Central Background Registry
Enrollment Guide

Rooted Christian Academy

Oregon requires volunteers age 18 and older in recorded preschool programs, including Rooted Christian Academy, to enroll in the Central Background Registry (CBR). Once approved, enrollment is valid for five years unless suspended or removed.

Complete your application

1. Section 1 Mark "New" if you have never been enrolled.

2. Section 2 Complete your personal information, including your Social Security number. It is required for processing. If you have never been issued one, complete the No Social Security Number statement instead.

3. Section 3 Mark your preferred language.

4. Section 4A Mark "Yes" for question 1. Enter the facility information below.

> **Rooted Christian Academy**
> 9800 SE 92nd Avenue
> Happy Valley, OR 97086
> License number: PS601967
> Phone number: Not needed
> Position: Volunteer

5. Sections 5 through 7 Answer all applicable questions. Include out-of-state information and any explanations requested by the form.

6. Sign and date your application Read Section 7 and add your original signature and date before submitting.

Submit and schedule fingerprints

Either complete the online application at www.oregon.gov/delc/providers/pages/cbr.aspx

or mail your signed printed application to-

DELC: Attn: Background, 700 Summer St. NE

Salem, OR 97301.

After submission, watch for an email and mailed instructions about fingerprinting. Please schedule your appointment as soon as possible! Follow the instructions and use the provided FieldPrint code. Fingerprints must be submitted within 30 days. There is no cost to you.

I will check in with you after one week to see how your application is progressing.

Thank you for partnering with Rooted Christian Academy! It's going to be a great year!

Application and Oregon instructions: www.oregon.gov/delc/providers/pages/cbr.aspx