

## Steps to becoming a Licensed Child Care Provider



- **Complete the following online trainings. All trainings are free of charge and provided in multiple language formats. You can access all of the following trainings here: <http://campus.educadium.com/OCCD/>**
    - ☐ Introduction to Registered Family Child Care Class Part 1 (IRF1)
    - ☐ Introduction to Child Care Health and Safety (ICCHS)
    - ☐ Recognizing and Reporting Child Abuse and Neglect (RRCAN)
    - ☐ Safe Sleep for Oregon's Infants training
  - **Enroll in the Oregon Central Background Registry (CBR). This may take time, so it is best to do it as soon as possible. You will want to be sure you enroll ALL ADULTS 18 and over that will have access to the children in your program. There is no cost to enroll at this time. If you do not have a social security number you may complete the paper application. For more information about this process view the [CBR TIMELINE](#) document.**
    - ☐ Enroll in CBR –paper and online [application](#)
  - **Register and Complete the Introduction to Family Child Care Part 2 training. This training is free of cost and currently available in online format at this time. Typically, CCR&R offers this training once a month.**
    - ☐ Register and attend the Introduction to [Family Child Care Part 2 Training](#)
  - **Obtain your food handler's card. This course is self-guided and free of cost.**
    - ☐ [Food Handler's card Training](#)
  - **Complete the Infant/Child CPR & First Aid certification. Currently the State of Oregon is accepting the online course until the State of Emergency ends.**
    - ☐ [Infant/Child CPR & First Aid Training](#)
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- **Get your water tested for lead.** Lead testing is required for all plumbing fixtures used for drinking, cooking, or preparing food or infant formula. For more information visit [OCC](#) for additional information and resources. You will receive instructions for completing this test upon enrolling for the IRF2 training.
  - ☐ Complete Lead Testing
- ✓ **If you have completed your CPR and/or Food handler's card with another organization you may send in your document or upload directly to ORO.** Visit <https://my.oregonregistryonline.org/> to upload documents or visit the [PSU OCCD site](#) for instructions for sending in paper documents.
- ✓ **When you have completed all items listed above, you are ready to send your Family Child Care License application to Office of Child Care.** You will receive you application upon enrolling for the IRF Part 2 Training.

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### Additional Steps you can take while you complete your requirements:

- Visit: [my.oregonregistryonline.org](https://my.oregonregistryonline.org) to track your trainings and upload documents to ORO
- Explore the business resources page at CCR&R <https://ccrr-mc.org/business-resources/>
- **Read the Registered Family Child Care Rule book.** Available at CCR&R or <http://www.oregon.gov/OCC> Click on OCC Forms and Publications" located on left side
- **Check home status:** If you live in a rental property, check with your Property Owner some rentals do not allow home businesses
- **Contact a Consultant at CCR&R for additional help as needed**