



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 18 and common or frequent visitors.

<https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Provider-Listing.aspx> Background checks are done through the Oregon Central Background Registry. <https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx> 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.

___ Attend the ODHS Child Care Provider Orientation Part Two training through CCRN

Non-Relative Care:

___ Complete online Recognizing and Reporting Child Abuse and Neglect – can be found here: occd.educadium.com

___ Complete online Foundations for Learning – 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

___ Drinking water lead testing (not required if care is provided in the child's home) learn more here: <https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx>

Ongoing Training Requirements

Annual Health and Safety Training

Required for: All license exempt providers who are not related to all children in their care. This training is not required if you are a great-grandparent, grandparent, aunt, uncle or sibling not living in the home of the child.

What is required: Every year, child care providers must take a Health and Safety training recognized by the Oregon Center for Career Development in Childhood Care and Education (OCCD). A minimum of 1 hour is required.

Additional training: 6 hours every 2 years

Required for: All license exempt providers who are not related to all children in their care. This training is not required if you are a great-grandparent, grandparent, aunt, uncle or sibling not living in the home of the child.

What is required: Six hours of additional trainings are needed in each two-year period including:

Two hours in human growth and development (HGD)

Two hours in understanding and guiding behavior (UGB)

Two hours in a core knowledge category of the provider or staff's choice