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# Central Background Registry (CBR) Enrollment Checklist

Supporting new and renewing applicants to ensure timely enrollment in the CBR

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## CBR Enrollment Status Definitions:

- **Active Enrollment** - means approval for a 5 year period to be enrolled in the CBR *following* an Oregon State Police criminal records check, child abuse and neglect records check, checks of adult protective services and foster care certification, and an FBI records check.
  - **Conditional Enrollment** - means temporary approval to be enrolled in the CBR *following* an Oregon State Police records check and child abuse and neglect records check, but before the results of the required FBI records check. Conditional enrollment is valid for 1 year. Conditionally enrolled individuals must be supervised by an actively enrolled individual at all times in a child care facility.
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## Checklist:

- ✓ **Has the applicant completed the application (paper or online)?** The applicant must make sure that all required information is filled out and accurate.
  - The following sections need to be filled out:
    - Name
    - Date of birth
    - Gender
    - Social security number (or statement of no social security number)
    - Physical address
    - Current email address (if available)
    - Sections 4 and 5
    - Signature
    - Out-of-state information form (if they answered yes to question 1 in Section 5)
  - Including a current email address on the application may speed up the process by allowing the applicant to receive the fingerprinting information in an email.
- ✓ **Has the applicant listed an out-of-state address as their primary or mailing address?** If so, they *will not qualify for conditional enrollment* and will not be allowed on site until they are actively enrolled.
- ✓ **If applicable, did the applicant receive and submit out-of-state paperwork?** If the applicant has lived out-of-state in the last 5 years, the applicant must submit the out-of-state paperwork to the Office of Child Care (OCC) as required to complete the application. The applicant must review carefully, ensuring that all instructions are followed correctly. The applicant can call OCC if they have questions at 1 (800) 556-6616 or email [occ.customerservice@ode.oregon.gov](mailto:occ.customerservice@ode.oregon.gov).
- ✓ **Has the applicant received their fingerprinting letter and scheduled an appointment?**
  - If not, ask if they used their correct email or USPS address to receive the fingerprinting letter.
  - Suggest to the applicant to check their junk email inboxes for a copy of the fingerprinting letter.
  - Ensure the applicant knows how to schedule a fingerprinting appointment by following the instructions on the letter.

- ✓ **Did the applicant schedule their fingerprinting with the correct fingerprinting code?** The applicant should schedule fingerprinting as soon as possible after receiving the fingerprinting letter to move the application process forward.
    - The applicant must use the correct code provided by OCC in the letter they receive.
    - The applicant must use the digital printing process through field print offices or have clearance from OCC to use an alternate method.
  - ✓ **If applicable, has the applicant responded timely to a request from OCC? A response or additional information may be needed to process the application.** Suggest to the applicant to check email/mail (including junk folders) regularly in case OCC needs more information.
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**Other important things to note:**

- If a renewal application for an applicant who is actively enrolled in the CBR is *received by OCC **more than 14 days*** prior to the expiration date, the current active CBR enrollment will not expire.
- Due to considerations of confidentiality, OCC is unable to give detailed information regarding an applicant's CBR processing directly to their employers and program directors. If questions arise, have the applicant call OCC to get the information they need.
- There may be times in which OCC may not issue a conditional CBR status. If this happens, the applicant will not be able to work until fully enrolled (active status).
- If an applicant has moved or moves during their enrollment period, have them submit a change of address form with OCC ([Change of address form](#)). Updating an address with Oregon Registry Online (ORO) will not update their address with OCC.
- If experiencing a delay in CBR processing, applicants should contact Office of Child Care Customer Service at 1 (800) 556-6616 or email [occ.customerservice@ode.oregon.gov](mailto:occ.customerservice@ode.oregon.gov).