

Once you have a correct email with us:

LOG INTO THE SELF-SERVICE PORTAL AND GET STARTED.

Make sure that you properly respond to the use of your **Social Security Number** (SSN) for Background Checks.

Make sure that you put a supervisor in your **Place of Business**.

Make sure that you complete the following items:

Your renewal will not be processed if you do not complete these two mandatory items. After completing these items return to the Licensing Portal.

• **COMPLETE THE OHA WORKFORCE SURVEY.**

• **COMPLETE THE OHA CULTURAL COMPETENCY CONTINUING EDUCATION (C.E.)**

You can satisfy the **Cultural Competency C.E.** requirement by:

1.) Enrolling and completing the approved course and then submit the approved certificate:

- <https://www.oregonsrt.org/event-4547724>
- <https://www.oregon.gov/obmi/Documents/OBMI-Offers-A-Cultural-Competence-Course.pdf>

2.) Take a course provided by your employer or other source that meets these requirements:

<https://www.oregon.gov/obmi/Documents/Stakeholder-Guide-For-CE-Certificates.pdf>

Questions?

Please email us with any questions, we are happy to help!

OBMI.Info@obmi.oregon.gov