



CBR

**Instructions for Application for Enrollment in the
Child Care Division's
Central Background Registry**

The CHR-601 application is used for:

- New enrollment in the Division's Central Background Registry; or to
- Renew a Registry enrollment; reopen an expired Registry enrollment

Requirements:

You must be enrolled in the Division's Central Background Registry if you are 18 years or older and:

- The owner, operator, employee, or volunteer of a program regulated by the Child Care Division (CCD)
- The operator, employee, or volunteer of an Oregon pre-kindergarten or federal Head Start program
- A contractor or employee of a contractor who provides early childhood special education or early intervention services
- A provider or resident of a registered or certified family child care home
- An employee, regular visitor, or individual who has unsupervised contact with children in a regulated child care facility
- Designated employee or volunteer of a Metro service district
- Designated employee or volunteer of the Safe Home Program

NOTE: Upon approval for enrollment in the Central Background Registry, your status of enrollment will be valid for a period of two (2) years unless suspended or removed from enrollment. Approximately four months before the enrollment expiration date, a renewal application will be mailed to your address on file with the Division.

IMPORTANT: It is your responsibility to notify the Division in writing of a change of address or phone number during the two year enrollment period, so that we may update your information on file. Please include your Central Background Registry enrollment number with all correspondence with the Division.

Application Checklist:

Before submitting your application for Enrollment in the Central Background Registry to the Division, complete the following checklist. Please remove the instruction sheet from the application before sending the form to the Division.

Failure to submit a complete application will delay processing

- Completed and signed form CHR-601 *Application for Enrollment in the Division's Central Background Registry*
- \$3.00 non-refundable application processing fee. **DO NOT SEND CASH.** Check or money order are accepted made payable to the Child Care Division
- Form CO-512 Statement of No Social Security Number (if applicable)
- Written explanation and documentation for response to criminal and/or child welfare background history section of application (if applicable)
- Mail application with original signature and fee to:
**Child Care Division Unit 22
PO Box 4395
Portland OR 97208-4395**

SEE INSTRUCTIONS - "How to complete form CHR-601 Application for Enrollment in the Child Care Division's Central Background Registry"

If you have questions, please call the Child Care Division Central Office at 503-947-1400 or 1-800-556-6616, or go to the Division website at www.childcareinoregon.org for more information.

HOW TO COMPLETE FORM CHR-601 APPLICATION FOR ENROLLMENT IN THE DIVISION'S CENTRAL BACKGROUND REGISTRY

Refer to these instructions as you fill out each section. The application will be considered incomplete if the fee or any required information is missing. An incomplete application will be returned to you and may delay processing time.

SECTION 1 Fee and Application Type	<p>The application processing fee for form CHR-601 is \$3.00 check or money order made payable to the Child Care Division. DO NOT SEND CASH. If fingerprinting is required, additional fees will apply. Processing fees are non-refundable.</p> <p>Indicate what type of application you are submitting. If you are renewing or reopening your Registry enrollment with the Division, please include your Registry number in the space provided at the top of the application. If you are unable to obtain your Registry number, you may contact the Division at 503-947-1400 or 1-800-556-6616 for more information.</p>
SECTION 2 Applicant Information	<p>Please include all applicable information in Section 2 of the form, including your Social Security Number (SSN). The SSN is required for processing the application.</p> <p>If you do not have an SSN, please include a signed form CO-512 Statement of No Social Security Number with your application. You may download this form from the Division website at www.childcareinoregon.org, or call the Child Care Division Central Office at 503-947-1400 or 1-800-556-6616 to request a form be mailed to you.</p>
SECTION 3 Language	<p>Select only one language. If you check "other", please specify the language and/or dialect. However, be advised not all printed materials are available in other languages.</p>
SECTION 4 Employed, Volunteering or Associated	<p>Section 4A: If you are currently employed, volunteering or associated with a licensed child care home, center, or a requesting agency, check "YES" to question number one; OR currently employed, volunteering or associated with a home or center that is planning on becoming licensed, check "YES" to question number two. This applies to individuals who are currently working, volunteering, living in the home, or are a frequent visitor that may have unsupervised contact with children at a licensed (or planning on becoming licensed) child care home, center, or a requesting agency (See definitions below). See examples for types of position descriptions. If both questions do not apply to you, check "NO" to both and go to Section 4B.</p> <p><u>Position Description Examples:</u> Volunteer, Owner, Substitute, Teacher, Aide II, Son, Spouse/Partner, Assistant, Director, Provider, and Other Adult are all examples of position descriptions.</p> <p><u>Defined Positions for ORO enrollment:</u> Executive Director, Director, Head Teacher, Teacher, Aide 1, Aide 2, Assistant, Substitute, and Provider.</p> <p><u>Requesting Agency:</u> A childhood care and education program or individual providing care to children which is regulated by CCD, an early childhood care and education program, or a program that provides early childhood special education or early intervention services.</p> <p><u>Requesting Agency Examples:</u> Pre-kindergarten, Parent-as-Teacher, Early Intervention or Early Childhood Special Education Program funded by the Oregon Department of Education.</p> <p>Section 4B: If you are seeking to be employed, volunteer, or to be associated with a licensed child care home, center, or a requesting agency, check "YES".</p> <p>NOTICE: If you check "NO" to all three questions, the Division is not authorized to process your application and it will be returned to the mailing address you have listed on the application.</p>
SECTION 5 Background Information	<p>Answer "NO" to question number one if you have resided only in Oregon during the previous 18 months. Permanent established residency is not affected by out-of-state vacation periods.</p> <p>If you answer "YES" to question number one, the Division may send you a fingerprint packet with specific instructions. There is an additional processing fee for fingerprints.</p> <p>If you answer "YES" to questions two, three, or four, please read carefully the section "IMPORTANT" on the application for further instructions.</p>
SECTION 6 Authorization Statement	<p>An original signature is required in order to process the application.</p>



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Application for Enrollment in the Child Care Division's Central Background Registry

Section 1: Application Type and Fee \$3.00 Fee is non-refundable. Include a check or money order (DO NOT SEND CASH)

NEW- No previous enrollment, RENEW- R, REOPEN- R

Section 2: Applicant Information

Last Name, First Name, Middle, DOB, Gender, SSN, Other Names Used, Physical Address, Mailing Address, City, State, Zip, County of Residence, Drivers License No, Issue State, Email, Phone No

Section 3: Preferred Language NOTE: Not all Division materials are available in other languages

English, Spanish, Vietnamese, Russian, Chinese, Other

Section 4: Employment, Volunteer, or Association

Section 4A:

- 1) Are you currently employed, volunteering, or associated with a licensed child care home, center, or requesting agency?
2) Are you currently employed, volunteering, or associated with home or center that is planning on becoming licensed?

IF "YES", COMPLETE FACILITY INFORMATION BELOW. IF "NO", GO TO SECTION 4B

Facility Name, Physical Address, CCD License or ID No, Phone No, Position or Relationship

Section 4B:

Are you seeking to be employed, volunteer, or be associated with a licensed child care home, center, or requesting agency?

Section 5: Background Information (use additional page if necessary)

- 1) Have you lived outside of Oregon anytime during the last 18 months before today's date?
2) Have you ever been convicted of any crime (Misdemeanors or felonies)?
3) Have you been arrested or cited for a crime that has not been resolved, or are you in a diversion program?
4) Have you ever been part of a child abuse or child neglect investigation?

IMPORTANT: If you answered "YES" to questions two, three, or four, please list the specific incident(s) on a separate piece of paper. Describe the circumstances surrounding the incident(s), including associated legal, court proceedings or results of the investigation, and a description of any personal changes you have made to address the issues that led to the incident(s).

Section 6: Authorization Statement

I have read and understand the instructions for completing this form. I authorize the Division to use my Social Security Number as identification for the background checks. I understand that the Division will conduct a criminal history and child welfare background check on me.

I understand that by enrolling in the Division's Central Background Registry for one of the defined positions (see instruction form for list of defined positions) that I will automatically be enrolled in the Oregon Registry Online (ORO), a system that manages training and education records for licensing requirements.

Signature

Date

FOR DIVISION REPRESENTATIVE TO COMPLETE

Table with columns: Run Date/Initials, Pending, Approve Date/Initials, C&C: Y N Intake Initials, R, CPS, LEADS, FBI, Deny Date, Withdraw Date

Mail completed, signed application and fee to: Child Care Division Unit 22 PO Box 4395 Portland OR 97208-4395