

## CENTRAL BACKGROUND REGISTRY

All new employees in any child care program in Oregon are required to be enrolled in the State of Oregon's Central Background Registry. Employment could be subject to fingerprinting and criminal records checks, as required by ORS 18J .537, and Child Protective Services records checks.

If you are not currently enrolled, we can provide you with a copy of the criminal records consent form which you must complete and send to the Child Care Division, along with a \$3.00 fee. You may *also* go online at [www.childcareinoregon.org](http://www.childcareinoregon.org) and fill out an online application. To check if you are currently enrolled, call 1-800-556-6616.

You will be notified by mail of your enrollment and the enrollment dates. Enrollment will be for a period of two years; you will be notified by the state when you must enroll again. You must inform the state if you change your address. Please bring in a copy of your letter of enrollment as initial documentation. We are required to contact the Child Care Division to confirm your enrollment before you can be considered for employment.

In some cases, FBI criminal records must also be checked. For example, if you have lived in Oregon less than 18 months, the state requires the FBI check to be done. If you are approved through the Oregon State Police and Child Protective Services, you can be conditionally enrolled in the Registry; in that case you *can* be employed while waiting for the FBI check to be completed.

There are some costs involved in the FBI check, if it is required. The cost for the fingerprints is around \$20. The cost for the actual check of FBI criminal records is \$46. We appreciate that it might be difficult to afford those costs when you are seeking employment. It is, however, a requirement of your employment in any child care program in our state. If we hire you for a permanent position, we will reimburse you for those costs after 90 days of employment.

Fruit & Flower Child Care Center cannot hire any individual who is not enrolled in the 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**

- D** Completed and signed form CHR-601 *Application for Enrollment in the Division's Central Background Registry*
- D** \$3.00 non-refundable application processing fee. **DO NOT SEND CASH.** Check or money order are accepted made payable to the Child Care Division
- D** Form C0-512 Statement of No Social Security Number (if applicable)
- D** Written explanation and documentation for response to criminal and/or child welfare background history section of application (if applicable)
- D** 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](http://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><b>SECTION 1</b> 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><b>SECTION 2</b> 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 C0-512 Statement of No Social Security Number with your application. You may download this form from the Division website at <a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>, 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><b>SECTION 3</b> 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><b>SECTION 4</b> Employed, Volunteering or Associated</p>	<p><b>Section 4A:</b> 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 48.</p> <p><b>Position Description Examples:</b> Volunteer, Owner, Substitute, Teacher, Aide II, Son, Spouse/Partner, Assistant, Director, Provider, and Other Adult are all examples of position descriptions.</p> <p><b>Defined Positions for ORO enrollment:</b> Executive Director, Director, Head Teacher, Teacher, Aide 1, Aide 2, Assistant, Substitute, and Provider.</p> <p><b>Requesting Agency:</b> 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><b>Requesting Agency Examples:</b> Pre-kindergarten, Parent-as-Teacher, Early Intervention or Early Childhood Special Education Program funded by the Oregon Department of Education.</p> <p><b>Section 48:</b> 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><b>NOTICE:</b> 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>
<p><b>SECTION 5</b> Background Information</p>	<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>
<p><b>SECTION 6</b> 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"/> <b>NEW-</b> No previous enrollment	<input type="checkbox"/> <b>RENEW-</b> R _____ Enrollment to expire within 4 months	<input type="checkbox"/> <b>REOPEN-</b> R _____ Enrollment is expired or closed
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**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:

- 1) Are you currently employed, volunteering, or associated with a licensed child care home, center, or requesting agency? **DYES DNO**
- 2) Are you currently employed, volunteering, or associated with home or center that is planning on becoming licensed? **DYES DNO**  
(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 home, center, or requesting agency? **DYESDNO**  
(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 \_\_\_\_\_)

- 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)? **DYES DNO**
- 3) Have you been arrested or cited for a crime that has not been resolved, or are you in a diversion program? **DYES DNO**
- 4) Have you ever been part of a child abuse or child neglect investigation? **D UNSURE DYES DNO**

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 authorize the Division to use my Social \_\_\_\_\_ for the background checks. I understand that the Division will conduct a \_\_\_\_\_ and child welfare background check on me. I \_\_\_\_\_ the Division to obtain information about me from the Federal Bureau of Investigation, law enforcement agencies, courts, the Department of Human Services Child Welfare, and child protective service agencies in other states. 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 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. I understand that my individual contact and training and education information may be disclosed to authorized personnel with the Division, Oregon Center for Career Development, Department of Human Services, Oregon Child Care Resource and Referral \_\_\_\_\_, and local child care resource and referral \_\_\_\_\_

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 Child Care Division Unit 22 PO Box 4395 Portland OR 97208-4395