



Oregon Employment Department  
Child Care Division's  
**Central Background Registry**

Registry Information for Child Care Facilities

**CHR-611 01/01/10**



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# INTRODUCTION

The purpose of the Child Care Division's Central Background Registry is to ensure that all individuals working in or associated with child care facilities and other early childhood care and education programs in Oregon have received criminal history and child protective services records checks and have been determined suitable to work with children.

OAR 414-061-0000 – 414-061-0120 are the administrative rules which set forth the requirements for enrollment in the Registry, as well as the requirements with which facilities must comply in regard to staffing.

**IT IS IMPORTANT TO NOTE THAT A CHILD CARE FACILITY CANNOT HIRE OR RETAIN ANY INDIVIDUAL WHO IS NOT ENROLLED IN THE DIVISION'S CENTRAL BACKGROUND REGISTRY.**



## ***Which Organizations Must Comply with Registry Rules?***

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Both state statute and administrative rules specify which agencies must hire only individuals who are enrolled in the Central Background Registry. These agencies are:

- Programs regulated by the Child Care Division, eg, certified child care centers, certified family child care homes, and registered family child care homes; and
- Childhood care and education programs funded by the federal ACF Head Start Branch under 45 CFR Part 1301-1308; and
- An Oregon Department of Education pre-kindergarten program or parent-as-teacher program; and
- An agency contracting with the Oregon Department of Education to provide early intervention or early childhood special education services.

The Child Care Division is not authorized to enroll individuals in the Registry from other organizations, programs, or groups. Enrollment is limited to only the above organizations and programs.

## ***Who Must Be Enrolled in the Division's Central Background Registry?***

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Both state statute and administrative rules specify which individuals must be enrolled in the Registry. However, child care facilities are encouraged to refer to their respective administrative rules for specific information regarding the Central Background Registry.

The statute states that the following individuals are considered "subject individuals" and must be enrolled:

- The owner, operator, employee, or volunteer of a program regulated by the Child Care Division (CCD)
- The operator, employee, or volunteer of an Oregon pre-kindergarten or federal Head Start program
- A contractor or employee of a contractor who provides early childhood special education or early intervention services
- A provider or resident of a Registered or Certified Family Child Care Home
- An employee, regular visitor, or individual who has unsupervised contact with children in a regulated child care facility
- Designated employee or volunteer of a Metro service district

It should be noted that the Division is not authorized to enroll all individuals in an agency. This list refers to only individuals who are connected to the provision of child care. For example, if a YWCA has a child care program, staff working in that program must be enrolled in the Central Background Registry. Other staff of the YWCA who work in other programs but are not related to the child care program are not eligible for enrollment in the Registry.

## ***Requirements of Child Care Facilities***

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As outlined in OAR 414-061-0060 (Central Background Registry administrative rule), a child care facility must comply with the following:

- Your application form for employment must contain a notice to employees and other individuals who must be enrolled in the Registry that employment is subject to a criminal records and child protective services records checks and fingerprinting;
- **You may not hire or retain an individual until you have documentation from the Child Care Division that the individual is enrolled or conditionally enrolled in the Registry. This is a confirmation letter sent directly to the facility. A copy of the enrollment letter that is sent to the individual is INSUFFICIENT documentation for hiring and retention purposes. Call the Division at 503-947-1400 or 1-800-556-6616 to verify individuals enrolled in the Registry and receive confirmation directly.**
- You may hire an individual on a probationary basis if the individual is conditionally enrolled in the Registry;
- You may hire an individual on a permanent basis if the individual is enrolled in the Registry;
- **You cannot continue to employ an individual who has been removed from the Registry;**
- You may allow an individual who is not yet enrolled in the Registry to participate in training, orientation, and work activities **IF** participation is:
  - At a location other than the child care facility; or
  - Takes place when children are not present and the individual is not in contact with any children.

In addition, you must:

1. Prior to hiring a new staff member or using a substitute provider, call the Division at 503-947-1400 or 1-800-556-6616 to confirm that the individual is enrolled in the Registry. The Division will then send you a confirmation letter showing that the individual is enrolled in the Registry, and linked to your facility.



2. Include the confirmation letter that shows the individual is linked to your facility (not a copy of the individual's enrollment letter) in their personnel file.
3. Ensure that staff, adults living in the home, and/or frequent visitors to a Registered or Certified Family Child Care Home that are over the age of 18 years are enrolled in the Registry at all times.
4. Remove staff and/or adults in your facility from the premises whose Registry enrollment has expired, who have been removed from the Registry, or whose renewal application for enrollment has been denied.

**The Child Care Division also encourages you to help staff understand the following:**

- The importance of sending in a Registry renewal application in a timely manner;
- The importance of including the name, address, and phone number of your facility on the renewal application; and
- The importance of notifying the Division of any address changes in a timely manner.

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## ***Frequently Asked Questions***

**1. Question:**

The person I want to hire is not yet in the Registry. In order to speed up the process, can I have the person drive to the Division's Central Office in Salem to complete an application in person, and then receive and return a fingerprint packet right away?

**Answer:**

An individual can come to the Division's Central Office in Salem and fill out an application, rather than mailing it to the Portland OR PO Box, but this will not "rush" the application process, or save any mailing time. The Federal Bureau of Investigation (FBI) fingerprint packet will not be given to the applicant at that time, it is mailed to the address listed on their application.

**2. Question:**

When I call the Division to confirm that an individual is enrolled in the Registry, what information do I need to have ready to give them?

**Answer:**

In order to accurately verify an individual, the Division will need the person's first and last name, their date of birth, and current address. A social security number is confidential information and the Division will not use this number to verify if an individual is enrolled in the Registry.

**3. Question:**

What is “conditional enrollment” in the Division’s Central Background Registry?

**Answer:**

An individual is conditionally enrolled in the Registry if they have been approved through Oregon State Police and the Department of Human Services (child protective services) but will need an FBI records check because the residency requirement of the Registry. Once the individual submits the fingerprint card (but before the Division receives back the results from FBI), the individual is conditionally enrolled and can work or be associated with your facility with no restrictions.

**4. Question:**

If a person I called on about six months ago applies for a position today, do I have to make a second call to the Division to check and see if they are enrolled in the Registry?

**Answer:**

Yes. Each time you are considering someone for employment, you must check with the Division to verify and their enrollment status. This is to ensure that we know where the individual is currently working, and that you know that they have not been removed from the Registry since the last time you called.

**5. Question:**

Do volunteers need to be enrolled in the Registry?

**Answer:**

Most of the time they do. Under a few circumstances, they do not. Check your facility administrative rules. If you still have a question, contact your licensing specialist or the Division’s Central Office in Salem at 503-947-1400 or 1-800-556-6616.

**6. Question:**

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?

**Answer:**

One month before the individual’s 18<sup>th</sup> birthday, they must complete and submit an application to be enrolled in the Registry. If an individual turns 18 years old and is **not** enrolled in the Registry, they cannot continue to work or be associated with your child care facility.

**7. Question:**

Where can I get more information or get my questions answered?

**Answer:**

If you are a licensed certified child care facility, contact your licensing specialist. For all other calls, contact the Child Care Division Central Office in Salem at 503-947-1400 or 1-800-556-6616.

