Child Care Licensing Division | Recorded Programs

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General Program

Q. What does it mean to be recorded, and why must I do this?

A. Oregon Revised Statute (ORS) 327A.255 and ORS 327A.257 require certain programs that serve children to be recorded with the Child Care Licensing Division. This law went into effect July 1, 2010. The purposes of the statute are to make sure that adults who have contact with children have completed a criminal background check and to inform parents about the type of program they are using.

Being recorded with the Child Care Licensing Division is different than being licensed in that there are only two requirements:

1. *All staff and volunteers 18 years of age and older, as well as individuals who may have unsupervised contact with children in the program, must be enrolled in the Central Background Registry (CBR).*
2. *Providers must notify parents about a program's recorded status and post the program notice in a place*

where it can be seen.

Unlike a licensed child care facility, the rules for recorded programs are minimal. CCLD will not look at staff requirements, ratio of children to adults, equipment, activities or any other aspects of the program. In most cases, CCLD staff will not visit the facility.

Q. What type of programs must be recorded?
A. The following must be recorded:

1. *Preschool programs that operate for four hours a day or less, are educational, and serve children from 36 months of age to eligible for first grade in a public school, must be recorded.*
2. *Providing youth development activities* to school-age children (eligible for kindergarten up to 13 years of age) during hours that school is not in session and does not take the place of a parent's care.*

**Care, supervision, or guidance that is intended for enrichment, including teaching skills or proficiency in physical, social, or educational activities such as tutoring, music lessons, social activities, sports, and recreational activities.*

Q. What type of programs do not need to be recorded?
A. The following do not need to be recorded:

- *Programs that are mostly a group athletic or a group social activity and are sponsored by an organized club or hobby group, such as the Girl Scouts.*
- *Programs that are for school-age children focusing on a single enrichment activity and operating for no more than eight hours a week, such as swimming lessons.*
- *Programs operated by a school district, political subdivision of the state, or a government agency.*

Q. How will I know if my program needs to be recorded?
A. If your program falls into one of the two categories above, you need to apply to become recorded with CCLD. You may call CCLD at the phone number listed on this form to request an information packet that includes the application and rule book. You may also download the application from the Child Care Licensing Division website at www.oregon.gov/delc from the resource library.. *If CCLD learns that a program needs to be recorded, CCLD staff will contact the program to provide information about the recording process.*

Q. What is the process to become recorded?
A. The following is the process to become a recorded program:

1. *All staff, volunteers, and those that may have unsupervised contact with children must enroll in the CBR (see below).*
2. *Download the recorded program application from the DELC website,* https://www.oregon.gov/delc/resources/pages/default.aspx#ResourceDocuments *or call CCLD to request an application be mailed to you.*
3. *Complete the application and send it with the $20 application fee to the address listed on the form. You must also send the following documentation with the application and fee:*
    - *A statement describing the purpose of the program*
    - *Description of types of activities provided to children*
    - *Parent agreement*
    - *Daily schedule*
4. *After your application is reviewed, you may be contacted by CCLD staff for more information.*
5. *A recorded program notice will be mailed to the program. The notice is valid for two years and must be renewed. The notice itself must be posted in a place where it can easily be seen by families.*

Q. Does transportation count towards the 4 hours of time children are allowed to be present at a recorded program facility?
For recorded preschool programs, we know that a preschool-age child cannot be present at the facility for more

than 4 hours per day. If a preschool-age recorded program provides transportation, does the time during transport count towards the 4 hours allowed to be present at the facility?

A. The four hours qualifying as a preschool recorded program is the time the child is physically present in the center used by the program and not any time spent in transit to and from the program, even if provided by the program or an affiliate.

Q. Will anyone from the Child Care Licensing Division visit my program?
A. Child Care Licensing Division staff members will not inspect your facility. A recorded program is exempt from child care licensing. If CCLD is made aware that a program will not complete CBR enrollment for their staff and/or volunteers, will not post the program notice, or may need to be licensed, CCLD staff will visit the program.

***If you have more questions on recorded programs, please contact the Child Care Licensing Division** at 1-800-556-6616. You may also go to the DELC website at* www.oregon.gov/delc

Central Background Registry (CBR)

Q. Who must be enrolled in the CBR?
A. All recorded program staff, volunteers, and individuals who are 18 or older and who may have unsupervised contact with children are required to enroll in the CBR.

Visitors (18 and older) to the program during child care hours must enroll in the CBR if they may have unsupervised contact with the children in care. A visitor is likely to have an opportunity for unsupervised contact with children in care when the staff member/volunteer needs to visit another area of the facility.

Q. For recorded programs housed in larger organizations (such as churches or private/public schools): Do other administrative, janitorial, or maintenance staff need to enroll in the CBR?
A. Only if those individuals may have unsupervised contact with children in the program. An individual is likely to have an opportunity for unsupervised contact with children in care when the staff member/volunteer needs to visit another area of the facility or if children use restrooms located in other areas of the building. It is recommended that recorded programs partner with organizations and clearly identify any individuals that may have unsupervised contact with children and enroll those individuals in the CBR.

This does not apply to recorded program staff and volunteers, who are required to be enrolled in the CBR by Oregon Revised Statute and Oregon Administrative Rules.

Q. When must recorded program personnel enroll in the CBR?
A. Recorded program's personnel must enroll in the CBR before working or volunteering in the program.

Q. What does the CBR process consist of?
A. The process begins with receipt of a complete application, which can be completed online or mailed to CCLD. After the application is processed, the applicant will receive information via email and/or mail regarding fingerprint processing.

The background review includes background checks through the Oregon State Police, the Department of Human Services Child Protective Services and Adult Protective Services, fingerprint-based background check with the Federal Bureau of Investigation, and sex offender registries. In addition, if the individual resides out of state or has resided out of state within the past five years, there are additional criminal, sex offender registries, and child protective services checks that will be conducted in those states.

Q. The person I want to hire is not yet enrolled in the CBR. Is there an alternative to mailing the application?
A. The individual can apply online at https://www.oregon.gov/delc/providers/pages/cbr.aspx

Q. What documentation must I have before someone begins work/volunteer at the facility unsupervised?

A. You may not start an employee or volunteer in the program until you have documentation from CCLD that the individual is enrolled in the CBR. Documentation can be obtained by calling CCLD at 1-800- 556-6616 and confirming

that the individual is enrolled in the CBR. You should then request the individual be linked to your program. After you have linked the individual to your facility, a CBR enrollment letter will be sent directly to the facility. This letter must be kept on site.

If you are presented with an individual's copy of an enrollment letter, please contact CCLD to verify the individual's CBR enrollment status and link the individual to your facility.

Linking an individual to your facility is important; CCLD may contact you if there is a change in a person's CBR status including expiration, suspension, or removal. See questions below regarding steps to take if you are notified of a CBR expiration or suspension.

Q. If I have an employee or volunteer who is 17 years old, what is required when they turn 18?
A. Four to six weeks before the individual's 18th birthday, they must complete and submit an application to be enrolled in the CBR. If an individual turns 18 years old and is not enrolled in the CBR, they cannot continue to work or volunteer with your recorded program.

Q. When I call the Child Care Licensing Division to confirm that an individual is enrolled in the CBR, what information do I need to have ready to give them?
A. In order to accurately verify the identity of an individual, CCLD will need the person's first and last name and one of the following: their date of birth, current address, or last four digits of their Social Security number.

Q. What is "conditional enrollment" in the CBR?
A. An individual may be conditionally enrolled in the CBR pending the results of an FBI criminal records check if the individual resides in Oregon (must have an Oregon address on file), has been initially approved by CCLD, and the individual's fingerprints have been submitted to the FBI. During conditional enrollment, the individual may work or be associated with your recorded program but must not have any unsupervised contact with children. It is recommended that the program have a written plan for supervision of the individual to ensure no unsupervised contact with children.*

**Contact with children that provides the person opportunity for personal communication or touch when not under the direct supervision of a child care provider or staff with supervisory authority.*

Q. How long does an active enrollment last?
A. CBR enrollment will be valid for a period of five years unless suspended or removed from the registry. Approximately four months before the enrollment expiration date, a renewal notice will be mailed to the individual's address on file with the division.

Q. What should I communicate to my staff and volunteers about the CBR renewal process?
A. Communicate the importance of sending in a CBR renewal application in a timely fashion. If a renewal application is received 14 or more days before expiration, the current enrollment remains in effect until CCLD takes further action on the renewal application. It is also important to notify CCLD of any address or name changes within 30 days of the change.

Q. What must I do if I receive notification that an individual has been suspended or removed from the CBR?
A. An individual who has been suspended or removed from the CBR cannot be on the premises. If the individual is on site when you receive the notification, the individual must leave the premises and not return until you have received notification from CCLD that the individual is cleared to be on the premises.

Q. What must I do if I receive notification that an individual's enrollment in the CBR has expired?
A. An individual whose CBR enrollment has expired cannot be on site, work, or volunteer in the program. You must wait until you receive notification that the individual is, at a minimum, conditionally enrolled in the CBR before they are allowed back in the facility.

For more information on the CBR and applications:

Phone: 1-800-556-6616

Email: CCLD.Customerservice@delc.oregon.gov

Website: https://www.oregon.gov/delc/providers/pages/cbr.aspx

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 *1-800-556-6616*.