



Checklist for becoming listed with DHS

___ Complete online Introduction to Child Care Health & Safety training – can be found here: occd.educadium.com

___ Complete online ODHS Child Care Provider Orientation Part One – can be found here: occd.educadium.com

Relative Care:

___ Complete and mail or fax DHS Listing form 7494, including background checks and fingerprinting requirements for anyone in the home (where care is provided) 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 the second part of the Orientation class. <https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Provider-Listing.aspx>

___ Attend the ODHS Child Care Provider Orientation Part Two 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: occd.educadium.com

___ Attend training for Adult & Pediatric CPR and First Aid

___ Complete and mail or fax ODHS 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 ODHS, you will receive a letter stating you have 90 days to take an Orientation class (see link above).

___ Attend the ODHS Child Care Provider Orientation Part Two training through CCRN (stipend available if listed Active and Connected to a family)

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 occd.educadium.com

___ Attend training for Adult & Pediatric CPR and First Aid

___ Complete Food Handlers Card (self-study packet available through CCRN or online) 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!**