

CBR Renewal Talking Points

Child Care Licensing Division's Central Background Registry



At each monitor visit and renewal inspection, Child Care Licensing Division (CCLD) staff will review the following:

- As a reminder, any Central Background Registry (CBR) due to expire in the next 4-5 months (expiration dates are on the pre-visit reports and CBR letters mailed to the program).
- CBR renewal applications can be submitted up to 120 days before the expiration date. A CBR renewal notice is mailed to the enrolled individual 120 days before the CBR expiration date.
 - CBR enrollment and fingerprinting are free for licensed programs! CCLD pays the fees for individuals living in or working for Registered Family (RF), Certified Family (CF) and Certified Center (CC and SC) facilities.
- Renewal includes the CBR application (online or paper) **AND** fingerprinting. Both must be completed for every CBR enrollment renewal.
- **It is recommended that CBR renewal applications be submitted at least 30 days prior to expiration so the enrollment will remain active** until fingerprinting and processing are completed. Note: renewal applications must be received for processing, a minimum of 14 days before the expiration date in order to be considered timely.
- As a licensed child care facility, residents of your home and/or employees are required to maintain active enrollment in the CBR **at all times**.
- It is your responsibility to keep track of CBR expiration dates and ensure that individuals associated with your program have a current CBR **at all times**. Do not rely on reminder notices from CCLD.
- Having an individual on site whose enrollment in the CBR has expired **will** result in a serious valid noncompliance being issued and could also result in civil penalties and other sanctions.
- **Did you know?** If an employee of a child care facility or a resident of a child care home lets their CBR enrollment expire, **they must leave immediately and cannot be on site** until their CBR re-enrollment is conditional or active again.
 - Individuals turning 18 soon can submit a paper CBR application by mail up to 90 days before their birthday, or the online application up to 90 days before turning 18 years old.
- If the mailing address changes for an individual on the CBR, they must submit a [CBR Name/Address Change Form \(CEN-0004\)](#). If mailing addresses are not kept up to date in the CBR system, you or your employee may not receive the 120-day reminder notice. You are responsible for renewing on time, even if you don't receive the reminder letter.
- The CBR application ([CEN-0001](#)) is available online here: [oregon.gov/DELCD](https://www.oregon.gov/DELCD)
- Apply online for the CBR here: [oregon.gov/DELCD](https://www.oregon.gov/DELCD)

Note: Please see the Child Care Licensing Division Central Background Registry [OAR 414-061-0000](#) through [OAR 414-061-0120](#) on the Oregon Secretary of State website.

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 Child Care Licensing Division at 503-947-1400.