



## *Frequently Asked Questions about Oregon Registry Online (ORO)*

### **1. Is the Oregon Registry Online (ORO) Enrollment Form required for licensing?**

No. The enrollment form is not required for licensing. Filling out the ORO Enrollment form and creating a comprehensive professional development account will make it easier for you to track and submit training requirements each year.

### **2. Is this the same as my CCD background check?**

No. The ORO enrollment form is not the application for the Division's Central Background Registry (CBR). The CBR is a different enrollment, and that application must be completed separately.

### **3. I already have a Step on the Oregon Registry. Do I still fill out this form?**

Yes. The information on the ORO Enrollment form will be used to update your existing account.

### **4. Is my information safe?**

ORO has set strict confidentiality standards in place. Only you and authorized personnel from ORO partners (Child Care Division, Oregon Center for Career Development, Dept of Human Services, and Oregon Child Care Resource and Referral Network and local child care resource and referral programs) will have access to your information.

### **5. How will ORO partners use my information?**

Your information will help ORO partners to assess training needs and develop solutions for training gaps throughout the state. ORO will also provide important information to policy makers to help support the child care workforce. Your CCD licensing specialist will be able to use information in ORO to document your child care facility's ongoing training requirements for licensing.

### **6. How will ORO help track my training and education?**

ORO will allow you to keep all your training and education in one place. It is a tool for you to organize and track all of your training and education.

### **7. Will ORO help me track my staff's training and education?**

Yes, it will allow you to view the total number of hours each staff member has submitted to ORO to meet ongoing training requirements for licensing.

### **8. How do I put my training and education into my ORO account?**

After your 2011 facility license renewal, you will be given information on how to begin sending all your training certificates and education transcripts to ORO, and after every training or college course you complete. No worrying about losing the certificate- ORO will track and organize all of your training and education in your own individual account! You will be able to see all of your hard work in one place, year after year, building your professional development as you go.