



# Office of Child Care's Central Background Registry

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## **Who must be enrolled in the Central Background Registry (CBR)?**

All child care staff and any individual who may have unsupervised access to child care children e.g. adults living in the home, volunteers, maintenance staff, the owner, office staff, and regular visitors.

## **What documentation must I have before someone begins work at the facility unsupervised?**

You may not start an employee in the facility until you have documentation from the Office of Child Care that the individual is enrolled in the CBR. Documentation can be obtained by calling the Office of Child Care at 1-800-556-6616 and confirming that the individual is enrolled in the CBR. You should then link the individual to your facility. Once you have linked the individual to your facility, a confirmation letter will be sent directly to the facility. This letter must be kept in the employee's file, in the child care facility. A copy of the enrollment letter that is sent to the individual is insufficient documentation for hiring and retention purposes.

## **What must I do if I receive notification that an individual has been suspended or removed from the CBR?**

An individual who has been suspended or removed from the CBR cannot be on the premises. If the individual is on site when you receive the notification, the individual must leave the premises and not return until you have received notification from the Office of Child Care that the individual is cleared to be on the premises.

## **What must I do if I receive notification that an individual has been expired from the CBR?**

An individual who has been expired cannot live in or be associated with a licensed child care facility or organization. The individual must re-enroll in the CBR immediately.

## **What should I communicate to my staff about the CBR?**

You should communicate the importance of sending in a CBR renewal application so OCC receives it at least 14 days prior to expiration and the importance of notifying the Office of Child Care of any address or name changes within 30 days of the change.

## **The person I want to hire is not yet in the CBR, is there an alternative to mailing the application?**

The individual can apply online at [www.oregonearlylearning.com](http://www.oregonearlylearning.com).

## **When I call the Office of Child Care to confirm that an individual is enrolled in the CBR, what information do I need to have ready to give them?**

In order to accurately verify the identity of an individual, the Office of Child Care will need the person's first and last name, and one of the following: their date of birth, current address, or last four digits of their social security number.

## **What does the background check process consist of?**

The processing includes background checks through the Oregon State Police, the Department of Human Services Child Protective Services, fingerprint based background check with the Federal Bureau of Investigation, and sex offender registries. In addition, if the individual resides out of state or has resided out of state within the last five years additional criminal, sex offender registries, and child protective services checks will be conducted.

## **What is "conditional enrollment" in the CBR?**

An individual may be conditionally enrolled in the CBR pending the results of an FBI criminal records check if the individual has been initially approved by the Office of Child Care and the individual's fingerprints have been submitted to the FBI. During conditional enrollment, the individual may work or be associated with your child care facility or live in the registered or certified family child care home but must not have any unsupervised access to children. The facility must have a written plan for supervision of the individual to ensure no unsupervised access to children.

## **If I hire a 17-year-old as an assistant or aide in my facility, or have a 17-year-old son or daughter living in my child care home, what is required when they turn 18?**

Four to six weeks before the individual's 18th birthday, they must complete and submit an application to be enrolled in the CBR. If an individual turns 18 years old and is not enrolled in the CBR, they cannot continue to work or be associated with your child care facility or live in the registered or certified family child care home.