



Montessori Substitute Document Checklist

You may use this checklist to organize all of your training information required for enrollment in the OMA Sub Hub. Subs must complete the following trainings and certifications (unless noted) before subbing in any Montessori school.

- Oregon's Central Background Registry (CBR)

• Registry #: **R** _ _ _ _ _
• Expiration date: _____

If still in-process:

• Application date: _____
• Application status: _____

- Infant/Child CPR & First-Aid training (*must be accepted by ORO. CPR training can be hybrid online/in-person but must include hands-on skills training/demonstration*)

• Date training was completed: _____

- Recognizing and Reporting Child Abuse and Neglect (RRCAN) training

• Date training was completed: _____

- Introduction to Child Care Health and Safety (ICCHS) training

• Date training was completed: _____

- Prevention is Better Than Treatment (PBTT) training

• Date training was completed: _____

- Foundations for Learning (FFL) training

• Date training was completed: _____

- Safe Sleep Training (*if working with infants*)

• Date training was completed: _____

- Oregon Food Handler's Certificate (*optional—schools may or may not require*)

• Expiration date: _____