



Health Care Regulation & Quality Improvement
800 NE Oregon Street, Suite 305
Portland, Oregon 97232
971-673-0540
971-673-0556 (Fax)

RE: Caregiver Registry Initial Licensure

If you would like to apply for initial licensure as a Caregiver Registry, please send us the following information:

[] Application: Complete and submit a caregiver registry application, found online in the application section of www.healthoregon.org/hcrqi

[] Fee: Include a check or money order for \$1500.00 payable to the "Oregon Health Authority".

[] Resume: Include a resume for your administrator, with the following requirements:

- Must be a current resume
- Must show evidence of at least two years of professional or management experience. (Please include the employer's name and location, the dates of employment including month and year, the title of the position held, and the duties performed.)
- Must show evidence of high school diploma or equivalent

[] Policies and Procedures: Develop policies and procedures and associated or applicable forms. Please submit the registry's policies and procedures, with associated forms, which demonstrate compliance with the Oregon Administrative Rules (OARs) for caregiver registries found at OAR Chapter 333, Division 540.

Send requested information to:

Attention: CGR Team
Health Care Regulation and Quality Improvement
800 NE Oregon St. #305
Portland, OR 97232

The policies and procedures sent to this office cannot be returned to you. The length of the caregiver registry initial licensure process varies depending on multiple factors such as whether or not the application is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the request review, etc. Therefore, it is not possible to establish

specific time frames. Due to the large volume of applications received, please email all inquiries to mailbox.hclc@state.or.us (attention CGR Team).

Sincerely,

HCRQI Staff
Oregon Health Authority
Public Health Division
Health Care Regulation and Quality Improvement

If you need this information in an alternate format, please call our office at (971) 673-0540 or TTY (971) 673-0372.