## Early Childhood Education (ECE) Students Observation Requirements

## All students must complete the following requirements for the ECE program

### 2019-2020

**Part One:** Due prior to the start of Fall Term: September 23, 2019

**Complete the volunteer applications for Lincoln County School District via the following link:**

https://lincoln.k12.or.us/get-involved/volunteer/

To volunteer in our schools, you must complete the following:

**STEP 1** – Safe-Schools Online Volunteer Registration and Training:  https://lincoln-or.safeschools.com/register/365540c9

**STEP 2** – Application Online Volunteer Application & Criminal History Verification: https://www.helpcounterweb.com/welcome/apply.php?district=lincolncounty

Please review the following

- Volunteer Guidelines
- Volunteer Code of Conduct
- 10 Reasons to Get Involved

**Once you have completed the training bring documentation to the college and turn it in to Vickie Jones Briggs, administrative assistant for Health and Human Services  (second floor by the nursing lab)**

**Vickie's contact information: 541-867-8548, vickie.jones-briggs@oregoncoastcc.org**

**Part Two: Due by the Third Week of Fall Term: October 10, 2019**

**1. Obtain a food handler card – the following link will guide you through the process**

http://triwou.org/projects/ccccrr/professionals

This link for the Food Handler's card is specific to child care. This card will not be accepted in a restaurant, but the restaurant one is acceptable in child care. The cost of the online Food Handler Certification Test is **$10,** and all information entered through this process will be kept confidential. Once you have paid, no refunds are available.

**Please print a copy of the card and turn it in to Vickie Jones Briggs**

**2. Register with Oregon Registry through Portland State University @**

**https://www.pdx.edu/occd/steps-credentials-oro/#Steps**

Complete the application process and submit the application as directed.

This link will guide you through the process of the registry and has information such as, who needs to enroll, the online application, forms and resources, and frequently asked questions. The Oregon Registry Online (ORO), is a system that manages training and education records for licensing requirements

**3. Complete a CPR and First Aid Course through American Red Cross**

The college offers HE 112: Standard First Aid and is offered most terms which will meet this requirement. Online courses are not acceptable. Family Connections (541-917-4899) has classes available, please call to obtain dates/times/locations.

**Please bring a copy of your CPR/First Aid Card and turn it in to Vickie Jones Briggs**

**4. Register with Oregon Department of Education – Central Background Registry to complete a Background via the following link:**

https://oregonearlylearning.com/providers-educators/providers-educatorscbr/

There are two ways to enroll in the Central Background Registry. Apply online and pay with a credit or debit card OR print and complete an application and mail in your payment. The fee for applying to the Central Background Registry is $35.00. The fingerprinting is $12.50 through Field Print. You will receive information on Field Print and the fingerprinting once you have completed the Background Process.

All fees are non-refundable. The Central Background Registry has the following criteria to register and apply online:

1. You must be the individual applying for enrollment.

2. You must be 18 years of age or within six weeks of turning 18.

3. You must have a Social Security Number to apply online. If you do not have a Social Security Number, please complete an application form and mail it in with the required payment.

4. You must have a valid Visa or MasterCard.

The information you will need to complete the application online:

1. If you have a driver's license or DMV-issued ID number, please include it on your application.

2. If you are currently working for a licensed child care facility or Head Start program, the following information is required:

   o facility license number
   o facility name
   o facility address
   o facility phone number

3. If you have any convictions or have been cited for a crime that has not been resolved, you will need the following information to complete the online application:

   o date of the crime (month and year)

   o what the crime was

   o circumstances surrounding crime

   o information about legal or court proceedings

   o description of any personal changes you have made to address the issues that led to the crime

**5. Provide documentation of current Tuberculin (TB) test within the past year**

**6. Provide documentation of 2 Measles, Mumps and Rubella (MMR) immunizations or titer showing proof of immunity**

Steps to providing current Immunization documentation:

- Your parent or guardian may have a copy of your childhood records
- Contact the most recent school you have attended
- Contact your medical provider

***If none of these suggestions provide the information you need, schedule an appointment at:***
**Lincoln Community Health Center FQHC**
**1010 Coast Highway 101, Newport OR 97365    Office: 541-265-4947**
They will be able to access the ALERT IIS system and provide required immunizations at a reduced cost.

**7. Complete the Head Start Introduction to Child Care Health & Safety and Recognizing & Reporting Child**

**Abuse & Neglect via the following link:**

http://campus.educadium.com/OCCD/course/category.php?id=3

**Please print a copy of your certificate and give to Vickie Jones Briggs**

**8. Complete the Samaritan Hospital Policies & Trainings via the following link:**

https://www.samhealth.org/careers-education/internships-other-training/college-students

You will complete the four-step process and sign the student verification form.

**Email Vickie Jones-Briggs @ vickie.jones-briggs@oregoncoastcc.org indicating that you have completed the trainings.**


**If you have further questions regarding any of the ECE requirements, please contact Vickie Jones Briggs @ vickie.jones-briggs@oregoncoastcc.org Or 541-867-8548. Vickie's office is located upstairs at the Newport Campus in the Health and Human Services Department across from the Nursing Lab.**