



Oregon

Kate Brown, Governor

Early Learning Division
Office of Child Care



January 3, 2019

NAME

ADDRESS

CITY, STATE, ZIP

Re: Change in CBR Enrollment

Dear Provider,

The Office of Child Care recently made you aware of changes in the rules related to the Central Background Registry (CBR) including enrollment eligibility requirements and considerations, conditional enrollment, and the length of enrollment. Effective September 30, 2018, CBR enrollment will be valid for five years (previously two years).

Upon initial approval of enrollment in the Central Background Registry, your status of enrollment will be valid for a period of **five (5)** years unless suspended or removed from enrollment. Approximately four months before the enrollment expiration date, a renewal notice will be mailed to your address on file with the division.

If you enrolled in the CBR on or after January 1, 2017, your enrollment renewal date has changed. Our records show your enrollment date as **DATE, XX, 20XX** (OLD- please remove after filling) – therefore, **your expiration date is now DATE XX, 20XX (NEW- please remove after filling)**.

Thank you for your service and commitment to providing safe and quality care to children in Oregon.

If you have additional questions please contact our central office.

Email: ChildCare.emp@state.or.us, or call 1-800-556-6616 or 503-947-1400.

Sincerely,

Dawn Taylor
Office of Child Care Director