

Oregon Central Background Registry Online

Go to: <https://oregonearlylearning.com/providers-educators/providers-educatorscbr/#apply1>

Click: **Begin Online Application**

The screenshot shows a web browser window displaying the Oregon Central Background Registry Online application page. The browser's address bar shows the URL: <https://oregonearlylearning.com/providers-educators/providers-educatorscbr/#apply1>. The page header includes the Oregon Department of Education Early Learning Division logo and navigation links: [BECOME A PROVIDER](#), [CENTRAL BACKGROUND REGISTRY](#), [FIND A PROGRAM](#), [ENGAGEMENT & FEEDBACK](#), [CONTACT](#), and [SELECT LANGUAGE](#). The main navigation menu includes [PARENTS & FAMILIES](#), [PROVIDERS & EDUCATORS](#), [ADMINISTRATION](#), [EARLY LEARNING COUNCIL](#), and [NEWS & RESOURCES](#). The page title is "CENTRAL BACKGROUND REGISTRY".

4. YOU MUST have a valid visa or MasterCard.

The information you will need to complete the application online:

1. If you have a driver's license or DMV-issued ID number, please include it on your application.
2. If you are currently working for a licensed child care facility or Head Start program, the following information is required:
 - o facility license number
 - o facility name
 - o facility address
 - o facility phone number
3. If you have any convictions or have been cited for a crime that has not been resolved, you will need the following information to complete the online application:
 - o date of the crime (month and year)
 - o what the crime was
 - o circumstances surrounding crime
 - o information about legal or court proceedings
 - o description of any personal changes you have made to address the issues that led to the crime

[Begin Online Application](#)

Please be sure to indicate a current mailing address on your application. Most correspondences by the Early Learning Division, Office of Child Care will be by mail. Applications successfully submitted by 4:00 p.m. will be received the following business day for processing. If you have questions, please contact the Office of Child Care prior to applying online.

For best results, we strongly encourage that you complete this online application using either a desktop or laptop computer and a full featured browser such as Internet Explorer, Firefox or Chrome.

Let us know what you think of the online application process by taking a minute to send us your feedback.

AGGREGATED REPORTS EMERGENCY PREPAREDNESS CONTACT

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Click: **Continue**



Central Background Registry

On-Line Application System

THIS APPLICATION CONTAINS A SWORN STATEMENT AND MAY ONLY BE COMPLETED BY THE INDIVIDUAL APPLYING FOR ENROLLMENT.

**Please note: You will have 30 minutes to complete each screen.
Before you begin the application, please have the following information available:**

- You must be at least 18 years of age (or within 6 weeks of turning 18)
- Social Security Number
 - If you have never been issued a social security number, you must fill out a [Statement of No Social Security Number form](#) and a [Printed Central Background Registry Application](#) and mail both to the Office of Child Care with the \$35 fee.
- Driver's License Number/DMV Issued ID number
- If you have any convictions, have been arrested or cited for a crime that has not been resolved, or have ever been part of a child abuse or child neglect investigation, we will need the following information to complete your application:
 - Date of the incident
 - What the incident was
 - What state the incident occurred in
 - Circumstances surrounding the incident
 - Legal, court proceedings, or results of the investigation
 - Description of any personal changes you have made to address the issues that led to the incident
- Valid Visa or MasterCard, and the expiration date
 - Please be aware, all fees are non-refundable.

[Return to Early Learning Division Website](#)

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Central Background Registry

Getting Started

Instructions

You may ONLY choose one option below. If at any time you have questions, please call the Office of Child Care at 503-947-1400 or 1-800-556-6616. You will have 30 minutes to complete each screen.

If you have not completed the page within 30 minutes, you will time out and the information you've entered will be lost.

Why are you applying for enrollment in the Office of Child Care's Central Background Registry?

- I am employed, volunteering, or associated with a licensed child care facility or requesting agency.
- I have been specifically requested by the Oregon Zoo to apply for enrollment in the Central Background Registry for employment or volunteer work with the Oregon Zoo. Code:
- I have been specifically requested by the Safe Families and Children Programs to apply for enrollment in the Central Background Registry for employment or volunteer work. Select Requestor Agency...
Enter your Code:
- I am a Child Care Block Grant contractor. Select Contract Type...
- I am applying for work, plan to volunteer or be associated with a licensed child care facility or requesting agency.
- I plan to open a licensed child care facility within the next three months.
- None of the above

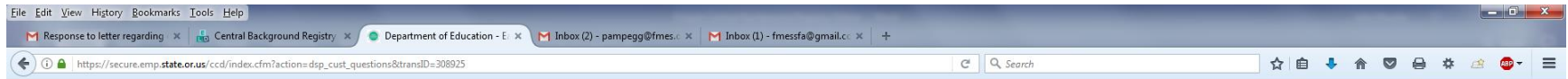
[Cancel and Return to Early Learning Division Website](#)

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Click:

I am employed, volunteering, or associated with a licensed child care facility or requesting agency.

Fill in all information.



Central Background Registry

Customer Information

IMPORTANT! Please do not continue if you DO NOT have a valid social security number. Click the "Cancel and return to Office of Child Care Website" link at the bottom of this page. You can complete a "fill-in-the-blank" form and mail to Office of Child Care.

* Indicates required information. You will not be able to continue with the application if information is missing. Include all information that is available to you, even if not required.

Click the HELP button next to the field for additional information. NOTE: You must have Javascript enabled in order to use this system.

* Date of Birth: Month Day Year:

* Social Security Number: ? Help

* First Name: ? Help

Middle Name:

* Last Name: ? Help

* Are you known by any other names (alias)? Yes No ? Help

* Gender: Select...

Driver's License/
DMV Issued ID Number: ? Help

DMV License or ID Issuing State: Select... ? Help

Preferred Language: English

[Cancel and Return to Early Learning Division Website](#)

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When you are asked for a code or number for our school, remember to write 000233. After you fill these pages out and pay \$35.00 you are done. They will send you information about how to get your finger printing done.