



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 Andrea Paskewich andrea@revillagebend.com if you have any questions that aren't explained in the user guide below.

Step 1: Complete Immediately

Central Background Registry / Fingerprinting

- 1) CBR (Central Background Registry) Online Application will ask you a few questions
<https://www.oregon.gov/delc/providers/Pages/cbr.aspx>
- 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.

Step 2: Complete within 30 Days

Safety Set Training

The “safety set” training is a total of four online training sessions to do on your own.

They are:

- 1) Foundations of Learning
- 2) Prevention is Better Than Treatment
- 3) Introduction to Child Care Health and Safety, and
- 4) Recognizing Child Abuse and Neglect

To begin, head to <https://occd.educadium.com/course/index.php?categoryid=1>

The above link takes you to the Portland State University - Oregon Center for Career Development page. This is the system that the Oregon Department of Education uses to keep track of all your training and professional development hours.

Once on this page you will see the mandatory four trainings for **Foundations For Learning, Prevention is Better Than Treatment, Introduction to Child Care Health and Safety, and Recognizing Child Abuse and Neglect.**

1. Once your PSU account has been confirmed through the email you provided, you can now start your training.
2. Each course will take 1-2 hours to fully complete.
3. 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. Send completed certifications to andrea@revillagebend.com

✓ Step 3: Complete Within 90 Days

CPR & First Aid

1. Infant & Child CPR and First Aid certification is required to be an aide in the classroom. Andrea can give you a list of training dates: andrea@revillagebend.com . Remember, first aid and CPR is paid in full by ReVillage. In most cases, a hybrid option is available. This gives the option of watching all of the training videos online, then going for a two hour testing session.

Please note: The Oregon Department of Early Learning and Care requires that CPR/First Aid certification be specific to infants and children.

✓ Step 4: Complete Within 30 Days

Food Handlers Card

1. Head to: <http://triwou.org/pages/show/ccccrr-food-handler-certification>
2. 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".
3. There will be an info section that you'll fill out. The section "employed by" fill in ReVillage. The section DHS child care site? 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 andrea@revillagebend.com within 30 days of your start date.

✓ Step 5: Complete prior to giving time in the classroom

New Staff Orientation

1. For your first time giving time in the classroom, we will carve out space for you to sit down with Andrea (ReVillage Director) or Alisha (Assistant Director) and review ReVillage's policies and procedures, the emergency binder, go over the aide job description, go over any questions, and have an hour of "shadowing" in the classroom where a staff member will walk you through what a day in the classroom will look like.