



The Child Care Licensing Division's Guide to:

Registered Family Child Care Homes

Department of Early Learning and Care (DELIC)
Child Care Licensing Division (CCLD)
www.oregon.gov/delc
1-800-556-6616

Disclaimer: This document is meant to be used as a resource, and for informational purposes only.
It does not replace the applicable statutes and Oregon Administrative Rules (OARs).

Table of Contents

THE CHILD CARE LICENSING DIVISION (CCLD)	4
WHO WE ARE, AND WHAT WE DO:	4
CHILD CARE LICENSING DIVISION’S LICENSING SPECIALISTS:	4
DO I NEED A CHILD CARE LICENSE?.....	5
RULES FOR CHILD CARE	5
THE REGISTERED FAMILY LICENSE	6
BEFORE YOU APPLY	6
WHAT DOES IT MEAN TO BE THE PROVIDER?	6
APPLICATION MATERIALS	7
APPLICATION PACKET	7
APPLICATION FORM	7
ENROLLMENT IN THE CENTRAL BACKGROUND REGISTRY	8
TESTING FOR LEAD IN DRINKING WATER	8
THE INITIAL INSPECTION	8
MONITORING	9
LICENSE RENEWAL	9
FAILURE TO COMPLY WITH REQUIREMENTS	9
FINDINGS REVIEW.....	10
COMPLAINT INVESTIGATIONS	11
COMPLAINT ASSESSMENT	11
INVESTIGATIVE SPECIALISTS	11
COMPLAINTS OF PROVIDING CHILD CARE WITHOUT A LICENSE	11
EXCEPTIONS TO THE RULES	12
OTHER INFORMATION	12
PARTNERING FOR SUCCESS	13
BUILDING A RELATIONSHIP WITH YOUR LICENSOR	13
CCLD OPTIONAL RESOURCES	13
RESOURCES	14
WEBSITES	14
OVERVIEW OF PARTNER AGENCIES	15
OVERVIEW OF OREGON REGISTRY ONLINE (ORO)	16
ORO FAQs	17

The Child Care Licensing Division (CCLD)

Who we are, and what we do:

The Child Care Licensing Division is part of the Oregon Department of Early Learning and Care (DELIC) and is a statewide child care system that supports families and promotes safe, quality, affordable and accessible child care. The Child Care Licensing Division (CCLD) supports and monitors licensed programs to ensure foundational health and safety laws, rules, and requirements are met. Families and communities in Oregon rely on CCLD's licensing system to ensure that licensed child care programs have met foundational health and safety requirements.

The mission of the Oregon Department of Early Learning and Care (DELIC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the needs of all children, families and early learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive.

Child Care Licensing Division's Licensing Specialists:

CCLD licensing specialists are a valuable resource as you move through the certification process. They are available to answer any questions you may have about Oregon's child care rules as well as connect you with resources for your program. In addition, licensing specialists offer support during visits, which includes information and suggestions on how to stay in compliance with CCLD rules. They can also offer consultation on developmentally appropriate practices to support children's growth and development.

Licensing is a form of child and consumer protection. It seeks to minimize risks to children in out-of-home care and promote their healthy growth and development. It is the licensing specialist's role to work with child care providers, directors, and staff when questions arise about compliance with the rules. You may at any time request help if there are questions about requirements or how a facility can comply with requirements. There may be several ways to comply. Your licensing specialist will discuss the options with you.

CCLD is here to support you:

In addition to your licensing specialist, there are other CCLD staff available to support you such as senior licensing specialists and regional managers. Senior licensing specialists can answer questions or concerns you may have about the licensing process or clarify rule interpretation. If you have conflicts with your licensing specialist or concerns of a more serious nature, you can ask to speak to the regional manager.

Our central office staff are located in Salem. Central office staff process licensing applications and Central Background Registry (CBR) enrollment applications as well as manage complaints and legal processes. You can contact CCLD central office staff with questions about your Central Background Registry enrollment and child care application processing timelines.

To connect with your local senior licensing specialist, regional manager or central office personnel, you can contact your licensing specialist or call 1-800-556-6616.

Do I Need a Child Care License?

Oregon statutes require a child care facility providing certain types of care to be licensed by the Child Care Licensing Division as a Registered Child Care Family. Depending on the type of care you provide, you may or may not be required to have a child care license. You may be exempt from a child care license if you:

- Provide care to three or fewer children;
- Provide care to preschool-age children that is primarily educational for four hours or less per day;
- Provide care on an occasional basis and are not ordinarily engaged in child care. ("Occasional" means infrequently or sporadically, including but not limited to care that is provided during summer or other holiday breaks when children are not attending school, but not to exceed 70 calendar days in a year.); or
- Provide care for children from only one family other than your own family.

Please contact CCLD if you have any questions about whether or not you are required to have a child care license.

Rules for Child Care

General Rules for All Child Care Facilities

In addition to the rules for Registered Family Child Care Homes, all child care programs (Registered, Certified, Recorded and Regulated) must also comply with the OARs covered in the General Rules for All Child Care Facilities, beginning with 414-075-0000.

The General Rules define what types of child care are "exempt" and do not require a license, see OAR 414-075-0250. If you do not fall into one of the exempt categories and you are providing child care, you are required to have a child care license. If you are not required to have a license, but would still like to apply for one, you may do so. For more information on unlicensed preschool recorded programs or school age recorded programs, visit the DELC website at www.oregon.gov/DELC.

Registered Family Rules

Each type of license operates under a different set of Oregon Administrative Rules (OARs). Registered Family Child Care Homes (RF) that care for any children from six weeks through age 12 operate under OAR 414-205-0000 through 414-305-0405. These programs will be regulated according to these requirements, which are described in the rule book titled *Rules for Registered Family Child Care Homes*. Your rule book, along with this guide and help from your licensing specialist, will be the most important tools in maintaining compliance in your home child care program.

Other Laws that Affect Child Care

As a licensed child care program in Oregon, you will be required to follow several laws regulated by other agencies. More information on these laws is available upon request, or you may contact the agency directly to learn more about their requirements:

- Immunizations (Oregon Health Authority)
- Child Care Restrictable Diseases (Oregon Health Authority)
- Child Abuse and Neglect Reporting (Oregon Department of Human Services)
- Vehicle Child Safety Systems and Seat Belts (Oregon Department of Transportation)
- Bicycle Safety (Oregon Department of Transportation)
- Civil Rights Laws (Bureau of Labor and Industries)
- Americans with Disabilities Act (www.ada.gov)

The Registered Family License

The Child Care Licensing Division issues three types of licenses:

1. Registered Family (RF)
2. Certified Family (CF)
3. Certified Center (CC) and Certified School-age Center (SC)

Registered Family Child Care Home" or "RF" or "Registered Facility" means the residence of a provider to whom CCLD has issued a license to operate a facility in the family living quarters pursuant to these rules and OAR 414-205-0000 to 414-205-0170.

While all these licenses have health and safety requirements, they are very different licenses. In most cases, both Registered Family and Certified Family Child Care licenses are in residential homes, and Certified Center licenses are in commercial buildings. This guide will focus on Registered Family Child Care Homes. If you are interested in operating a child care program in a commercial building and not in your home, you can call CCLD for more information.

Before You Apply

Before you apply for a Registered Family Child Care Home license, you must first attend the Introduction to Registered Family Child Care class part one (online) and part two (in person). The Introduction to Registered Family Child Care gives those interested in becoming licensed information about how to become registered, the Oregon rules, and an introduction to other agencies and support for registered providers. Part one can be taken for free online here:

https://www.pdx.edu/education-career-development/oregon-registry-educators#online_training

Attending the Introduction to Registered Family Child Care is the first step in becoming a Registered Family Provider. Part one is taken online and Part two of this course is offered through Child Care Resource & Referral (CCR&R) in person. Each county has a local CCR&R with a schedule of Introduction to Registered Family Child Care Trainings. To find the CCR&R for your county or closest to your home, visit: <http://trouw.org/projects/ccrr>. Once you have located your local CCR&R, look for their training schedule and follow the steps for registration. Please note that this training is FREE for participants.

What does it mean to be the Provider?

"Provider" means the person in the Registered Family Child Care Home who is responsible for the children in care, is the children's primary caregiver while in child care, and in whose name the license is issued.

There are requirements a provider must meet in order to have a Registered Family license. To be qualified you must:

- Be at least 18 years of age
- Be a resident of the home where the child care will be provided
- Have completed the Introduction to Registered Family Child Care Training part 1 and part 2
- Be actively enrolled in CCLD's Central Background Registry (CBR)
- Have current certification in pediatric CPR and First Aid (CPR must be taught and practiced in person) Each CCR&R conducts regular CPR/First Aid classes.
- Have current Oregon Food Handlers Certification (available online here: <https://oregonccrr.org/food-handler-certification/>)
- Have completed CCLD approved Safe Sleep for Infants training, Introduction to Child Care Health & Safety, and Recognizing and Reporting Child Abuse and Neglect trainings. These trainings can be taken online here: <https://occd.educadium.com/> for free.

After becoming licensed, RF Providers have 90 days in which to complete the Foundations for Learning (FFL) child development training.

If you decide not to become licensed, but are still interested in providing care, you may be able to provide exempt care as a Regulated Subsidy provider through the [Employment Related Daycare Program \(ERDC\)](#).

Application Materials

Application Packet

At the Introduction to Registered Family Child Care part 2 class, you will receive an application packet. It will also include your application for a child care license, and applications for enrollment in the Central Background Registry. The packet will have other important materials for the licensing process, such as a sample checklist (RF Health and Safety Review Checklist, document # CCLD-0092). Use this checklist to prepare for your initial inspection.

Application Form

The application must be submitted at least 45 days before you plan to operate. You must fill it out, sign it, and return it to the Child Care Licensing Division with the appropriate fee, floor plan, and lead testing results. This needs to be completed before the Child Care Licensing Division can act on your application. If you are a new applicant, you must also apply for enrollment in the Central Background Registry for yourself as well as any adults living in the home or frequently visiting the home.

You can choose the regular hours of operation for your program. If you choose the hours of operation, they should be reflected on the application.

"Regular operating hours" means the days and hours of operation as requested by a child care provider and approved by CCLD, except:

(a) A registered family child care facility that has not requested and obtained approval by CCLD of regular operating hours:

- (A) Providing night care is considered to have operating hours of 24 hours per day, seven days a week, if providing night care.
- (B) Not providing night care is considered to have operating hours of 5:00 am to 9:00pm, Monday through Friday.

Forms must be correctly filled out, complete and signed. An incomplete application may delay the licensing of the facility. Feel free to call your licensing specialist if you have any questions.

Application Fees

To apply for an initial application, a renewal, a change of owner, or a change of location, the fees are:

- NEW: \$30.00
- RENEWAL: \$30

*APPLICATION FEES ARE NON-REFUNDABLE

Withdrawing an Application

To withdraw an application before the licensing process is completed, inform your licensing specialist, and they will give/send you a facility voluntary withdrawal or closure form (CCLD-0123) to fill out, sign, and return to the Child Care Licensing Division. This will close out your pending application.

Denial of the Application

If the facility or its operation does not comply with applicable statute or rules or with any term or condition imposed under the certification or registration, CCLD may issue a notice of intent to deny the application.

Enrollment in the Central Background Registry

The Child Care Licensing Division requires all individuals including administrative, child care providers and staff in child care facilities and anyone who is over 18 years old living in the home to be enrolled in the Central Background Registry. Other individuals who are not employed by the facility may also be required to be enrolled if their presence or role permits unsupervised access to the children. Federal and state law requires the Child Care Licensing Division perform FBI fingerprint background checks and obtain other criminal history information on all applicants. After individuals apply for enrollment in the Central Background Registry, the Child Care Licensing Division must approve the individual for enrollment **before** they are allowed to work in a child care facility or live in the home where child care is provided. CCLD covers the cost of fingerprinting for all child care home household members. For more information on who needs to be enrolled in the CBR in your home, please contact your licensing specialist or call Child Care Licensing Division customer service at 1-800-556-6616.

Testing for Lead in Drinking Water

The Child Care Licensing Division requires all applicants for licensing to test the water supply for lead if the plumbing fixture is used for drinking, cooking, or preparing infant formula or food. Test results must be submitted with the application. A floor plan indicating which faucets have been tested must also accompany the results. Fixtures must be tested every six years. Lead testing questions, lab reports, alternative water declaration forms and other communication regarding lead testing can be emailed to DELC.LeadTesting@delc.oregon.gov.

Testing supplies can be obtained from any ORELAP approved laboratory. To find a laboratory, you can search this website <https://orelap.state.or.us/searchLabs> or search the DELC website resource library for document CEN-0020 ORELAP Labs for Lead Testing. Other lead information and resources are available on the DELC website here: <https://www.oregon.gov/delc/providers/pages/lead-testing.aspx>

If certain fixtures or all fixtures fail this test, you will be required to submit and comply with a mitigation (correction) plan. Faucets that do not pass may not be used until the issue is corrected and the faucet(s) pass a re-test.

If the facility does not use any of the on-site plumbing fixtures to obtain water for drinking, cooking, preparing infant formula, or preparing food, the program must submit form CEN-0016 Alternative Water Declaration to CCLD identifying the alternative source of water and confirming that the program does not use any on-site plumbing fixtures for drinking, cooking, preparing infant formula or preparing food.

The Initial Inspection

After all of the application materials have been submitted and processed, the licensing specialist will contact you to schedule a time to conduct your initial inspection. They will inspect the facility for compliance with the requirements in your Child Care Licensing Division rule book for Registered Family Child Care.

The inspection follows the RF checklist (called the RF Health and Safety Review Checklist, document # CCLD-0092). You should have received a sample copy of this document during the Introduction to Registered Family part 2 training. You can also find this checklist on the DELC website in the resource library. Use this checklist to prepare for your initial inspection.

The licensing specialist will check for health and safety requirements and review any written information and required policies. They will verify the location of faucets that have been identified as being tested for lead. If the licensing specialist observes any issues that need to be corrected you will be able to make changes during the visit, or afterward if needed.

Monitoring

During each licensing year, you will receive at least one unannounced monitoring visit from your licensing specialist. During this monitoring visit, the licensing specialist may arrive any time during the hours you have children in care. Your licensing specialist will, at minimum, look at the following:

- How many children you have in the entire facility (capacity)
- If children are appropriately supervised
- If staff-to-child ratio requirements are met
- Staff training requirements
- Are all individuals fully enrolled in the CBR that may have unsupervised access to children
- Are attendance records accurate and up-to-date
- Are all hazardous items inaccessible to children

Your licensing specialist may also check for compliance with any other rules in the book.

License Renewal

The Registered Family child care license must be renewed every two years. The renewal process includes an on-site visit by the licensing specialist. You will receive your renewal packet by mail four months before your expiration date. Your application **MUST** be received by CCLD at least 30 days in advance of your license expiration date in order to have your application considered timely. The expiration date of the current certificate, unless officially revoked, remains in effect until CCLD has acted on the timely application for renewal and has given notice of the action taken.

In addition, you will have on-going training requirements. You will need to ensure this training is completed and submitted to the Oregon Registry Online (ORO) well before the renewal date. Please consult your rule book for more details on the training requirements or talk to your licensing specialist.

After your renewal visit, a two-year license is issued once all licensing requirements have been met.

Failure to Comply with Requirements

During each visit, a Child Care Facility Contact Report or Health and Safety checklist is completed. A copy will be left at the child care home, emailed or mailed later. The form may contain:

- Topics discussed during the visit
- Compliance status
- Any rules with which the facility does not currently comply
- A description of the noncompliance
- Corrections needed and the date by which corrections must be made if they were not made at the visit

Noncompliance

A noncompliance may be a violation of the statutes, Child Care Licensing Division rules, or special conditions on the license. If noncompliance is noted at a visit, the provider will be responsible for ensuring the noncompliance is corrected within the timeframe discussed with the licensing specialist. Depending on the noncompliance, provider will be given the opportunity to correct the noncompliance during the visit. The licensing specialist will note their observations on the report that will be issued to you at the end of the visit.

Noncompliance is documented in a letter that is sent to you from the Child Care Licensing Division. You may receive a letter documenting a noncompliance finding based on self-report, an observation made by your licensing specialist, information received by the Child Care Licensing Division, or reviewing records of your facility.

It is the provider's responsibility to follow up with the licensing specialist to report when the corrections are made. In some cases, the licensing specialist will conduct a follow-up visit to ensure the facility is in compliance (a compliance verification visit).

There are three different findings that are assigned on any complaint or noncompliance letter:

- **Valid**, when a reasonable person could conclude the noncompliance occurred based on the evidence; or
- **Invalid**, when a reasonable person could not conclude that the noncompliance occurred based on the evidence; or
- **Unable to Substantiate**, when a reasonable person could not decide whether the noncompliance occurred because of conflicting evidence or because information is not available.

Letters that contain serious valid findings are required to be posted in the facility for 12 calendar months from the date on the letter. A serious violation means CCLD has made a valid finding that alleges:

- Children are in imminent danger,
- There are more children in care than allowed by law,
- Prohibited punishment has been used,
- Children are not being supervised,
- Multiple or serious fire, health or safety hazards are present in the home,
- Extreme unsanitary conditions are present in the home, or
- Adults are in the home who are not enrolled in the Child Care Licensing Division's Central Background Registry.

The Child Care Licensing Division may impose a civil penalty (a fine) for violations of applicable statutes or rules.

Emergency Suspension of a Child Care License

One potential legal action, the emergency suspension of a child care license, is a process used when CCLD finds that there is a serious danger to public health and safety or when, in the opinion of CCLD, such action is necessary to protect the children from physical or mental abuse or a substantial threat to health, safety or well-being. The Child Care Licensing Division may withdraw the emergency suspension if the conditions that resulted in the suspension are corrected.

Contested Case Hearings

If the Child Care Licensing Division issues a notice of intent to deny or revoke an application, a notice of intent to impose a civil penalty, a notice of intent to impose a condition, or an emergency suspension order, the program has the right to request a contested case hearing. The notice or emergency suspension order provides further information on the hearing process.

Findings Review

The purpose of the findings review is to provide an opportunity for a child care license-holder or other individual against whom a finding has been issued (referred to as "individual") to offer additional information and documentation regarding Child Care Licensing Division (CCLD) findings of noncompliance or regarding a complaint finding.

Individuals have a right to a review of CCLD's findings issued to them. This review can include a first level internal findings review by CCLD and a second level judicial review pursuant to ORS 183.484.

If an individual has requested a timely findings review or petitioned for judicial review, the finding will remain in effect during the review process.

Findings review procedures are explained during the license application process. A copy of these procedures is available upon request and is posted on the Department of Early Learning and Care (DELIC) website.

- Findings Review Procedures (CCLD-0125) [English](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Vietnamese](#)
- Request for Findings Review (CCLD-0126) [English](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Vietnamese](#)

Complaint Investigations

Complaint Assessment

The Child Care Licensing Division investigates complaints of a violation of the applicable statutes and rules.

At the end of the investigation, CCLD will assess a finding for each allegation. Owners/Operators must post all serious valid complaint and serious noncompliance letters for 12 calendar months. The posting must be in an area where it may be clearly viewed by parents. As stated above, there are three different findings that are assigned on any complaint or noncompliance letter:

- **Valid**, when a reasonable person could conclude the noncompliance occurred based on the evidence; or
- **Invalid**, when a reasonable person could not conclude that the noncompliance occurred based on the evidence; or
- **Unable to Substantiate**, when a reasonable person could not decide whether the noncompliance occurred because of conflicting evidence or because information is not available.

Investigative Specialists

Investigative Specialists are CCLD field staff that visit child care programs when a complaint is received. Complaints remain active and open as long as needed to come to a finding decision.

How are investigators different from licensing specialists?

Licensing specialists are assigned to programs and conduct routine regulatory visits as well as provide ongoing technical assistance to licensed programs. Investigators are not assigned to programs, only to cases, although there may be times when a licensing specialist will conduct a compliant visit depending on workloads at that time.

Both licensing specialists and investigators provide regulatory oversight to child care programs. Regulatory oversight means checking to make sure programs meet the state licensing standards for operating a child care program.

What services do investigators provide?

CCLD investigators perform a complete investigation into regulatory complaint allegations and any observed noncompliance present while they are on site. This includes coordinating additional interviews, reviewing documents, and requests for additional information and documentation. Investigators also work with partner agencies like the Office of Training, Investigations, and Safety (OTIS), Law Enforcement, and Child Welfare.

Complaints of providing Child Care Without a License

The Child Care Licensing Division may receive and investigate complaints of operating a child care facility without a license (unlawful care). Often, they did not realize they were required to have a child care license and CCLD will help the program to start the licensing process. A facility that continues to operate illegally without a license may be subject to sanctions including a fine called a civil penalty, denial of the license application or a court injunction.

Exceptions to the Rules

The Child Care Licensing Division may grant an exception to an individual rule for a specified period of time when a requirement does not apply to a facility, or when the intent of the requirement can be met by a method not specified in the applicable rule. Until an exception is approved by the Child Care Licensing Division, the facility must comply with the rule as written.

An exception may be requested during the application process or at any time during a license period. The exception request form is located on the DELC website, or you may ask your licensing specialist for the form. A separate form is required for each exception request. To request an exception, fill out the form and submit it to the licensing specialist.

Exceptions are considered on a case-by-case basis. The granting of an exception to a rule shall not set a precedent, and each request shall be evaluated on its own merits. An exception approval may be rescinded by the Child Care Licensing Division if conditions of the exception are not met or if the well-being of the children is compromised.

Other Information

Moving your Registered Family Child Care Home to a New Location

If you are planning on moving your program to a location other than what CCLD has approved, the following steps apply:

- Contact the licensing specialist you currently work with and discuss the timeline for the move and follow the application process.
- The building cannot be used for child care purposes until a license from CCLD has been obtained.

Public Access to Licensing Records

Information about child care facilities is available to the public except in specific situations stated in the State Public Records Law. The Child Care Safety Portal is a resource for parents and families to check the most updated information on the status of licensed child care programs in Oregon. The portal lets families search for a child care provider and view their licensing history over a period of time.

The Child Care Safety Portal is a part of the [Find Child Care Oregon](#) website to make it easier for families to find the information they need to make child care decisions in Oregon. Updates are made daily. On the portal, you will find:

- Child care license status, license type, and license capacity
- Summary of inspection visits including:
 - Valid findings within the last five years
 - Unable to substantiate findings within the last two years.
- Complaints:
 - A complaint does not imply the allegation(s) is/are valid.
 - Complaints are not visible on the portal until after the investigation is complete, and only complaint letters with Valid or Unable to Substantiate findings are posted on portal.
 - Provider's response to the complaint's finding (if applicable) or any other finding
- Enforcement activity
- Number of serious injuries or deaths

The form below may be used to submit a public response to valid or unable to substantiate complaints or valid non-compliance findings. Your response will be included whenever information about your compliance history is disclosed and will be available on the Child Care Safety Portal.

- Facility Public Response form (CCLD-0543): [English](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Vietnamese](#)

Building a Relationship with your Licensor

We're here to support you and your program. As you get to know your licensing specialist, ask lots of questions, share your concerns, or ask for examples of what compliance might look like. Every program is unique! Compliance with a rule does not always look the same, and CCLD wants to help you and your program succeed.

During Visits

We know that unannounced visits can be stressful. But just remember, the children come first! Your licensing specialist knows that they may have to wait while you take care of children, direct your staff, or talk to a parent. It's OK! CCLD staff are used to being flexible. In addition, your licensing specialist will not ask you to do something that would put your program out of compliance, such as leaving a group of children without the proper number of staff.

Technical Assistance (TA)

"Technical Assistance" means consultation and advice given to programs to assist them in maintaining compliance. As your program grows and changes, CCLD will be here to support you, offer suggestions, provide resources and cheer you on.

CCLD Optional Resources

CCLD has created many resources to help your program meet the requirements and rules. You also have the option of creating your own forms, as long as all of the required components in the rule are included. Templates of forms are available as documents starting with **PR** or Program Resources, such as:

- Child Enrollment Forms
- Emergency Plan Template
- Emergency Drill Record
- Documents for verifying Qualifications.
- Teacher Training Plan template

Materials written to help programs understand what compliance looks like or to provide technical assistance that helps programs with staying in compliance are labeled as **PTA** or Program Technical Assistance, such as:

- Rule Guidance documents on a variety of topics;
- Required Policy list;
- List of Notifications that are required and the timeframe;
- Ratio charts

These and other resource documents are available from your licensing specialist or on the DELC website here: <https://www.oregon.gov/delc/resources/pages/default.aspx>

A final note:

As an agency, the Child Care Licensing Division values continuous quality improvement. CCLD works to examine the licensing process and administrative rules to find ways we can improve. Your comments and suggestions are encouraged. To provide CCLD with feedback please contact the Child Care Licensing Division's Central Office in Salem at 503-947-1400 or 1-800-556-6616.

Resources

Websites

- **DELIC Child Care Licensing Division:** www.oregon.gov/delc
- **To search for resource documents on the DELIC website:**
<https://www.oregon.gov/delc/resources/pages/default.aspx#ResourceDocuments>
- **Child Care Resource & Referral agency list:** <https://oregonccrr.org/regional-ccrr-information/>
- **ORELAP labs for lead testing,** search this site for currently accredited labs:
<https://orelap.state.or.us/searchLabs>
- **Secretary of the State** for most current rules:
<https://secure.sos.state.or.us/oard/ruleSearch.action>
- **Oregon Registry Online (ORO):** <https://my.oregonregistryonline.org/>
- **Oregon Registry Online Training Calendar:** <https://calendar.oregonregistryonline.org/>
- **Child and Adult Care Food Program (CACFP):** <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/BecomingaCACFPSponsor.aspx>
- **Teaching Research Institute (TRI):** <http://triwou.org/centers/cel>
For information on your local Child Care Resource and Referral agency, Spark, 211 info or reimbursement for Lead testing
- **Oregon Association for the Education of Young Children (OAEYC):** <http://oregonaeyc.org/>

A final note:

As an agency, the Child Care Licensing Division values continuous quality improvement. CCLD works to examine the licensing process and administrative rules to find ways we can improve. Your comments and suggestions are encouraged. To provide CCLD with feedback please contact the Child Care Licensing Division's Central Office in Salem at 1-800-556-6616.

Overview of Partner Agencies

Child Care Resource & Referral Agencies (CCR&R)

Child Care Resource & Referral (CCR&R) agencies offer support services and training designed to promote providing a high-quality early education programs for children. To find a local Child Care Resource and Referral office, visit <https://oregonccrr.org/regional-ccrr-information/> or call 1-800-342-6712. The CCR&Rs offer:

- Becoming a Provider: Information about becoming a childcare provider, as well as assistance understanding the DELC Employment Related Day Care (ERDC) listing process.
- Professional Development: Professional development goal setting and planning, support, conferences, online training, local training, college classes.
- Financial Supports: Scholarships and reimbursements to support program safety and quality.
- Parent Referrals: Ensures information on child care programs is up to date in the parent referral database, which allows 211 child care consultants to provide accurate information to parents seeking childcare.
- Technical Assistance, Information and Resources: Topics include health and safety, quality improvement, inclusion supports, child development, brain development, activities for children, and tools to build and grow your business.
- Individual Consultation: Talk through questions or concerns regarding children in care, for example, supporting children with special needs, challenging behaviors or working with parents.
- Referrals to Other Community Resources: Such as Inclusive Partners (see below).

Inclusive Partners

Inclusive Partners is a statewide program funded through the Department of Early Learning and Care that supports inclusive practices in childcare settings.

- They do this through offering individualized technical assistance and consultation including collaboration with parents, childcare providers and other team members serving children and families. They offer these services at no cost, which may include:
 - Finding and sharing creative ideas for making accommodations or adaptations in the child care environment
 - Supporting problem solving and planning skills
 - Exploring strategies for responding to various kinds of learners and a variety of behaviors
 - For more information, visit: <https://inclusivepartners.org/>

USDA/CACFP

The program reimburses family child care providers and centers for part of the cost of meals they serve to children and ensures meals are well balanced and nutritious. The program also provides nutrition education to providers and children. More information about the USDA food program and provider resources are available here: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/BecomingaCACFPProvider.aspx>

211

211info.org provides parents in Oregon with free, customized referrals to child care providers and strategies for choosing quality child care. Parents can also get support navigating and accessing other community resources. To contact 211: CALL 211 or 1-866-698-6155 or TEXT keyword "children" or "ninos" to 898211 (TXT211); EMAIL children@211info.org; or VISIT the website: 211info.org

Overview of Oregon Registry Online (ORO)

How do I get help with ORO? For help, call #1-877-725-8535 or email: orohelp@pdx.edu. You can also view the staff list at: <http://www.pdx.edu/occd/contact>

Overview

The Oregon Professional Development System is an integrated and comprehensive statewide framework that weaves the childhood care and education profession together. The Oregon Professional Development System involves many agencies and programs that provide support for professionals in the early childhood field, such as:

1. Child care resource and referral agencies
2. State agencies like the Child Care Licensing Division
3. Higher education. The Oregon Center for Career Development at Portland State University is the backbone of ORO.

Oregon Registry Online

The Oregon Registry Online (ORO) is a database that stores training and education for Oregon's childhood care and education professionals. You may also use ORO to produce an official record of your own training and education, called a Professional Development Statement. Professionals in the field of Early Care & Education can log in or create an account at **my.oregonregistryonline.org**.

Training Calendar

Find upcoming training offered by all of Oregon's Child Care Resource & Referral agencies throughout Oregon at the Oregon Registry Online Training Calendar. Training accepted by the Oregon Registry and verified by OCCD, is also accepted by the Child Care Licensing Division to fulfill licensing training requirements.

Online Training

OCCD offers several online training sessions specific to Oregon childhood care and education. Whenever possible these trainings are offered in English, Spanish, Russian, Vietnamese, and Chinese. To view the available courses, visit <http://campus.educadium.com/OCCD/> for online training. Courses required for licensing by the Child Care Licensing Division:

- Safe Sleep for Oregon's Infants
- Introduction to Child Care Health and Safety
- Recognizing and Reporting Child Abuse and Neglect
- Food Handler's Certification
- Foundations for Learning

The Training and Education Criteria describes training and education accepted by Oregon's childhood care and education professional development system.

There are 10 Core Knowledge Categories (CKCs) of training:

1. Diversity (DIV);
2. Families & Community Systems (FCS);
3. Health, Safety & Nutrition (HSN);
4. Human Growth & Development (HGD);
5. Learning Environments & Curriculum (LEC);
6. Observation & Assessment (OA);
7. ****Personal, Professional & Leadership Development (PPLD);**
8. ****Program Management (PM);**
9. Special Needs (SN);
10. Understanding & Guiding Behavior (UGB).

****Hint: The two "P's" are the only CKCs that are NOT considered training in Child Development**

Ultimately, receiving training in all of the 10 CKC's will help early educators diversify their training and, create well-rounded professionals.

Professional Development Statements

ORO functions like a savings account. The training and education is "deposited" into a personal account, called myORO. Each person may log in to myORO to view the training and education that has been deposited and can download a Professional Development Statement. The Professional Development Statement:

- Helps CCR&R staff to assist providers in planning for their ongoing professional development.
- Helps educators plan their future training and evaluate their education needs.
- Allows individuals to ensure their training and education records are accurate and up to date.

ORO FAQs

- **What is the Oregon Registry Online (ORO)?**

The Oregon Registry has expanded to include an online component we call Oregon Registry Online (ORO). This is a statewide database that stores all submitted training and education to be verified for system use, such as the Child Care Licensing Division licensing needs. It will produce a training and education statement for each person who has an account. This online component includes a Training Calendar and will provide participants with online access to their own training and education accounts.

- **Who has access to the information in my ORO record?**

Authorized personnel with the Child Care Licensing Division, the Oregon Center for Career Development, Department of Human Services, and/or the Central Coordination of Child Care Resource and Referrals, and local child care resource and referral programs may access your training through ORO.

- **What are annual training hours?**

These are the hours required by the Child Care Licensing Division to maintain a facility's license.

- **What are the CCLD licensing requirements for renewal?**

Training hour requirements will vary according to facility type, position, and hire date. For specific questions about licensing requirements, refer to the Child Care Licensing Division Rules.

- **What will you see in myORO?**

If you are linked to a licensed facility by the CCLD, go to the Enrollment > my employment tab. You will see a breakout of total training hours for the current licensing period for each facility. The columns will be labeled with Child Development, Safety Set and Other. If you are NOT linked to a facility, you will not see any information on the "My Employment" page in myORO. Using MyORO and other Oregon Registry videos: <https://youtu.be/E5LMisE9daY>

- **Why would you want to view this information?**

The annual training hours in myORO is a tool to help track your training hours for licensing compliance purposes. It helps you to be proactive about sending in training, recognizing when training hours are posted, and gives you the ability to plan how many additional hours are needed to fulfill the licensing renewal requirements.

- **Why doesn't the Professional Development Statement (PDS) match the annual training hours?**

The PDS is a summary of all training and education submitted to ORO. The annual training hours are a calculation of hours which will count for the current licensing period. These are hours taken within the facility's licensing period. Refer to the PDS to ensure Safety Set trainings (First Aid, CPR, Food Handler's, RRCAN) are complete and current.

- **Are the training hours listed in myORO the same as the Staff Qualification and Training Log (SQTL)?**

The training hours you see in myORO should be the same as the SQTL, which is generated by the Child Care Licensing Division from their database. The CCLD database pulls these reports directly from ORO, so the report is up to date as of the printed date on the SQTL. The SQTL is updated nightly.