



## Checklist for becoming listed with DHS

\_\_\_ Complete online Introduction to Child Care Health & Safety training – can be found here:  
<https://occd.educadium.com/index.php?>

### Relative Care:

\_\_\_ Complete and mail or fax DHS Listing form 7494, including background checks and fingerprinting requirements for anyone in the home over the age of 16 and common or frequent visitors. After the application is processed and approved by DHS, you will receive a letter stating you have 90 days to take an Orientation class.  
<https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Provider-Listing.aspx>

\_\_\_ Attend Orientation training through CCRN (stipend available if listed Active and Connected to a family)

### Non-Relative Care:

\_\_\_ Complete online Recognizing and Reporting Child Abuse and Neglect – can be found here:  
<https://occd.educadium.com/index.php?>

\_\_\_ Attend training for Adult & Pediatric CPR and First Aid

\_\_\_ Complete and mail or fax DHS Listing form 7494, including background checks and fingerprinting requirements for anyone in the home over the age of 16 and common or frequent visitors. After the application is processed and approved by DHS, you will receive a letter stating you have 90 days to take an Orientation class (see link above).

\_\_\_ Attend Orientation training through CCRN (stipend available if listed Active and Connected to a family)

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## Become an Enhanced Rate Provider!

To encourage providers to get more training, DHS will pay a higher “enhanced rate” to DHS regulated subsidy providers who meet the requirements.

### Relative Care:

\_\_\_ Complete Recognizing and Reporting Child Abuse and Neglect <https://occd.educadium.com/index.php?>

\_\_\_ Attend training for Adult & Pediatric CPR and First Aid

\_\_\_ Complete Food Handlers Card (self-study packet available through CCRN or online) [www.childcarefoodhandler.org](http://www.childcarefoodhandler.org)

### Non-Relative Care:

\_\_\_ Complete Food Handlers Card (self-study packet available through CCRN or online, see link above)

**\*\* If you are listed Active and Connected to a family then Enhanced Rate trainings are free and you may be eligible for a training stipend – get paid to attend important training!**

Once you are Enhanced, you are required to take 8 hours of additional Early Childhood Education classes every two years. **If you are listed Active and Connected to a family, you are eligible for a stipend, meaning you will be paid \$12 an hour for up to 8 hours of ongoing training!**