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OREGON REGISTRY

PATHWAYS TO PROFESSIONAL RECOGNITION IN CHILDHOOD CARE AND EDUCATION

Oregon Registry Application Guide
With Frequently Asked Questions,
for Before and After completing the application

**Oregon Center for Career Development in
Childhood Care and Education**



Professionals making a difference...

- By being recognized
- By being acknowledged

**For their professional achievements
in childhood care and education**

THE APPLICATION PROCESS: AN OVERVIEW

Before applying, you will need the following materials:

- **Oregon Registry Steps**
- **Core Knowledge Category (CKC) Definitions**
- **Application Forms and Guide**
- **Oregon Registry Training and Education Criteria**
- **For Step 7.5 or higher, you may also need the Core Body of Knowledge (CBK) to link your Training and Education to the knowledge standards**

These materials can be downloaded at www.centerline.pdx.edu/oregonregistry. You will need Adobe Acrobat Reader 5.0 or higher to do so. To receive materials by mail, contact the Oregon Center for Career Development, toll-free at 1-877-725-8535.

Application Process

- Review the **Oregon Registry Steps** document. The Oregon Registry Steps are a sequence of 12 Steps of professional development that describe and acknowledge increasing education and training. It is not required to complete each Oregon Registry Step in sequence, one after the other. You may apply for any Step for which you have completed the required training/education and have appropriate documentation.
- Decide the Step you want to apply for and the Path you will follow. Then find the detailed instructions for your Step and Path in the following pages.
- Gather all your certificates, transcripts, workshop/class/course descriptions, syllabi and anything else that will help you match your training and education to the Oregon Registry Steps, the core knowledge categories, and possibly the knowledge standards.
- All Oregon Registry training and education must be related to childhood care and education. Review the **Oregon Registry Core Knowledge Category Definitions** to help link your training and education to the different childhood care and education related categories. Reviewing the **Core Body of Knowledge** may be helpful when linking training and education to knowledge standards (Set One, Set Two, Set Three).
- You may want to add *voluntary Professional Enhancements*.
- Applications for Enrollment, Step 1 and/or Step 2 require no fee. For Steps 3 through 12 the cost is **\$10.00** per application, scholarships may be available at www.centerline.pdx.edu/scholarship. **Make your check or money order payable to: PSU.**
- Make a copy of completed application forms and documentation. Keep **original** training & education documents AND a **copy** of completed application in a safe place. Send the signed original of your application forms along with the copies of your training and education documents to:

Portland State University – OCCD
Attn: Oregon Registry Application
PO Box 751
Portland OR 97207-0751

Additional Information:

- For those who have an existing Oregon Registry Step there is no need to re-submit all of your training/education to apply for a higher step. Only the documentation of additional training/education is required for the higher Step.
- A Statewide Mentor trained in the Oregon Registry may be able to help with the basics of the application process. Contact the Oregon Child Care Resource & Referral Network at 1-800-342-6712 to locate a Mentor near you. For detailed application questions please call the Oregon Registry, toll-free at 1-877-725-8535, or email occdregistry@pdx.edu



FREQUENTLY ASKED QUESTIONS

Q: Where can I get information about more training so I can work toward a higher Step in the Oregon Registry?

A: Your local Child Care Resource and Referral Agency maintains a training calendar at www.oregonchildcaretraining.org for your community. Contact the Oregon Child Care Resource & Referral Network, toll-free at 1-800-342-6712 for the contact number of the Child Care Resource and Referral program near you.

Q: What completed degrees are considered in the field of childhood care and education?

A: Degrees include completed degrees in the field of childhood care and education such as early childhood education, child development, human development, elementary education, human ecology, home economics, family and consumer studies, child and family studies, and special education. Other completed degrees, out of the field degrees, such as education, psychology, sociology, secondary education, and social work, will require an examination of transcripts to determine coursework content in a minimum of 5 core knowledge categories.

Q: What if I want to participate in the DHS Enhanced Rate Program?

A: Family child care providers who are interested in the DHS Enhanced Rate Program can find a copy of the **DHS Enhanced Rate Program Application and Renewal packet** on the OCCD website at www.centerline.pdx.edu/enhancedrate. Call Oregon Center for Career Development in Childhood Care and Education, toll free at 1-877-725-8535 to request that a copy of the DHS Enhanced Rate Program Application and Renewal packet be mailed to you. If you are working in a certified or an exempt child care center, have your center contact the DHS Direct Pay Unit directly to find out how your facility can participate in the DHS Enhanced Rate Program. The Direct Pay Unit can be reached, toll-free at 1-800-699-9074.

Q: Is there scholarship money available for more training and education?

A: If you are currently caring for children, you may be eligible for a scholarship through the **John & Betty Gray Early Childhood Initiative of the Oregon Community Foundation**. Scholarships are available for professional training and education leading to certification, credentialing, and accreditation, as well as fees related to approved professional development activities (including the Oregon Registry.) See www.centerline.pdx.edu/scholarship for more information.

Q: Will professional enhancements help me reach a higher step?

A: No, however professional enhancements are opportunities to acknowledge your accomplishments within the field of childhood care and education. If completed and approved, these enhancements will be added to your Oregon Registry certificate.

Q: Do I need to complete the Form 3: Reflective Overview?

A: The **Form 3: Reflective Overview** is required only when applying for Steps 7.5-10 using any community based training. This includes both Combination and Community Based Training (CBT) Pathways.

Q: How do I know if my certificates/transcripts are appropriate documentation for the Oregon Registry?

A: Please see the **Oregon Registry: Training and Education Criteria** for the requirements for training and education accepted by the Oregon Registry.

Additional Questions?

Call toll-free at 1-877-725-8535, or email us at centerline@pdx.edu if you have questions.



HOW TO APPLY

To apply for the Oregon Registry using a:

- **COMPLETED DEGREE, CREDENTIAL OR CERTIFICATE IN THE FIELD OF CHILDHOOD CARE AND EDUCATION**

1. Review the **Oregon Registry Steps** document to ensure your degree, credential or certificate meets the Step Requirements.
2. Fill out the **Enrollment Form**.
3. Fill out **Form 1: Oregon Registry Application Cover Sheet**.
4. Attach a copy of your completed degree showing your major in the field
5. Include the \$10 fee (check, money order, voucher of payment). Checks should be made payable to: PSU.

Note: Form 2: Training & Education Documentation is not required for degrees in the field.

To apply for the Oregon Registry using one of the following:

- **COMPLETED DEGREE OR CERTIFICATE OUT OF THE FIELD OF CHILDHOOD CARE AND EDUCATION**
- **COLLEGE COURSE CREDITS WITHOUT A DEGREE (CCC)**
- **COMBINATION OF COLLEGE COURSE CREDITS AND COMMUNITY BASED TRAINING**
- **COMMUNITY BASED TRAINING (CBT)**

1. Fill out the **Enrollment Form**.
2. Fill out **Form 1: Oregon Registry Application Cover Sheet**.
3. Fill out **Form 2: Training & Education Documentation**.
4. Attach copies of the appropriate documentation (certificates/transcripts/class descriptions) behind each **Form 2: Training & Education Documentation**.
5. Include the \$10 fee (check, money order, voucher of payment) to cover the fee. Checks should be made payable to: PSU.

Note: Form 3: Reflective Overview is required only when applying for Steps 7.5-10 using any community based training. This includes both Combination and Community Based Training Pathways.

OPPORTUNITIES FOR FURTHER RECOGNITION Voluntary Professional Enhancements

What are Professional Enhancements?

Professional Enhancements are voluntary and not required to apply for an Oregon Registry Step. They are opportunities to acknowledge your accomplishments within the field of childhood care and education. If completed and approved, these enhancements will be added to your Oregon Registry certificate.

- See **Form A: Professional Experience** for an opportunity to be acknowledged for your childhood care and education related work experience.
- See **Form B: Personal Attributes Statement** for an opportunity for you to write statements about your personal qualities or characteristics. There are three parts to completing the Personal Attributes process.
- See **Form C: Commitment to Code of Ethical Conduct** for an opportunity to show a commitment to your practice of professional ethics within the field of childhood care and education.



FORM 2: TRAINING & EDUCATION DOCUMENTATION GUIDELINES

1. You may make additional copies of **Form 2: Training & Education Documentation** as needed.
2. List all training & education you would like reviewed for your Oregon Registry Step.
3. Attach the appropriate completion documentation to each **Form 2: Training and Education Documentation**. Review the **Oregon Registry: Training and Education Criteria** for documentation requirements. Training that does not clearly link to the Core Knowledge Categories (CKC) from the title may require additional documentation, such as class descriptions, syllabi, etc.
4. Be sure to refer to the Oregon Registry Steps document for the Step requirements. Note the following:
 - a. Total hours required
 - b. Total Core Knowledge Categories required
 - c. Hours required in each Core Knowledge Category
 - d. Set requirements
5. You will want to total all CKC columns at the bottom of each **Form 2: Training & Education Documentation**.

Example using Out of Field Degree:

Date	College Course Number	Class/Training Title	Total CCC		Total CBT Hours	CKC Hours Used												
			Credits	Hrs		DIV	FCS	HSN	HGD	LEC	O & A	PPLD	PM	SN	UGB	Set		
1 Winter 2000	PSY 101	Introduction to Psychology	3	45					45									
2 Fall 2001	ECE 100	Child Development and Behavior	3	30				15									15	

Note: The CCC listed must be from the degree you are using for your Step. See CCC above. • 1 quarter credit = 10 hrs. 1 semester credit = 15 hrs.

Example using College Course Credits (CCC):

Date	College Course Number	Class/Training Title	Total CCC		Total CBT Hours	CKC Hours Used												
			Credits	Hrs		DIV	FCS	HSN	HGD	LEC	O & A	PPLD	PM	SN	UGB	Set		
1 Spring 1999	BUS 115	Small Business Management	3	30											30			
2 Fall 2001	ECE 100	Child Development and Behavior	3	30				15									15	

Note: CBT hours and Set are NOT required for CCC. • 1 quarter credit = 10 hrs. 1 semester credit = 15 hrs.

Example using Combination of Community Based Training (CBT) and College Course Credits (CCC):

Date	College Course Number	Class/Training Title	Total CCC		Total CBT Hours	CKC Hours Used												
			Credits	Hrs		DIV	FCS	HSN	HGD	LEC	O & A	PPLD	PM	SN	UGB	Set		
1 5/10/2004		Recognizing & Reporting Child Abuse and Neglect			2			2										one
2 Fall 2001	ECE 100	Child Development and Behavior	3	30				15									15	

Note: The required field for each line will depend on whether the class is a CBT or CCC.

Example using Community Based Training (CBT):

Date	College Course Number	Class/Training Title	Total CCC		Total CBT Hours	CKC Hours Used												
			Credits	Hrs		DIV	FCS	HSN	HGD	LEC	O & A	PPLD	PM	SN	UGB	Set		
1 5/10/2004		Recognizing & Reporting Child Abuse and Neglect			2			2										one
2 3/12/2007		Early Words Series 2 Training of Trainers			10		4		4							2		two

Note: College Course Number and CCC hours are NOT required for CBT.



FINAL NOTE

- While Steps never expire, Oregon Registry certificates must be re-issued every two years. Participants will be notified and reminded by mail before their certificate re-issue date. This ensures we have your most accurate contact information on file.
- The review process will generally take 30 business days from the date received. The approval timeline is as follows:
 - 1. Application Screening (5-8 business days)**
 - Application is received
 - Application is screened for completeness
 - Screening letter is mailed
 - 2. Review and Approval (10-14 business days)**
 - 3. Data Processing (5-8 business days)**
 - Letter and certificate are mailed.

Please note: Incomplete or tabled applications will change the amount of time it takes to process applications.

