OKLAHOMA REGISTRY

PARTICIPANT APPLICATION

EFFECTIVE: JANUARY 2024

WWW.CECPD.ORG

Oklahoma Registry
Certificate of Achievement and Stipend Program

Funded by Oklahoma Human Services Child Care Services, the Oklahoma Registry Certificate of Achievement and Stipend Program is 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 professional accomplishment.

THE STIPEND PROGRAM IS DESIGNED TO:

- recognize and reward the specialized professional development achievement of providers
- encourage teachers and directors to obtain additional focused formal professional development to improve the quality of care for children
- increase positive outcomes experienced by children

➡ Additional information is available on CECPD's website at www.cecpd.org under Provider Programs.

How to Apply

Complete the steps below to apply for the Oklahoma Registry Certificate of Achievement and Stipend Program.

1. Review the **Eligibility Requirements** on **PAGE 3**. If you check all of the criteria for your current position and facility, continue to Step 2.

2. Option 1 or 2:
   - Select Option 1 on **PAGE 4** if you have a current CDA and are applying for either the Infant/Toddler or Preschool Certificates of Achievement.
   - Select Option 2 on **PAGE 4** if you meet the educational criteria with 30 clock hours of specific Certificate of Achievement approved training.

3. Fill out the **Personal Information** form on **PAGE 5**.

4. Print your name, sign, and date the **Participant Agreement** on **PAGE 6**.

5. Enclose a copy of your most recent pay stub. If you own your facility, you will not need to provide pay documentation. If you do not receive a pay stub, please contact stipendandwage@ou.edu for assistance.

6. Complete **PAGE 7**, the Initial Employment Verification form.

7. Mail, fax, or email your completed application to CECPD. Contact information is located on **PAGE 8**.

Photo by Nicholas Githiri

Eligibility Requirements

If you and your facility meet the following requirements, you may be eligible for a stipend of $600.

➡️ *You can only receive **one stipend per area of concentration** (Infant/Toddler Care, Preschool Care, School-Age Care, Quality Child Care, Childhood Resiliency, Better Business in Family Child Care, Healthy Children in Child Care, Cultivating Growth & Well Being, Creating Effective Literacy Environments, or Approaches to Challenging Behavior).*

➡️ *You can only receive two stipends each calendar year.*

❓ Can I Participate?

You must be able to meet ALL criteria for your POSITION and your FACILITY in order to qualify.

TEACHER/ ASST. TEACHER	DIRECTOR/ ASST. DIRECTOR	FAMILY CHILD CARE HOME
I work in a DHS licensed facility with a Star level of 2 or higher.	I work in a DHS licensed facility with a Star level of 2 or higher.	I work in a DHS licensed facility with a Star level of 1 or higher.
I have been employed a continual 6 months in my current child care facility prior to the date of this application.*	I have been employed a continual 6 months in my current child care facility prior to the date of this application.*	I have been employed a continual 6 months in my current child care facility prior to the date of this application.*
I work a minimum of 30 hours per week in the classroom teaching children.	I work a minimum of 30 hours per week at the facility.	I work a minimum of 30 hours per week at the facility.

I have completed 30 hours of specific training approved for one of the Areas of Concentration prior to applying, or I have an Infant/Toddler, Preschool, or FCCH CDA.**

I have an account in the Oklahoma Professional Development Registry.

* *Processing times may take up to 30 business days (not including weekends and holidays). If you are no longer employed at the facility at the time of processing, you will not be eligible for a Stipend.*

* *Leave time or summer breaks cannot be counted toward the completion of a continuous six months of employment.*

** *A CDA can only be used to meet the education requirement for one of the following areas of concentration: Infant/ Toddler or Preschool.*

** *The first time you apply for a Certificate of Achievement using training hours, we will look for 30 hours of approved training courses in the past 5 years from the date that we receive your application. For any additional Certificate of Achievement, we will look for 30 hours of approved training courses taken in the past 12 months from the date that we receive your application.*

Required Training

The educational requirements for the Oklahoma Registry Certificate of Achievement and Stipend Program can be met through two options depending upon the Area of Concentration:

> **INSTRUCTIONS:**
> Please select Option 1 or 2.

☐ **OPTION 1:**

One of the following Child Development Associate™ (CDA) Credentials: Infant/Toddler CDA, Preschool CDA, or FCCH CDA

⮕ *Please ensure the Oklahoma Registry has received a copy of your current CDA credential certificate. If not, please send a copy to cecpd@ou.edu.*

⚠️ *Note: This option can only be used to meet the educational requirements for the Infant/Toddler or Preschool Areas of Concentration.*

☐ **OPTION 2:**

A minimum of 30 clock hours of training in the approved area of concentration (see reminder box below for information on how to locate approved training).

All training must appear as verified training on your Oklahoma Professional Development Registry (OPDR) account. This can take up to two weeks from date of completion and must be added by the Approved Sponsor.

STOP

‼️ REMINDER ‼️

STIPEND TRAINING IS SPECIFIC

Training is specific! Be sure you are taking the right courses. See below to locate approved trainings for each Certificate. It's as easy as 1, 2, 3.

1. Visit the Statewide Training Calendar at www.okregistry.org
2. On the left navigation menu, click on the drop-down under Certificate of Achievement and Stipend.
3. Choose the Certificate of Achievement you are interested in and the approved trainings will be displayed.

HOW IS TRAINING COUNTED FOR MY CERTIFICATES OF ACHIEVEMENT?

1st Cert of Achievement – looks back 5 years from the date your application is received.

All other Cert of Achievement – looks back 12 months from the application received date.

Personal Information

> **INSTRUCTIONS:**
> Please fill out **ALL** the information below.

Please place a check next to only <u>**ONE**</u> Certificate of Achievement.

- ☐ Oklahoma Registry Better Business in Family Child Care Certificate of Achievement
- ☐ Oklahoma Registry Childhood Resiliency Certificate of Achievement
- ☐ Oklahoma Registry Creating Effective Literacy Environments Certificate of Achievement
- ☐ Oklahoma Registry Cultivating Growth & Well Being Certificate of Achievement
- ☐ Oklahoma Registry Healthy Children in Child Care Certificate of Achievement
- ☐ Oklahoma Right Start Infant/Toddler Certificate of Achievement
- ☐ Oklahoma Registry Preschool Certificate of Achievement
- ☐ Oklahoma Registry Quality Child Care Certificate of Achievement
- ☐ Oklahoma Registry School Age Certificate of Achievement
- ☐ Oklahoma Registry Approaches to Challenging Behavior Certificate of Achievement

➡ *You can only receive **two stipends each calendar year.***

Tell Us About Yourself

Registry ID #: _____

FULL LEGAL NAME (AS IT APPEARS ON YOUR SOCIAL SECURITY CARD)

First: _____ Middle: _____ Last: _____

Other names under which you have worked: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

County: _____ Date of Birth: _____

Last 5 digits of your Social Security #: _____ Home Phone: (_____)

Email Address: _____ Mobile Phone: (_____)

Which option did you select on Page 4? ☐ Option 1 ☐ Option 2

Tell Us About Your Current Employer

Program/Agency Name: _____

DHS License #: K8 _____ County: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (_____) Fax #: (_____)

OKLAHOMA REGISTRY CERTIFICATE OF ACHIEVEMENT AND STIPEND PROGRAM

Participant Agreement

This document is an agreement between the participant and the *Center for Early Childhood Professional Development ("CECPD")*. The participant must read the following statements and sign that he/she understands the agreement. Please note that the *Center for Early Childhood Professional Development* reserves the right to modify the terms of this agreement.

Participant agrees to:

I.   Acknowledge that the *Oklahoma Registry Certificate of Achievement and Stipend Program* is provided through the Oklahoma Department of Human Services, Child Care Services and 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 Participant Supplier Registration Form on file with CECPD.

III. You, the Authorized User, voluntarily agrees to participate in the Oklahoma Registry Certificate of Achievement and Stipend Program. 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 the Oklahoma Registry Certificate of Achievement and Stipend Program, 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. You understand that this Information may be protected by the Family Education Rights and Privacy Act ("FERPA"). Additionally, You expressly consent to CECPD and/or DHS sharing this Information with Your employer, its officers, agents, parent company 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.

IV. Agree that the information provided in this contract is accurate, and if falsified, can cause removal from the *Oklahoma Registry Certificate of Achievement and Stipend Program* or suspension from the Registry.

V.   Acknowledges that the *Oklahoma Registry Certificate of Achievement and Stipend Program* has ten areas of concentration: Infant/Toddler Care, Preschool Care, School-Age Care, Quality Child Care, Childhood Resiliency, Better Business in Family Child Care, Healthy Children in Child Care, Cultivating Growth & Well Being, Creating Effective Literacy Environments, and Approaches to Managing Challenging Behavior. I understand I may only receive one stipend at any given time and may receive a stipend in each area of concentration only once for the life of the *Oklahoma Registry Certificate of Achievement and Stipend Program*.

VI. Acknowledge that receiving the Stipend is contingent upon a continual six months of employment at current facility immediately prior to submitting application. (Leave time or summer breaks cannot be counted toward the completion of a continuous six months of employment). You must be working in the facility at the time the application is processed for approval. Processing times may take up to 30 business days (not including weekends and holidays). If You are no longer employed at the facility at the time of processing, You will not be eligible for a Stipend.

Center for Early Childhood Professional Development agrees to:

I.   Award a stipend as long as the participant meets the eligibility requirements and so long as funding is still available.

II. Provide IRS-1099 forms at the end of the year to participant as mandated by current tax law.

Statement of Affirmation:

I, _____ **,** attest that the information appearing on this application

_____Applicant's PRINTED NAME_____

and the supporting documentation is true to the best of my knowledge. I also have read and understand the above agreement.

_____   _____   _____
Applicant's Signature   Date   Registry ID #

Initial Employment Verification

Name: _____   Reg ID: _____

I am applying for: ☐ Oklahoma Child Care Wage Supplement Program
                       ☐ Oklahoma Registry Certificate of Achievement & Stipend Program

FACILITY INFORMATION

Director's Name: _____

Facility Name: _____

OKDHS License #: K8 _____

Facility Address: _____

City: _____ Zip: _____

Star Level: ☐ 1 Star   ☐ 2 Star   ☐ 3 Star
              ☐ 4 Star   ☐ 5 Star

Facility Operation:
        ☐ Year Round   ☐ 10 Months (Public School Year)

Are you the owner?   ☐ Yes   ☐ No

Summer Dates

➔ *Fill this section out if you are a **10 Months facility***

Provide the date children are out for their most recent summer break and the date they returned or will return to school:
    ___/___/_____ - ___/___/_____.

Include dates of any summer camp you worked (must be under same ownership).
    ___/___/_____ - ___/___/_____.

POSITION INFORMATION

I am employed at my facility as a(n):

☐ Teacher
☐ Assistant Teacher
☐ Curriculum Coordinator

I work ___ hours per week teaching in a classroom at this facility.

☐ Center Director
☐ Assistant Director

I work ___ hours per week in this role at this facility.

☐ Large FCCH Provider
☐ FCCH Provider
☐ FCCH Assistant

I work ___ hours per week in this role at this facility.

Date you began working at this location: _____

Age group that you currently work with (check all that apply):

☐ Infants (0-12 months)
☐ Toddlers (13-24 months)
☐ Twos (25-36 months)
☐ Preschooler 3's (37-48 months)

☐ Preschool 4s' and 5's (49-72 months)
☐ Elementary (K-3rd grade)
☐ Middle (4th-8th grade)
☐ Secondary (High School)

Have you had any **leave time longer than 2 weeks** in the last 6 months?   ☐ Yes   ☐ No
If yes, please list dates: _____

$ _____   What is your **hourly rate of pay**? How often are you paid?
        ☐ Weekly   ☐ Every 2 weeks   ☐ Twice per month   ☐ Monthly

SIGN

_____
INITIAL

I understand that I must email stipendandwage@ou.edu as soon as possible with any name/address updates. Failure to make any updates necessary before my payment is made will result in a delay of my payment. (Initial to the left)

The information provided on this form is true and accurate to the best of my knowledge. (Sign and date below)

_____   _____

Signature of Applicant **(Physical Signature Required)**   Date

Final Checklist Before Mailing

Oklahoma Registry Certificate of Achievement and Stipend Program

1 Complete page 4.

4 Fill out and sign page 7, the Initial Employment Verification.

2 Fill out Personal Information on page 5. You must select ONE Certificate of Achievement.

5 Enclose a copy of your most recent pay stub. If you own your facility, no pay documentation is required. If you do not receive a pay stub, please contact stipendandwage@ou.edu for assistance.

3 Print your name and sign and date the Participant Agreement on page 6.

6 Send your completed application to:
    CECPD
    1801 North Moore Avenue
    Moore, OK 73160-3668

    Fax: (405) 799-7634
    Email: stipendandwage@ou.edu

30 *Please allow **30 business days** for CECPD to process your application.*

FOR MORE INFORMATION CONTACT:

Center for Early Childhood Professional Development
switchboard: (405) 799-6383
toll-free: 1-888-446-7608
fax: (405) 799-7634
www.cecpd.org
email: stipendandwage@ou.edu

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