

THE BAR CODE ABOVE MUST REMAIN ON THE COVER SHEET.



Attach this cover sheet to the top  
of training documents you submit

## Oregon Registry Online Training Cover Sheet

Check this box if you want your personal information to be updated. Changes will be made to your official Central Background Registry (CBR) record as well as to your ORO account.

|  |  |                            |                                   |     |
|--|--|----------------------------|-----------------------------------|-----|
| Full Legal First Name  |  | Middle Name                | Last Name                         |     |
| Former Name(s)   |  | Date of Birth (mm/dd/yyyy) | Email Address                     |     |
| <b>Home Physical Address</b>                                 |  |                            |                                   |     |
| Street   |  | City                       | State                             | Zip |
| Mailing Address(if different)                                |  |                            |                                   |     |
| Street   |  | City                       | State                             | Zip |
| CBR Number: R  |  |                            | Home Phone                        |     |
| Facility Name/Facility License Number where you are working: |  |                            | Total pages (including this page) |     |
| <b>Signature of person completing this form:</b>             |  |                            |                                   |     |

**NOTICE:** All individuals can upload documents and view their Oregon Registry training account by logging into myORO at: [my.oregonregistryonline.org](http://my.oregonregistryonline.org)

**To Help Your Documents Get Processed Quickly:**

- Consider uploading your own documents directly to ORO: [my.oregonregistryonline.org](http://my.oregonregistryonline.org)
- Please ensure this training cover sheet is filled out completely and accurately.
- Use your legal name, not your nickname. Include former names.
- Use only black ink when filling out this form.
- **Do not use staples.** Paper clips are fine to use if you choose, but are not needed.

AS YOU COMPLETE TRAINING, PLEASE SEND THIS COMPLETED FORM WITH **CLEAR & READABLE COPIES** OF YOUR TRAINING AND EDUCATION DOCUMENTATION TO:

**Portland State University – OCCD  
Oregon Registry Online  
PO Box 751  
Portland OR 97207-0751**