

RULE GUIDANCE

Staff Records for Certified Family Child Care (CF)



LICENSE TYPE AND RULES

Certified Family Child Care (CF)

OAR 414-350-0080(1)(i)(A-F); OAR 414-350-0100(4); OAR 414-350-0115(5); OAR 414-350-0120(7)

WHY THESE RULES ARE IN PLACE

The intent of these rules is to verify that the provider made the effort to ensure their staff met Office of Child Care (OCC) requirements before allowing them to work at the child care program. There are multiple ways a provider can show this to OCC licensing specialists.

Since Oregon Registry Online (ORO) and the Staff Qualification and Training Log (SQTL) were developed, licensing specialists can verify training, and in some cases staff qualifications, through ORO. Therefore, the rule is flexible and there are various ways to show compliance.

HOW THIS MAY LOOK IN YOUR PROGRAM

OAR 414-350-0080 (A) Qualifications for the position, as specified in OAR 414-350-0100 & 0110.

As long as the program shows evidence that they have verified that the staff member is qualified for the position that they are filling, it is acceptable. For providers themselves, verification of past child care license will serve as verification, if applicable.

Examples of evidence may include: resume, CDA certificate (does not have to be current), degree certificate or ORO step verification certificate, etc.

- If transcripts are used, qualifying classes should be highlighted and the credit hours should be totaled. The college credits need to be in the specific areas mentioned in the rule book.
- If payroll records or time sheets are used, the number of working hours should be totaled and easy to verify, and should clearly show the required 1500 hours of qualifying teaching experience, as specified in OAR 414-350-0010(28) for provider, in OAR 414-350-0100(8)(h) for substitute provider, and in OAR 414-350-0110(5)(c) for Assistant II.
- If reference checks/notes regarding telephone conversations are used, there should be a written statement that the facility called past employers to verify the position held, length and dates of employment. They can also note the name of the person they talked to, as well as hours the staff members worked and the ages of the children they worked with.
- If a degree, transcript and/or experience is from a different country, it might be accepted as long as the experience appears to be with the same age group an employee will be working with. Degrees or transcripts can be sent to ORO for evaluation or for a step assignment.

OAR 414-350-0080(B) Current health-related training, such as CPR and First Aid, as specified in OAR 414-350-0100(3).

There are several ways a program can demonstrate compliance with this requirement. A program can use training certificates, cards, SQTL, or the employee's professional development statement (PDS) through ORO. Note: The use of PDSs is not encouraged since they are considered confidential documents. However, if an employee agrees to share the document with the owner/provider, it could be used as a form of verification of training.

414-350-0080(C) Training as required in OAR 414-350-0115 (5); 414-350-0100 (4); 414-350-0120 (7).

The rules states "shall document" and "must have documentation" that the training has occurred, so acceptable verification is not limited to a training certificate. Some other examples include: transcripts, current copy of the SQTL or individual's PDS are acceptable forms of documentation. If transcripts are used, qualifying classes can be highlighted. The college credits need to be in the specific

areas mentioned in the rule book. Note: All trainings have to be submitted to ORO for verification and to receive training hours.

414-350-0080(D) Current enrollment in the Central Background Registry (CBR).

A written letter from OCC is the required verification. This letter must be addressed directly to the facility, rather than the person, to ensure authenticity. Before a new staff member can start working at the certified home, the provider, owner or other staff member in charge must call OCC to verify a new employee's enrollment in the CBR. If they are enrolled, they must be linked to the facility with a correct hire and position start date. The employee can start working on site prior to receiving the official confirmation letter from OCC as long as the employee has been linked to the program. If an employee provides their CBR confirmation letter to the provider AND the individual is linked to the certified home AND their name shows on the SCTL or the pre-visit report, this is acceptable for the employee to start working. However, the letter from OCC should be on file as soon as possible, and there is still a need to call OCC to obtain that confirmation letter for the new hire.

414-350-0080(E) Current food handler's certification pursuant to ORS 624.570, when required.

Current food handler's certificate has to be submitted to ORO for verification.

414-350-0080(F) Caregiver participation in an orientation to the provider's policies and practices and these administrative rules.

Certificate or ORO-approved checklist has to be in the staff member's file. If a staff member would like to count two hours of orientation as part of the 15 clock hours of required training, they can submit the orientation certificate or the ORO-approved checklist to ORO for verification. The orientation document has to be issued for 2 hours, have the certified home's name, license number, individual's name, and signatures of the staff and provider or designee to be accepted by ORO.

OCC LICENSING SPECIALIST MAY REVIEW (IF APPLICABLE)

Staff Records

ADDITIONAL INFORMATION

Personnel records may be stored electronically or in paper format. All requirements of the rule still apply for the electronically stored records. When electronic records are used, they must have all of the information listed in OAR 414-350-0080(1)(i)(A) – (F). These records must be immediately available to OCC staff at all times. Substitute providers must have the ability to access electronic records when the provider is absent.

This is also applicable to programs that have multiple sites owned by the same owner. They may keep the official personnel file for their staff at their main office. However, each site must have a file on site (electronic file is acceptable) that includes the following information for the staff that work at that site:

- Staff qualifications
- Written verification that the staff has all safety set trainings required for their position: Food Handlers, Recognizing and Reporting Child Abuse and Neglect (RRCAN), first aid and CPR, Introduction to Health and Safety training, Safe Sleep
- Verification of enrollment in the Central Background Registry

OPTIONAL RESOURCES

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Division 350 [Certified Family Child Care Homes](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.

Original Issue Date: Mar 2022

Updated: Mar 2022
