



Required Training and Background Registry

In order to provide time at the center as a ReVillage staff member or caregiver, you will be following the steps below to complete all background checking / fingerprinting and training required. Please reach out to Erika Johnson ErikaJ@ReVillagebend.com if you have any questions that aren't explained in the user guide below.

Central Background Registry / Fingerprinting

- 1) CBR (Central Background Registry) Online Application will ask you a few questions <https://oregonearlylearning.com/providers-educators/providers-educatorscbr/>
- 2) Oregon Department of Education will email you the process & all the documents to continue your fingerprinting process. In this email you will receive codes that are unique to YOU. There will be a:
 - Fieldprint Access Code
 - Billing Code and an
 - OCA Code

- 3) Once you have these codes handy and are ready to schedule your in-person fingerprinting appointment, you will be prompted to head to <https://oregon.fieldprint.com/User/SignIn?ReturnUrl=%2f>
- 4) You must schedule AND finish your appointment prior to the deadline date given to you in the email. If you must reschedule your appointment, you can do so at least 24 hours in advance. If rescheduling within 24 hours, there will be a fee incurred.
- 5) Complete your fingerprinting appointment.
- 6) 5-7 business days following your fingerprinting appointment you should receive a letter in mail from the Oregon Department of Education / Early Learning Division stating that you have been “conditionally” enrolled in the central background registry. In this letter you will be given your Oregon Registry Online (ORO) number which you will use when taking trainings or professional development courses.

Training

1) Safe Sleep for Oregon’s Infants, 2) Prevention is Better Than Treatment, 3) Introduction to Child Care Health and Safety, and 4) Recognizing Child Abuse and Neglect

- 7) Head to <https://oregonearlylearning.com/providers-educators/professional-development/Self>
- 8) Once on this page you will see the mandatory 4 trainings for **Safe Sleep for Oregon’s Infants, Prevention is Better Than Treatment, Introduction to Child Care Health and Safety, and Recognizing Child Abuse and Neglect**. Underneath one of them, click on “access online training”
- 9) This will bring you to the Portland State University page. This is the system that the Oregon Department of Education uses to keep track of all your training and professional development hours. You will need to create an account using your ORO number given to you early in your Early Learning Division letter.

- 10) Once your PSU account has been confirmed through the email you provided, you can now start your training.
- 11) Each course will take 1-2 hours to fully complete.
- 12) After each course, you will be prompted to download and save your certificate of completion. You will also receive an email shortly after you've completed each course with your certificate of completion attached. You can either print each certificate out and bring in to the ReVillage staff OR you can send us an email with the attached file.

CPR & First Aid

1. CPR & First Aid. CPR & First Aid will now be held in person as of June 30th, 2022. ELD will no longer accept online CPR & First Aid certificates issued after June 30th. An updated, in person option will be listed here soon. Until then, reach out to Joslyn at Joslyn@ReVillagebend.com for guidance. Remember, first aid and CPR is paid in full by ReVillage.

Food Handlers Card

1. Head to:
2. <http://triwou.org/pages/show/ccccrr-food-handler-certification>
3. This first paragraph you can read the study guide and once ready (or if you're ready without the study guide) click on "take test".
4. There will be an info section that you'll fill out. The section "employed by" fill in ReVillage. The section DHS child care sit? Click on "yes". Then try to receive a 30/37 on the test. Once you do, the certificate will be emailed to you. Send that certificate to ErikaJ@ReVillagebend.com within 30 days of your start date.