

How to Apply to the Central Background Registry (2 pages)

ECE students must enroll in the *Central Background Registry* (CBR) with the Oregon *Department of Early Learning and Care* (DELIC) at least 1-2 terms before registering for ECE 240: *Supervised Student Teaching* or for ECE 280. Application and fingerprints are free.

Enrolling in the CBR is easy, but it can take 45- 60 days for DELIC to complete the approval process so be sure to plan ahead.

Complete the CBR application and fingerprints at least 1-2 terms before you plan to register for ECE 240 (or ECE 280).

- DELIC will then send you an enrollment letter confirming your CBR status. Students are required to submit a copy of the CBR enrollment letter during the first week of class (ECE 240 and ECE 280).
- Students who do not have a valid CBR enrollment letter will not be allowed to continue ECE 240 and will be administratively dropped from the class.
- Enrollment in the CBR is valid for 5 years. Be sure to keep your enrollment up to date. This is required for employment in all early childhood settings.

There are several steps to keep track of. Please read and follow instructions carefully (incomplete applications are not accepted):

1. The first step is to complete an online CBR application. Go to the website: Oregon.gov/delc
2. Select the CBR link in the top right corner
3. Scroll down until you see a blue rectangular box to apply: *Apply Online to the Central Background Registry*
4. You will be transferred to a different website.
5. After reading the information on the screen select: *Continue*
 - a. Note: if on a mobile device the “continue” button may be very small
6. On the next screen you will need to select why you are applying to the Central Background Registry. You want to select the top option (shown below) and then select continue.

- I am employed, volunteering, or associated with a licensed childcare facility or requesting agency, preschool recorded program, school age recorded program or licensed exempt child care, receiving payment from ERDC Child Care Assistance

7. Enter your personal information and verify that you have entered your information correctly.
 - a. Note: Please provide an email address as this is where information for your fingerprinting will be sent. Failure to provide an email address may slow down your background check.
8. When you get to the *Facility Information Page*, if you are not currently working in a childcare center in the community, you may enter the following information, which will allow you to complete student teaching (ECE 240) on campus in the Lane Child and Family Center (lab school), which is the preferred location.
 - a. Facility Type: Certified Child Care Center
 - b. Name: Lane Child and Family Center
 - c. Address: 4000 East 30th Ave
 - d. Phone: 541-463-5517
 - e. License: CC052137
 - f. Employment Position: Aide 1
9. After you have completed your application, there are still additional steps you must complete.
 - a. Within 3-5 days after you have submitted your online application, you will receive information with instructions and codes for how to schedule an appointment for fingerprints.
 - b. There will also be instructions for how to set up an account with “fieldprints” (which is required for fingerprints).
 - c. Once you’ve submitted your fingerprints, it can take 2-4 weeks to receive your CBR enrollment letter.
 - d. Please check your junk and spam folders as these emails often are filtered there.
 - e. If you have indicated that you have lived out of state, you will receive information separately regarding what steps to take to complete that process.
 - f. If you have any questions on the application process or on your application status, please call 1-800-556-6616 or email:
ccltd.customerservice@delc.oregon.gov

If you have questions about the ECE program, ECE 240, or ECE 280, please contact:

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