

## SPONSORING ORGANIZATION REGISTRATION

A Sponsoring Organization in the Oregon Professional Development System is a partner within the state childhood care and education infrastructure that provides, coordinates, or facilitates community based training sessions for professionals in the field of childhood care and education. Examples include resource and referral programs, professional organizations, such as OAEYC, PRO, and OACCD, Head Start programs, and child care programs.

1. Administrator's Name: \_\_\_\_\_  
Last First Middle
  2. Administrator's Title: \_\_\_\_\_
  3. Organization Name: \_\_\_\_\_
  4. Mailing Address: \_\_\_\_\_  
Street or PO Box
- 
5. Phone: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_  
City State ZIP County
  6. Administrator's Email Address: \_\_\_\_\_
  7. Organization's Website Address: \_\_\_\_\_
  8. Type of Organization
 

<input type="checkbox"/> Afterschool Program	<input type="checkbox"/> Early Intervention Program
<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Head Start Program
<input type="checkbox"/> Child Care Organization	<input type="checkbox"/> Library
<input type="checkbox"/> Child Care Resource & Referral Program	<input type="checkbox"/> State Agency
<input type="checkbox"/> College or University	<input type="checkbox"/> Teen Parent Program
<input type="checkbox"/> Elementary School	
<input type="checkbox"/> Other: _____	
  9. **LISTSERV SUBSCRIPTION:** Our organization wishes to subscribe to the OCCD Professional Development Listserv. OCCD will use this electronic means of communication to distribute resources and information regarding professional development and adult development for trainers. *(A valid, working email address is required to subscribe to the Listserv.)*  
 Yes       No

*(Turn the page over)*



**10. ACCOUNTABILITY STATEMENT**

As administrator of the Sponsoring Organization:

- I affirm that I have reviewed the information I have provided to the Oregon Center for Career Development in Childhood Care and Education (OCCD), and attest that it is true and accurate, to the best of my knowledge.
- I agree to notify OCCD of any updates or changes to Sponsoring Organization information as they occur (e.g. change of administrator, change of representative, change of address, name change, etc.)
- I agree to follow the established Sponsoring Organization roles and responsibilities regarding offering training sessions conducted by trainers who are presently certified in the Oregon Registry Trainer Program and offering training sessions conducted by trainers who are NOT presently certified in the Oregon Registry Trainer Program.
- I agree to use only registered Sponsoring Organization Representatives.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date signed*

\_\_\_\_\_  
*Printed Name*

