

# When You Must Be Recorded

## Requirements through the Child Care Licensing Division



Some types of child care are not required to be licensed with the Child Care Licensing Division (CCLD). If any of the following conditions apply to you, the type of care you provide may be required to be recorded as a program.

### You must be recorded if:

- You are operating a preschool or school-age program that meets recording requirements.  
You will need to submit a recorded program application.
- You are operating a program that is for school-age children, is focused on a single enrichment activity and operates for no more than eight hours a week.
- You are operating a program that is mostly a group athletic or social activity and is sponsored by an organized club or hobby group.

**Disclaimer:** This is an informational tool only and may not be relied upon for a determination of exempt status. Please contact CCLD staff should you have any additional questions.

### Sources:

Oregon Secretary of State, Oregon Department of Early Learning and Care, Child Care Licensing Division, School Age Recorded Program, [OAR 414-425-0000](#).

Oregon Secretary of State, Oregon Department of Early Learning and Care, Child Care Licensing Division, Preschool Recorded Program, [OAR 414-450-0000](#).