt/Suite #

Enter Apt, Unit, Suite

Zip Code

73160

City

Moore


State

OK

County

Cleveland



 Enter a valid zip code to choose a county.



# Home Address

Same as Mailing Address

Country

United States



Address

1801 N Moore Ave

Apt/Suite #

Enter Apt, Unit, Suite

Zip Code

73160

City

Moore

State

OK

County


Cleveland



 Enter a valid zip code to choose a county.




Home/Mobile phone

 (405) 799-6383

Work phone

 e.g. (201) 555-0123

Fax

 (405) 799-7634

## Additional Information

I am a post-military service member

I am a spouse of an active duty military service member in Oklahoma

[< Back](#)

[Next >](#)



# Communication Preferences

## What is This?

We may send period communications related to the registry in addition to emails about your account. If you do not wish to receive informational emails, uncheck the box below.

 Please note you will continue to receive emails about your account.

- Yes, I wish to receive informational emails from the registry. If you do not select this option, you will still receive emails about your account.
- I give permission for my employer to receive communications about my account.

[← Back](#)

[Next →](#)



By checking this box You acknowledge You have carefully read the forgoing authorizations, fully understand the meaning of the waivers contained in these Terms and Conditions, and understand You are entering into a legally binding contract. You affirm that You sign this agreement with the intent to be legally bound thereby and agree to these Terms and Conditions voluntarily. You agree this transaction may be conducted by electronic means and hereby state that by checking this box, You manifest Your intent to electronically sign and agree Your electronic signature shall have the same force and effect as an original signature.



← Back

Submit





# Welcome to the Oklahoma Professional Development Registry

Your profile setup is complete.

OK





# How to Apply for the Professional Development Ladder (PDL)

Oklahoma Professional  
Development Registry

CECPD

Center for Early Childhood Professional Development




## Welcome, Kristina Allen

You have signed in but not submitted an application.

<input checked="" type="checkbox"/> Apply for the Professional Development Ladder (PDL)	?	\$0.00
<input type="checkbox"/> Apply for the Oklahoma Director's Credential (ODC)	?	\$0.00
<input type="checkbox"/> Apply as a trainer	?	\$15.00
Total Fee:		\$0.00
<a href="#">Apply/Renew</a>		

Notes [0]

 No notes exist.

### Registry ID 107738

Kristina Allen

1801 N MOORE AVE

MOORE, OK 73160-3668

(405) 799-6383

[cecpd123+tuser@gmail.com](mailto:cecpd123+tuser@gmail.com)

[Change Email](#)

### Membership Card

[For more information click here](#)

### Organization Profile Management

Do any of the following apply to you?

- You would like to link an existing organization profile to your account
- You would like to add a new organization profile to your account

[Add Organization Profile](#)



## My Personal Profile

You will be required to provide the following information as part of the application process. As you move through each step, the information you enter will be saved. By doing so, if you are unable to complete the entire application now, you may come back and complete it later.

1. Personal Information
2. Education
3. Employment history
4. Training
5. Professional Memberships/Contributions
6. Submit Application

### Privacy Policy Notice:

Any information you save is subject to The Oklahoma Professional Development Registry Privacy Policy Terms and Conditions which may be accessed and downloaded at any time from the Reports tab of Your OPDR account profile. Please contact us at [cecpd@ou.edu](mailto:cecpd@ou.edu) (please be sure to include Your Identification number and email address to facilitate our response) if You have any questions or concerns related to these Terms and Conditions.

Start



# My Personal Profile

Personal Information

Education

Employment History

Training

Professional  
Membership/  
Contributions

Submit  
Application

Registry ID **107738**

First Name \*

Kristina

Middle Name

Dawn

Last Name \*

Allen

I want to provide my previous name.

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address \*

cecpd123+tuser@gmail.com

Mailing Address

This is a business Address

Country\*

United States

Address\*

Apt/Suite #



## Additional Information

- I am a post-military service member
- I am a spouse of an active duty military service member in Oklahoma

## Communication Preferences

The CECPD sends periodic communications.

- 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.

- I give permission for my employer to receive communications about my account.

### Privacy Policy Notice:

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[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)



# My Personal Profile

<b>Personal Information</b>	<b>Education</b>	Employment History	Training	Professional Membership/Contributions	Submit Application
-----------------------------	------------------	--------------------	----------	---------------------------------------	--------------------

**High School** Edit

Graduation Year 1997 SELF REPORTED

**Higher Education** -- Add New --

**Associate** May 2012 SELF REPORTED Edit Delete

Oklahoma City Community College  
Early Childhood Education

**Other Education** -- Add New --

Click the Add New button to update your information

**Licensing Qualifications** -- Add New --

Click the Add New button to update your information

**CDA Credential** -- Add New --



🔍 Infant Mental Health Endorsement

-- Add New --



📘 Click the Add New button to update your information

🔍 State Teaching Licensing

-- Add New --



📘 Click the Add New button to update your information

🔍 PDC Credentials

-- Add New --



📘 Click the Add New button to update your information

🔍 Scholarships

-- Add New --



📘 Click the Add New button to update your information

Return to My Profile

< Previous Step

Save and Continue >




# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Submit Application
----------------------	-----------	--------------------	----------	--	--------------------

Please add an employment record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- **NOTE: If you are the owner of a facility, and also work in the facility, you will need to enter two employment records; one as the owner, and an additional entry for your current staff position.**

Add Position

 No Employment Entered

No employment has been added to this online application

Return to My Profile

< Previous Step

Save and Continue >





# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Submit Application
----------------------	-----------	--------------------	----------	--	--------------------

If your employer already has an account with the Registry, we want to help you connect with their [existing](#) organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

## Oklahoma Licensed Child Care and Education

- Department of Human Services
- Tribal Licensed
- Military

Select

## Other Direct Child Care

If you have tried the search option above AND the search option below and still cannot find your employer, you can create a new employer record. You SHOULD choose this option if your employer is any of the following:

- Public/Private School
- Out of State Child Care
- Oklahoma licensed closed before 2006

Select

## Training or Local/State Government Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

Select



# My Personal Profile

Personal Information

Education

Employment History

Training

Professional  
Membership/  
Contributions

Submit  
Application

Search for: Oklahoma Licensed Child Care and Education

Organization ID

Q

Employer Name

Q

City

Q

License Number

Q K830000001

Search

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">3370</a>	<a href="#">First Christian Church Child Care Center</a> DBA: First Christian Church Day Care	206 East 1st Street Edmond, OK 73034	K830000001	5/4/2020

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.



# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
----------------------	-----------	--------------------	----------	---------------------------------------	--------------------

You selected the following program. Confirm the selected program is correct.

## Program Information

License Number	K830000001
Effective	5/4/2020
Name	<b>First Christian Church Day Care</b>
Address	201 E 2nd Street, EDMOND, OK 73034 Oklahoma County
Director	Bonnie Miller
Phone	(405) 341-2626
Email	<a href="mailto:cecpd123+terri@gmail.com">cecpd123+terri@gmail.com</a>
Star Level	3 Stars

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Confirm	Return
---------	--------



## Program Information

License Number	K830000001
Effective	5/4/2020
Name	<b>First Christian Church Day Care</b>
Address	201 E 2nd Street, EDMOND, OK 73034 Oklahoma County
Director	Bonnie Miller
Phone	(405) 341-2626
Email	<a href="mailto:cecpd123+terri@gmail.com">cecpd123+terri@gmail.com</a>
Star Level	3 Stars

---

## Position Information

Title \*

Teacher



Hours per Week \*

40

Months Per Year \*

12

Primary Employer \*

This is my primary employer

Not my primary employer



Age of Children \*

- Infants (0-12 months)
- Elementary (K-3rd grade)
- Toddlers (13-24 months)
- Middle (4th-8th grade)
- Two's (25-36 months)
- Secondary (High School)
- Preschooler 3's (37-48 months)
- Adults
- Preschool 4's and 5's (49-72 months)

Start Date\*

06/20/2017

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

## Compensation

Oklahoma Professional Development Registry recommends entering your wage information. \*

I receive an hourly wage

\$ 14.75

I receive an annual salary

I do not wish to provide this information

Date of last wage increase

Status Self Reported

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Save

Cancel






# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Submit Application
----------------------	-----------	--------------------	----------	--	--------------------

Please add an employment record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- **NOTE: If you are the owner of a facility, and also work in the facility, you will need to enter two employment records; one as the owner, and an additional entry for your current staff position.**

Add Position

Program	Title	Compensation	Start	End	Status	
 First Christian Church Day Care <b>Primary Employer</b>	Teacher	\$14.75 / hr.	6/20/2017	Present	Self Reported	 

Return to My Profile

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Save and Continue >



# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Submit Application
----------------------	-----------	--------------------	----------	--	--------------------

## National and Regional Conference Attendance

### Request formal credit for national and regional (multi-state) conferences only:

Submit an individual training request if you have already attended a national or regional conference that was not from an approved training organization with the Oklahoma Professional Development Registry and are seeking formal training hours. Examples of such training include:

- National Child Care Association Annual Conference
- National Association for the Education of Young Children Annual Conference and Professional Development Institute
- National Head Start Association Annual Conference
- Zero to Three Annual Conference and Association for Early Learning Leaders Annual Conference

This list is not comprehensive, but should give you a good idea of the type of training that we consider valid.

NOTE: You will be required to upload a copy of your certificate of completion and a copy of the conference program into the system to verify attendance at the conference. You must also indicate on the program which sessions you attended.

The training request will be evaluated by the Oklahoma Professional Development Approval System, and approved only if all requirements are met.

Individual Request Approval

⚠ No training has been added to this online application

## Informal Training Hours

⚠ No informal training hours have been added to this online application

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# My Personal Profile

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
----------------------	-----------	--------------------	----------	---------------------------------------	--------------------

## Professional Memberships

Memberships

-- Select to add Professional Membership --

## Professional Contributions (in the last 12 months)

Contributions

-- Select to add Professional Contribution --

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Return to My Profile

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## THE OKLAHOMA PROFESSIONAL DEVELOPMENT REGISTRY PRIVACY POLICY Terms and Conditions

IMPORTANT - THIS IS A LEGAL AGREEMENT BETWEEN YOU ("You" or the "Authorized User") AND THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA BY AND THROUGH THE UNIVERSITY OUTREACH/COLLEGE OF CONTINUING EDUCATION'S CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT ("We" or "CECPD"). BEFORE DOWNLOADING, ACCESSING, OR USING ANY PART OF THE OKLAHOMA PROFESSIONAL DEVELOPMENT REGISTRY PROGRAM OR ANY CONTENT AVAILABLE THROUGH THIS WEBSITE ("OPDR"), YOU SHOULD READ CAREFULLY THE FOLLOWING TERMS AND CONDITIONS AS THEY GOVERN ACCESS TO, PARTICIPATION IN, AND USE OF OPDR. CECPD IS WILLING TO ALLOW ACCESS TO, PARTICIPATION IN, AND USE OF OPDR ONLY ON THE CONDITION THAT YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED HEREIN. IF YOU DO NOT AGREE WITH ANY PART OF THESE TERMS AND CONDITIONS, YOU ARE NOT GRANTED PERMISSION TO ACCESS, PARTICIPATE IN, OR OTHERWISE USE THE OPDR.

You, the Authorized User, voluntarily agrees to participate in OPDR. You understand that this program is being administered by CECPD on behalf of the Oklahoma Department of Human Services (DHS). In consideration for allowing You to participate in OPDR, You grant CECPD and DHS permission to receive any and all educational information You may provide, including but not limited to certifications, transcripts, diplomas, and training records ("Information"). You expressly consent to CECPD sharing the Information with DHS. Additionally, You expressly consent to CECPD and/or DHS sharing this information with Your employer, its officers, agents, and any other relevant funding agencies. Additionally, You expressly consent to CECPD and/or DHS sharing the Information, in a de-identified format, with other education/certification partners and/or affiliates who participate in OPDR initiatives.

You certify that all information provided and/or attached to Your application is true and correct. You do hereby indemnify the Board of Regents of the University of Oklahoma, its employees and agents against any claims whatsoever arising out of or connected with the Information to be released on Your behalf, and/or any subsequent professional placement, or lack thereof. You understand that CECPD will protect the confidentiality of personal information to the extent permitted under state and federal law. If applicable, CECPD will comply with provisions of the Family Education Rights and Privacy Act (20 USC 1232g; 34 CFR Part 99) and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Parts 160, 162 and 164; Public Law 104-191).

You certify that the information You provide to CECPD for OPDR is accurate and if falsified can result in Your permanent removal from OPDR.

You further recognize that Your continuing membership in OPDR is on a renewal basis. You are responsible for all initial and renewal fees as stated on the application. You will submit all information requested within the application or renewal period. Should further clarification of the submitted documentation be necessary, You will cooperate fully with

By checking this box You acknowledge You have carefully read the forgoing authorizations, fully understand the meaning of the waivers contained in these Terms and Conditions, and understand You are entering into a legally binding contract. You affirm that You sign this agreement with the intent to be legally bound thereby and agree to these Terms and Conditions voluntarily. You agree this transaction may be conducted by electronic means and hereby state that by checking this box, You manifest Your intent to electronically sign and agree Your electronic signature shall have the same force and effect as an original signature.

[Return to My Profile](#)[< Previous](#)[Save and Continue >](#)

# My Personal Profile

Personal Information

Education

Employment History

Training

Professional  
Membership/  
Contributions

Submit  
Application

## Instructions:

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

## Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance

## What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Lattice Level Certificate and unlock your account.
- This application counts as your official application; you do not need to submit a paper application.

## Application Selections

Item	Level	Expires	Fee*
Professional Development Ladder	None - Initial	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

Return to My Profile

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Submit Application



## My Personal Profile

Personal Information

Education

Employment History

Training

Professional  
Membership/  
Contributions

Submit  
Application

✔ Application Successfully Submitted.

Your application has been successfully submitted on **04/18/2022**..

**To ensure all of your documentation is considered when your application is reviewed, please submit all documents by 4/28/2022 (10 days), including:**

- Your **official** university or college transcript. (If you have already provided an official transcript, you only need to send a new transcript if you have taken additional coursework.)
- Verification of any training you have attended within the last 5 years that does not already appear on your online training record.
- Copies of First Aid and CPR cards for training taken in the last 5 years.
- Copies of your CDA, CCP or Oklahoma Competency Certificates.

[Return to My Profile](#)



## Welcome, Kristina Allen

Your online Registry application was submitted on 4/18/2022. Please send your documentation to the Registry now if you have not already done so. Your account is READ-ONLY until Registry staff review your documents and issue your new certificate. Processing your application may take up to 30 business days.

You have completed the online portion of the application.

Please review the information below for details on payment or documentation required to proceed.

<input type="checkbox"/> Apply for the Professional Development Ladder (PDL)	0	\$0.00
<input type="checkbox"/> Apply for the Oklahoma Director's Credential (ODC)	0	\$0.00
<input type="checkbox"/> Apply as a trainer	0	\$15.00
<b>Total Fee:</b>		<b>\$0.00</b>
<a href="#">Apply/Renew</a>		

### Documentation Pending

To ensure all of your documentation is considered when your application is reviewed, please submit all documents by 4/28/2022 (10 days), including:

- Your **official** university or college transcript. (If you have already provided an official transcript, you only need to send a new transcript if you have taken additional coursework.)
- Verification of any training you have attended within the last 5 years that does not already appear on your online training record.
- Copies of First Aid and CPR cards for training taken in the last 5 years.
- Copies of your CDA, CCP or Oklahoma Competency Certificates.

#### Registry ID 107738

##### Kristina Allen

1801 N MOORE AVE  
MOORE, OK 73160-3668  
(405) 799-6383

[cecpcd123+tuser@gmail.com](mailto:cecpcd123+tuser@gmail.com)

[Change Email](#)

#### Membership Card

[For more information click here](#)

#### Organization Profile Management

Do any of the following apply to you?

- ✓ You would like to link an existing organization profile to your account
- ✓ You would like to add a new organization profile to your account

[Add Organization Profile](#)



## Notes [2]

Notes

Filter by

Filter by Activity

Sort by

Urgent

PDL [Staff Memo]

Effective 04/18/22

User Note

Received official transcript from Oklahoma City Community College on 4/18/2022.

Created 04/18/22 by Kristina Allen

Documents 0

View

PDL [PDL Status]

Effective 04/18/22

User Note

[ Status Received ]

Received online application on 4/18/2022.

Created 04/18/22 by Kristina Allen

Documents 0

View

### Application Reports

[Learning Record](#)

[Training List](#)

[Core Competency Five Year Summary](#)

[Core Competency Career Summary](#)



# Questions?

Email: [cecpd@ou.edu](mailto:cecpd@ou.edu)

Phone: 405-799-6383

Toll Free: 1-888-446-7608

Oklahoma Professional  
Development Registry

CECPD

Center for Early Childhood Professional Development

