1. Register with the Central Background Registry, 1-800-556-6616 (option 3), takes 2-3 weeks
   https://oregonearlylearning.com/providers-educators/providers-educatorscbr/

2. Sign up with My ORO to track your training
   https://my.oregonregistryonline.org/
   - Create account.
   - Upload training documents to your account (this is easiest to do from your phone. Just take pics of documents, then upload them).
   - Check your account often to see if there are any issues and to ensure your documents have been accepted.

3. State of Oregon, ELD Self-Study Trainings (read, take quiz, print out certificate)
   https://oregonearlylearning.com/providers-educators/professional-development/Self

   A. TRAINING: SAFE SLEEP FOR OREGON'S INFANTS

   B. TRAINING: INTRODUCTION TO CHILD CARE HEALTH AND SAFETY (ICCHS)

   C. TRAINING: RECOGNIZING AND REPORTING CHILD ABUSE AND NEGLECT (RRCAN)

   D. TRAINING: PREVENTION IS BETTER THAN TREATMENT (PBTT)

   E. FOUNDATIONS OF LEARNING

4. Food Handlers Card Information (cost involved)
   https://www.ccdsmetro.org/food-handlers-training.html

5. CPR and First Aid (CCCC will pay for trainings)
   Talk to your Site Director if you need this training and we will get you enrolled in our next group class.

6. Employment Packet
   a. Application & resume
   b. CBR Number
   c. Date of Birth
   d. Federal W-4 tax form
   e. Oregon W-4 tax form
   f. Federal I-9 Employment Eligibility Form
   g. Five training Certificates (listed above)
   h. CCCC Code of Conduct Policy
   i. CCCC Cell Phone and Tablet Use Policy
   j. CCCC Guidance and Discipline Policy
   k. Transcripts
   l. Food handlers Card
   m. CPR/first Aid Cards