

**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.

Fingerprints Requirement

An FBI check is required in the following situations:

- Applicant has lived outside the state of Oregon in the last 18 months
- An Oregon State Police computerized criminal history check indicates a multi-state offender status
- The division has obtained information that you have committed a crime in another state

Application Checklist:

Before submitting your application for Enrollment in the Central Background Registry to the division, complete the following checklist. 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 ON BACK- "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

<p>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.</p>	
<p>SECTION 1 Fee and Application Type</p>	<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>
<p>SECTION 2 Applicant Information</p>	<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>
<p>SECTION 3 Language</p>	<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>
<p>SECTION 4 Employed, Volunteering or Associated</p>	<p>Section 4A: If you are currently employed, volunteering or associated with a licensed child care facility or a requesting agency, check "YES". 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 child care facility, or a requesting agency (See definition below). Complete facility information below. See examples for types of position descriptions. If this does not apply to you, check "NO" 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 facility or a requesting agency, check "YES".</p> <p>NOTICE: If you check "NO" to both 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>
<p>SECTION 5 Background Information</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. See instructions on page one of this form in the section "Fingerprints Requirement" for additional information.</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>
<p>SECTION 6 Authorization Statement</p>	<p>An original signature is required in order to process the application.</p>



CBR

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)

<input type="checkbox"/> NEW - No previous enrollment	<input type="checkbox"/> RENEW - R _____ Enrollment to expire within 4 months	<input type="checkbox"/> REOPEN - R _____ Enrollment is expired or closed
--	---	---

Section 2: Applicant Information

Last Name		First Name		Middle	DOB (mm/dd/yy)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	SSN (required)			Other Names Used (aliases)	
Physical Address			Mailing Address (if different)		
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:

Are you currently employed, volunteering, or associated with a licensed child care facility or requesting agency? YES NO
(see Section 4 on how to complete the application for definitions of "employed, volunteering, associated, and requesting agency")

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 facility or requesting agency? YES NO
(see Section 4 on how to complete the application for definitions of "employed, volunteering, associated, and 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? YES NO
- 2) Have you ever been convicted of any crime (Misdemeanors or felonies)? YES NO
- 3) Have you been arrested or cited for a crime that has not been resolved, or are you in a diversion program? YES NO
- 4) Have you ever been part of a child abuse or child neglect investigation? UNSURE YES NO

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). You must indicate the YEAR and the STATE in which the incident(s) occurred. If you answered UNSURE, you may provide any additional information or documentation you choose.

Section 6: Authorization Statement

I have read and understand the instructions for completing this form. I understand that the division will conduct a criminal history and child welfare background check on me. I authorize the division to obtain information about me from the Federal Bureau of Investigation, law enforcement agencies, courts, and the Department of Human Services Child Welfare. I certify that the information I have provided is correct and complete. I understand that if I give false or incomplete information, I may be denied enrollment in or removed from the Registry. I authorize the division to use my Social Security Number as identification for the background checks.

By enrolling in the division's Central Background Registry for one of the defined positions (see instruction form for list of defined positions), I understand that I will be automatically enrolled in the Oregon Registry Online (ORO). ORO is a system that will manage your training and education records for licensing requirements and personal professional development. ORO representatives will undertake all necessary precautions to ensure that only authorized personnel will be able to access confidential information. Confidential information will not be disclosed for any purposes other than described here and as authorized by law.

By your signature, you consent to the disclosure of your individual contact and training/education information to authorized personnel with the Child Care Division, Oregon Center for Career Development, Department of Human Services, and/or the Oregon Child Care Resource and Referral Network and local child care resource and referral programs. If you do not wish to be enrolled in ORO, you must send a written request to Oregon Registry Online, 875 Union St NE, Salem OR 97311 to opt out.

Signature

Date

FOR DIVISION REPRESENTATIVE TO COMPLETE

	Run Date/Initials	Pending	Approve Date/Initials	C&C: <input type="checkbox"/> Y <input type="checkbox"/> N Intake Initials:	R
CPS:		<input type="checkbox"/>		Conditional Enroll Date:	
LEDS		<input type="checkbox"/>		Date of Final Approval:	
FBI:		<input type="checkbox"/>		Deny Date:	Withdraw Date:

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