

Oklahoma State Regents for Higher Education
Scholars for Excellence in Child Care (Scholars) Program

★ Agency Profile Form ★

Scholars Program
P.O. Box 108850
Oklahoma City, OK 73101-8850

Toll Free: 866.343.3881
Phone: 405.225.9395
www.okhighered.org/scholars



Complete this form for a change in name, address or employment at a child care facility.

Scholar Information

Social Security #:	Last Name:	First Name:	MI:
Home Mailing Address:		City:	State: Zip Code:
County of Residence:		Home Phone: ()	Cell Phone: ()
E-mail Address:			Drivers License: State issued: Number:

Child Care Facility Information

Facility Name:		Supervisor's Name:		Work Phone: ()
Employer's Mailing Address:		City:	State:	Zip Code: Work Fax Number: ()
Type of Facility: <input type="checkbox"/> Center <input type="checkbox"/> Home	DHS/Tribal Contract Number:	DHS License Number:		Federal Tax ID Number:
Employment Start Date:	Star Rating: <input type="checkbox"/> 1-star plus <input type="checkbox"/> 2-star <input type="checkbox"/> 3-star	Licensed Capacity:	Total Enrolled:	DHS or Tribal Subsidy Children Enrolled: # _____ %
Job Title: Family Child Care Home <input type="checkbox"/> Family Child Care Home Provider (FCCP) <input type="checkbox"/> Family Child Care Home Provider Assistant		Job Title: Child Care Center <input type="checkbox"/> Director/Owner <i>hours worked with children:</i> _____ <input type="checkbox"/> Director/Employee <input type="checkbox"/> Assistant Director <input type="checkbox"/> Master Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant Teacher		Hours Worked per Week:
				Hourly Wage: \$

Required Items Checklist

The following attachments are included with this form:

- Completed Agency Profile Form
- Current Check Stub indicating my hours worked and hourly rate of pay
- Scholars program Scholarship Agreement

And one of the following:

- I have called the Scholar Coordinator at the community college I am attending to let them know of my name, address, or employment change

or

- I have called the Scholars program office 866.343.3881 (toll free) or 405.225.9395 (OKC area) to let them know of my name, address, or employment change

Scholar Participant

Date

Director/Owner

Date