

DHS ENHANCED RATE PROGRAM Renewal Application Instructions

By following these instructions you can help to keep the paperwork and the process flowing. Expect to be notified as to your status through the mail in approximately two weeks. Please feel free to call the numbers listed below at any time with questions, or if we can be of any help.

1. You must complete and attach the Oregon Registry Enrollment Form.

Simply fill in your name, mailing address, and other requested information.

2. Complete the DHS Enhanced Rate Program Renewal Application Form.

Item 1

Fill in your name, and other requested information.

Item 2

Fill in the date on which you complete this Renewal form.

Item 3

This where you show us any of the Required Training & Education you have completed.

In order to apply to renew your DHS Enhanced Rate Program eligibility certificate, your Infant & Child First Aid, Infant and Child cardiopulmonary resuscitation (CPR), and Food Handler's Permit must be current. Please remember that it is your responsibility to renew these trainings, as necessary.

Fill in the date that you completed each of the three training sessions and attach a copy of the certificate of completion for each session. You must complete each of these training sessions to qualify for Renewal for DHS Enhanced Rate Program eligibility.

Item 4

Describe the required 8 clock hours of Continued Training & Education you have taken within the last two years. This training is beyond that required in item #3. Just fill in the training title, subject covered, number of completed training hours, the date you completed the training, and attach your training certificates and/or documentation.

Item 5

Training Agreement: Please read the agreement statement, sign your name and enter the date in the space provided.

Your DHS Enhanced Rate Program Renewal Application cannot be processed without your signature.

To complete your Renewal, return the DHS ENHANCED RATE PROGRAM RENEWAL APPLICATION FORM to the address listed on the Renewal Form.

As a part of the Childhood Care and Education Profession your hard work and training will continue to be recognized. We at the Oregon Center for Career Development in Childhood Care and Education look forward to working with you as you work to enrich the lives of Oregon's children, youth, and families.

Thank You! Remember... The work you do is important!

