Navigating the Oklahoma Registry Certificate of Achievement and Stipend and Wage Supplement Programs

Objectives

Oklahoma Registry Wage Supplement Program

What is the Wage Supplement Program?

- The Wage Supplement Program is designed to provide professional development and longevity salary supplements to providers who work with young children in quality licensed childcare programs.

- Program Goals
  - Enhance a high-quality workforce through professional development and education.
  - Ensure quality of care by rewarding childcare providers that are providing quality experiences in a consistent and stable environment.
  - Reduce turnover of childcare program providers by offering wage support for continuity of care at the same program.

Wage Eligibility Requirements- How can I qualify?

There are five main components to eligibility for the Wage Supplement Program;

1. Facility Requirement-Your facility must be a DHS licensed facility that is two stars or higher.

2. PDL/ODC Requirement-You must have a Professional Development Ladder level 2 or higher. If you are an Assistant Director or Director, you must have a current Oklahoma's Director's Credential.

3. Position Requirement-You must work in an eligible position. i.e. Teacher, Assistant Teacher, Director, Assistant Director, Substitute. You can find a full list of eligible positions on our website at cecpd.org under Provider Programs.

4. Hours Requirement-You must work at least 30 hours per week in the classroom if you are a Teacher and at least 30 hours a week in the facility if you are a Director/Assistant Director.

5. Length of Employment Requirement-You must be at your facility for six months before you are eligible to receive a check.

Oklahoma Registry Certificate of Achievement and Stipend Program

What is the Stipend Program?

- The Stipend Program is a collaborative effort to validate the achievement and expertise of providers and serve as a symbol of their professional accomplishment.

- Program Goals
  - Recognize and reward the specialized professional development of childcare providers
  - Encourage Teachers, Directors, and Family Childcare Homes to obtain additional focused, formal professional development to improve the quality of care for children.
  - Increase overall positive outcomes experienced by children in childcare.

Stipend Eligibility Requirements- How can I qualify?

There are five main components to eligibility for the Stipend Program;

1. Facility Requirement-Your facility must be a DHS licensed facility that is two stars or higher.

2. Position Requirement-You must work in an eligible position. i.e. Teacher, Assistant Teacher, Director, Assistant Director, Substitute. You can find a full list of eligible positions on our website at cecpd.org under Provider Programs.

3. Hours Requirement-You must work at least 30 hours per week in the classroom if you are a Teacher and at least 30 hours a week in the facility if you are a Director/Assistant Director.

4. Length of Employment Requirement-You must be at your facility for six months before your application is processed to be eligible for approval.

5. Training Hours Requirement-You must have 30 hours of approved training for the area of concentration that you are applying for.

Understanding the Application Process

Wage Supplement and Stipend Application Process

- Once you have determined that you meet the eligibility requirements, you can apply online or with a paper application.

  - To apply online you will log onto your Registry account at okregistry.org. On the left-hand side there is a pop out and you will select Wage Supplement or Certificates and Stipends. Once you have reviewed all of your information, make sure you hit the submit button. You will then need to fill out an Initial Employment Verification form to send in with a copy of your pay stub.

  - Paper applications and the Initial Employment Verification form can be found at our website at cecpd.org under Provider Programs. You will need to fill out the Personal Information Page, the Participant Agreement and the Initial Employment Verification form. These are the only pages in the application you need to submit along with a copy of your pay stub.

- Owners are not required to send in pay documentation.

- All documents can be emailed or faxed; however, I highly recommend emailing. Our email address is stipendandwage@ou.edu. Please do not send duplicate emails to cecpd@ou.edu.

Wage Supplement Application Process

o We have 30 business days to process applications, however, we usually process at around 5-7 days.

o You will receive an email notifying you of an approval or denial and the next steps you need to take.

  o Most applicants will need to fill out an additional form called the Individual Supplier Registration form. This form is required for Finance to issue a check.

o Important!

  o In order to efficiently keep track of six-month commitment periods, we will issue the next available commitment period to those who have met the 6-month requirement. (If you apply in March, you will receive an April commitment period.)

  o When your commitment period ends, you will receive an email asking for the same documents you submitted for your initial application. We must re-verify your employment and information to confirm you still meet the eligibility requirements before we request your check.

  o You will then only need to turn in new documents every six months as long as you continue to meet the program requirements.

o You can apply before you meet your six-month requirement and will receive a commitment period six months out from your start date.

  o If you have had any leave time or summer break, you will need to make that time up before you are eligible for your check.

o Once your check is requested, you will receive an email and it can take 3-5 weeks to receive in the mail.

Stipend Application Process

- We have 30 days to process applications, however, we typically process at around 14-20 business days.

- You will receive an email notifying you of your approval or denial.
  - As with Wage, most participants require the Individual Supplier Registration form.

- Important!
  - Make sure your training is approved training! Filter on the left-hand side by the certificate you are working towards on our statewide training calendar at okregistry.org
  - Your training must be added to your account to be approved.
  - If your training is not added, you need to contact the approved training sponsor as neither the Stipend Program, nor the Registry add those to your account.

- You must have fulfilled the six-month requirement prior to your application being processed.
  - If you have had any leave time or summer break, you will need to make that time up before you are eligible for your check.

- Once your check is requested, you will receive an email and it can take 3-5 weeks to receive in the mail.

Additional Information

- o THESE ARE TWO SEPARATE PROGRAMS

  - o Please let us know which program you are needing assistance with when reaching out.

  - o Both programs utilize the same Initial Employment Verification form which has been updated. Please make sure you are submitting our most current version.

- o REGISTRY NOTES AND UPDATES

  - o To save you time, please check your Registry account notes which can be found by scrolling down when you log in.

- o STIPEND

  - o You can only have one application open at a time and you can only receive two stipends per calendar year.

  - o Once you receive a stipend for an area of concentration, you **cannot** receive it again.

- o WAGE

  - o You will be made inactive if you do not meet the requirements by your next commitment period. This can include the following reasons:

    - o Leaving your facility.

    - o Not turning in your documents by the deadline.

    - o Moving to an ineligible position.

    - o Working under 30 hours per week.

thank you!

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www.cecpd.org/Provider-Programs