

## Caregiver Registry Initial Licensure Guidance

The information below outlines the steps for obtaining a license as a caregiver registry (CGR).

### 1. Licensure Application and Non-refundable Fee

The following materials must be submitted either by email to [mailbox.inhomecare@odhsoha.oregon.gov](mailto:mailbox.inhomecare@odhsoha.oregon.gov) or by mail to 800 NE Oregon St., Suite 465, Portland, OR 97232.

- a. Completed [CGR license application](#)
- b. Non-refundable fee
- c. Administrator resume
  - Must be current, show evidence of a high school diploma or equivalent, and show evidence of at least two (2) years of professional or management experience including the employer's name and location, dates of employment including month and year, title of the position held, and the duties performed
- d. Policies and procedures
  - Develop and submit policies, procedures, and applicable forms that demonstrate compliance with the Oregon Administrative Rules (OARs) for caregiver registries found at [OAR chapter 333, division 540](#). The policies and procedures sent to this office cannot be returned to you.

### 2. On-site Licensure Survey

An initial licensing survey must be completed prior to the start of operations. A CGR may not operate without a state license. Licensed facilities must comply with the requirements in [OAR chapter 333, division 540](#).

### 3. Issuance of License

The length of the CGR initial licensure process varies depending on multiple factors including whether the application and documentation submitted is complete, whether additional information is needed, and availability of resources necessary to complete the review.

If you have questions regarding this process, please contact the Health Facility Licensing and Certification program at 971-673-0540 or [mailbox.hclc@oha.oregon.gov](mailto:mailbox.hclc@oha.oregon.gov).

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