

Instructions for Application for Enrollment in the Child Care Licensing Division's Central Background Registry (CEN-0072)



ONLY for Individuals with Certain Founded or Substantiated Child Abuse Dispositions

The CEN-0072 application is used for new enrollment in the Child Care Licensing Division's Central Background Registry (CBR), or renewing enrollment or reopening an expired Registry enrollment **only** for an individual that:

- received a founded or substantiated disposition for child abuse that either:
 - Occurred on or after September 1, 2019 and involved a child for whom you were either providing child care as defined in ORS 329A.250(4)¹, or care identified in ORS 329A.250(4)(a)², (c)³, (f)⁴, (g)⁵, (h)⁶ or (i)⁷ OR
 - Occurred on or after January 1, 2017, and involved a child who died or suffered serious physical injury, as defined in ORS 161.015,⁸
- and that individual is seeking to provide care:
 - in the home of the child;
 - for children from only one family other than your own family; or
 - for no more than three children other than your own children.⁹

(Other individuals must use form CEN-0001 to apply for enrollment in the Central Background Registry.)

Requirements:

If you are one of the individuals identified above, you must be enrolled in the Child Care Licensing Division's Central Background Registry prior to providing care in the home of the child; for children from only one family other than your own family; or for no more than three children other than your own children.¹⁰

NOTE: Your enrollment in the Central Background Registry will be valid for five years unless you are suspended or removed. The Child Care Licensing Division will mail you a renewal notice approximately four months before your expiration date.

IMPORTANT: It is your responsibility to notify the Child Care Licensing Division in writing of a change of name, address, or phone number during the five-year enrollment period so that we can update your information on file. Please include your Central Background Registry enrollment number with all correspondence with the Child Care Licensing Division.

¹ "Subject to ORS 329A.440, 'Child care' means the care, supervision and guidance on a regular basis of a child, unaccompanied by a parent, guardian or custodian, provided to a child during a part of the 24 hours of the day, in a place other than the child's home, with or without compensation." ORS 329A.250 (4). Child Care does not include the conduct listed in ORS 329A.250 (4) (a) to (i).

² "In the home of the child;" ORS 329A.250 (4) (a).

³ "By a person related to the child by blood or marriage within the fourth degree as determined by civil law;" ORS 329A.250 (4) (c).

⁴ "By a babysitter;" ORS 329A.250 (4) (f). Babysitter means "a person who goes into the home of a child to give care during the temporary absence of the parent or legal guardian or custodian." ORS 329A.250 (l).

⁵ "By a person who cares for children from only one family other than the person's own family;" ORS 329A.250 (4) (g).

⁶ "By a person who cares for no more than three children other than the person's own children;" ORS 329A.250 (4) (h).

⁷ "By a person who is a member of the child's extended family, as determined by the [Child Care Licensing Division] on a base-by-case basis." ORS 329A.250 (4) (i).

⁸ Serious physical injury "means physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ." ORS 161.015(8).

⁹ ORS 329A.030 (2) (b).

¹⁰ ORS 329A.030 (2) (b).

Application Checklist:

Before submitting your application for Enrollment in the Central Background Registry to the Child Care Licensing Division, complete the following checklist. Please remove the instruction sheet from the application before sending the form to the Child Care Licensing Division.

Failure to submit a complete application will delay processing.

- ☐ Completed and signed form CEN-0072 *Application for Enrollment in the Child Care Licensing Division's Central Background Registry for Individuals with Certain Founded or Substantiated Child Abuse Dispositions*
- ☐ Check or money order for \$75.00 made payable to the Child Care Licensing Division
- ☐ Form CEN-0002 Out of State Information (if applicable)
- ☐ Form CEN-0009 Statement of No Social Security Number (if applicable).
- ☐ Written explanation and documentation for response to Section 5: Background Information section of application (if applicable)

Mail application with original signature to:

Child Care Licensing Division
Unit 22
P.O. Box 4395
Portland, OR 97208-4395

Note: For renewal applications, submit your application at least 30 days prior to the enrollment expiration date.

SEE INSTRUCTIONS - "How to complete form CEN-0072 Application for Enrollment in the Child Care Licensing Division's Central Background Registry ONLY for Individuals with Certain Founded or Substantiated Child Abuse Dispositions."

If you have questions, please call the Child Care Licensing Division Central Office at 503-947-1400 or 1-800-556-6616 or go to the Child Care Licensing Division website at www.oregon.gov/DELC for more information.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Department of Early Learning and Care at 503-947-1400

HOW TO COMPLETE FORM CEN-0072 APPLICATION FOR ENROLLMENT IN THE CHILD CARE LICENSING DIVISION'S CENTRAL BACKGROUND REGISTRY

ONLY FOR INDIVIDUALS WITH CERTAIN FOUNDED OR SUBSTANTIATED CHILD ABUSE DISPOSITIONS

Refer to these instructions as you fill out each section. The application will be considered incomplete if any required information is missing. An incomplete application will be returned to you and may delay processing time.

Section 1: Application Type

Indicate what type of application you are submitting. If you are renewing or reopening your Registry enrollment with the Child Care Licensing Division, please include your Registry number in the space provided at the top of the application. If you are unable to obtain your Registry number, you may contact the Child Care Licensing Division Central Office at 503-947-1400 or 1-800-556-6616 for more information.

Section 2: Application Information

Please include all applicable information in Section 2 of the form, including your Social Security Number (SSN). The SSN is required for processing the application. If you do not have an SSN, please include a signed form CEN-0009 Statement of No Social Security Number with your application.

Section 3: Language

You may select more than one language. If you check "other", please specify the language and/or dialect. However, be advised not all printed materials are available in other languages.

Section 4: Founded or Substantiated Child Abuse Disposition

NOTICE: If you check "NO" to both questions, the Child Care Licensing Division is not authorized to process your application using this form and it will be returned to the mailing address you have listed on the application.

1. If you received a founded or substantiated disposition for child abuse that either:
 - a. Occurred on or after September 1, 2019, and involved a child for whom you were either providing child care as defined in ORS 329A.250(4)¹¹, or care identified in ORS 329A.250(4)(a)¹², (c)¹³, (f)¹⁴, (g)¹⁵, (h)¹⁶ or (i)¹⁷, **OR**
 - b. Occurred on or after January 1, 2017, and involved a child who died or suffered serious physical injury, as defined in ORS 161.015,¹⁸then **check "YES"** to number one.
2. If you are seeking to provide care:
 - a. in the home of the child;
 - b. for children from only one family other than your own family; or
 - c. for no more than three children other than your own children.¹⁹then **check "YES"** to number two.

Section 5: Background Information

Answer **"NO"** to **question number one** if you have resided **only** in Oregon during the previous 5 years. Permanent established residency **is not affected** by out-of-state vacation periods.

¹¹ "Subject to ORS 329A.440, 'Child care' means the care, supervision and guidance on a regular basis of a child, unaccompanied by a parent, guardian or custodian, provided to a child during a part of the 24 hours of the day, in a place other than the child's home, with or without compensation." ORS 329A.250 (4). Child Care does not include the conduct listed in ORS 329A.250 (4) (a) to (i).

¹² "In the home of the child;" ORS 329A.250 (4) (a).

¹³ "By a person related to the child by blood or marriage within the fourth degree as determined by civil law;" ORS 329A.250 (4) (c).

¹⁴ "By a babysitter;" ORS 329A.250 (4) (f). Babysitter means "a person who goes into the home of a child to give care during the temporary absence of the parent or legal guardian or custodian." ORS 329A.250 (1).

¹⁵ "By a person who cares for children from only one family other than the person's own family;" ORS 329A.250 (4) (g).

¹⁶ "By a person who cares for no more than three children other than the person's own children;" ORS 329A.250 (4) (h).

¹⁷ "By a person who is a member of the child's extended family, as determined by the [Child Care Licensing Division] on a base-by-case basis." ORS 329A.250 (4) (i).

¹⁸ Serious physical injury "means physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ." ORS 161.015(8).

¹⁹ ORS 329A.030 (2) (b).

If you answer **"YES"** to **question number one** you must list all states resided in during the previous 5 years.

Check **"YES"** to **question number two** if you have any felony or misdemeanor convictions in your past.

Check **"YES"** to **question number two** if you have committed an offense as a juvenile.

Check **"YES"** to **question number three** if you have been arrested or cited for a felony or misdemeanor or committed an offense as a juvenile AND with a final disposition not yet reached.

Check **"YES"** to **question number four** if you were a part of a child abuse or child neglect investigation other than the founded or substantiated disposition indicated above in your answer to Section 4 Question 1 (reporting abuse as a mandatory reporter or being a victim of the investigation does not affect this question).

Check **"YES"** to **question number five** if you have ever been the subject of a substantiated finding of adult abuse or neglect (reporting abuse as a mandatory reporter or being a victim of the investigation does not affect this question).

Check **"YES"** to **question number seven** if you have been a licensed foster care provider and the state agency took legal action against your license or you surrendered your license instead of having legal action taken against your license.

If you answer **"YES"** to **questions two, three, four, five, and/or seven** please carefully read the section **"IMPORTANT"** on the application for further instructions.

All subject individuals will receive instructions on how to complete the Federal Bureau of Investigation fingerprint check.

Section 6: Privacy and Authorization Statement

An original signature is required to process the application.

**CBR**

Application for Enrollment in the Child Care Licensing Division's Central Background Registry (CEN-00072)

ONLY for Individuals with Certain Founded or Substantiated Child Abuse Dispositions**Section 1: Application Type and Fee: \$75.00 Fee is non-refundable. Include a check or money order (DO NOT SENT CASH)**

<input type="checkbox"/> NEW - No previous enrollment	<input type="checkbox"/> RENEW - R _____ Enrollment to expire within 4 months	<input type="checkbox"/> REOPEN - R _____ Enrollment is expired or closed
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Section 2: Applicant Information

Last Name		First Name		Middle	Date Of Birth (mm/dd/yy)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	SSN (required)			Other Names Used (aliases)	
Physical Address				Mailing Address (if different, include city, state, zip)	
City		State	Zip	County of Residence	
Email		Driver's License Number	Issue State	Phone Number	

Section 3: Preferred Language NOTE: Not all Child Care Licensing Division materials are available in other languages

☐ English ☐ Spanish ☐ Vietnamese ☐ Russian ☐ Chinese ☐ Other: _____

Section 4: Founded or Substantiated Child Abuse Disposition

- 1) Have you received a founded or substantiated disposition for child abuse that Occurred on or after January 1, 2017? ☐ YES ☐ NO
- 2) Are you currently providing or seeking to provide (a) care in the home of the child; (b) care for children from only one family other than your own family; or (c) care for no more than three children other than your own children? ☐ YES ☐ NO
- (see Section 4 of instruction page for more information on answering these questions)**

If you answered "YES" to question one of Section 4, please list the specific incident(s) on a separate piece of paper. Describe the circumstances surrounding the incident(s), including associated legal, court proceedings or results of the investigation, and a description of any personal changes you have made to address the issues that led to the incident(s). You must indicate the YEAR and the STATE in which the incident(s) occurred. Also attach a copy of the founded or substantiated child abuse disposition.

Section 5: Background Information

- 1) Have you lived outside of Oregon anytime during the last 5 years before today's date? ☐ YES ☐ NO
If yes, complete the Out of State Information form, CEN-0002
- 2) Have you ever been convicted of any crime (misdemeanors or felonies) or committed an offense as a juvenile? ☐ YES ☐ NO
- 3) Have you been arrested or cited for a crime that has not been resolved, or are you in a diversion program, or committed an offense as a juvenile with a final disposition not yet reached? ☐ YES ☐ NO
- 4) Have you ever been part of a child abuse or child neglect investigation other than the founded or substantiated disposition indicated above in your answer to Section 4 Question 1? ☐ Unsure ☐ YES ☐ NO
- 5) Have you ever been the subject of a substantiated finding of adult abuse or neglect? ☐ Unsure ☐ YES ☐ NO
- 6) Have you ever been a foster care provider? ☐ YES ☐ NO
- 7) If you answered yes to questions 6, did any state agency take any legal action against your license/certification or did you surrender your license/certification lieu of legal action? ☐ YES ☐ NO

IMPORTANT: If you answered "YES" to questions two, three, four or five of Section 5 please list the specific incident(s) on a separate piece of paper. Describe the circumstances surrounding the incident(s), including associated legal, court proceedings or results of the investigation, and a description of any personal changes you have made to address the issues that led to the incident(s). You must indicate the YEAR and the STATE in which the incident(s) occurred.

If you answered "YES" to question seven of Section 5, please list the legal action(s) on a separate piece of paper. Describe the circumstances surrounding the legal action(s), including associated legal, court proceedings or results of the action, and a description of any personal changes you have made to address the issues that led to the incident(s). You must indicate the YEAR and the STATE in which the action(s) occurred.

Continued on back (signature and date required)

FOR CHILD CARE LICENSING DIVISION REPRESENTATIVE TO COMPLETE

	Run Date/Initials	Pending	Approve Date/Initials	C&C: <input type="checkbox"/> Y <input type="checkbox"/> N Intake Initials: Continue Process <input type="checkbox"/> Y <input type="checkbox"/> N Compliance Initials:		R
CPS:		<input type="checkbox"/>		Conditional Enroll Date:		
LEDS		<input type="checkbox"/>		Date of Final Approval:		
FBI:		<input type="checkbox"/>		Deny Date:	Withdraw Date:	
NSOR		<input type="checkbox"/>				
OR Court		<input type="checkbox"/>				
Out of State- Criminal		<input type="checkbox"/>				
Out of State- CAN		<input type="checkbox"/>				
Out of State- SOR		<input type="checkbox"/>				

Section 6: Privacy and Authorization Statement

I have read and understand the instructions for completing this form. I authorize the Child Care Licensing Division to use my Social Security Number as identification for the background checks. I understand that the Child Care Licensing Division will conduct a criminal history and child welfare background check on me. I authorize the Child Care Licensing Division to use my fingerprints to obtain information about me from the Federal Bureau of Investigation and Oregon State Police. I authorize the Child Care Licensing Division to obtain information about me from law enforcement agencies, courts, child protective service agencies, adult protective services, and foster care agencies in Oregon and other states; and sex offender registries in Oregon and other jurisdictions. I certify that the information I have provided is correct and complete. I understand that if I give false or incomplete information, I may be denied enrollment in or removed from the Registry.

The Child Care Licensing Division has the authority to collect information pursuant to ORS 329A.030 and ORS 181A.195 to conduct the background check. The information obtained from the background check is used to make a decision on your enrollment into the Central Background Registry. The information is kept in accordance with 181A.220, 192.365, 329A.030, Title 28, United States Code, Section 50.12, OAR (166-300-0015 Schedule Number: 2006-0017). I understand that the information I provide in Sections 4 and 5 of this application may be used to verify information provided to the Child Care Licensing Division, including information provided as part of other applications.

The Child Care Licensing Division will not share the results of the background check except in a statement that indicates whether I am eligible for employment or not and will only share information obtained in the background check, including with other public entities, as permitted or required by law.

I understand that by enrolling in the Child Care Licensing Division's Central Background Registry I will automatically be enrolled in the Oregon Registry Online (ORO), a system that manages training and education records for licensing requirements. I understand that my individual contact and training and education information submitted to ORO may be disclosed to authorized personnel with the Department of Early Learning and Care, Child Care Licensing Division, Oregon Center for Career Development, Department of Human Services, Teaching Research Institute, Oregon Child Care Resource and Referral Network, 211 info and local child care resource and referral programs.

Applicant's Signature

<div style="border-bottom: 1px solid black; height: 30px; width: 100%;"></div>	
Applicant's Signature	Date

Preparer's Signature (if applicable)

I have read this form to the applicant. The applicant has told me that he/she swears or affirms that all the information provided on this form is, and any attachments hereto, are true and accurate and agrees with the registry privacy and authorization statement. Furthermore, I have witnessed the applicant sign, or mark in the signature block of this form.

<div style="border-bottom: 1px solid black; height: 30px; width: 100%;"></div>	
Preparer's Signature	Date
<div style="border-bottom: 1px solid black; height: 30px; width: 100%;"></div>	
Preparer Agency	Phone Number

Out of State Information (CEN-0002)



Please list all of the states you currently reside in or previously resided.

Last, First, MI: _____	Resided from: (mm/dd/yy – mm/dd/yy)
Physical Address: _____	(–)
City: _____ State: _____	
Zip Code: _____ County: _____	

Last, First, MI: _____	Resided from: (mm/dd/yy – mm/dd/yy)
Physical Address: _____	(–)
City: _____ State: _____	
Zip Code: _____ County: _____	

Last, First, MI: _____	Resided from: (mm/dd/yy – (mm/dd/yy)
Physical Address: _____	(–)
City: _____ State: _____	
Zip Code: _____ County: _____	

Last, First, MI: _____	Resided from: (mm/dd/yy – mm/dd/yy)
Physical Address: _____	(–)
City: _____ State: _____	
Zip Code: _____ County: _____	

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodations, please contact the Department of Early Learning and Care at 503-947-1400.

Child Care Licensing Division's Statement of No Social Security Number (CEN-0009)

Statement of No Social Security Number

By signing below, I certify that I have never been issued a Social Security Number by the United States Social Security Administration. If I am issued a Social Security Number in the future, I will be required to provide it at my next application for certification, registration or enrollment issuance or renewal.

I understand that knowingly supplying a false statement is a Class A misdemeanor. If I do so, I could be punished by imprisonment of up to one year and a fine of up to \$6,250.

Declaración de No tener un Numero de Seguro Social

Al firmar abajo, certifico que nunca ha sido emitido a nombre mío un Número de Seguro Social por la Administración de Seguro Social de los Estados Unidos. Si se emite un Número de Seguro Social a mi nombre en el futuro, tendré que proveerlo en mi próxima solicitud de certificación, registro, emisión o renovación.

Entiendo que proveer una declaración falsa con conocimiento es un delito menor de clase A. Si lo hago, podría ser castigado con encarcelamiento hasta de un año y una multa hasta de \$6,250.

Printed Name / Nombre con letra de molde

Signature / Firma

Date / Fecha

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodations, please contact the Department of Early Learning and Care at 503-947-1400