



# Lane County CDDP PSW Renewal Process

If your Criminal History Check or your Provider Enrollment Agreement have expired – You **CANNOT** work until these have been updated.

## Step 1 - Criminal History Check and/ or PEAA

### 90 – 120 days prior to expiration of Criminal History Check

**FORMS REQUIRED:** Criminal History Check (CHC) – Every 2 years; Provider Enrollment Agreement Application (PEAA) - Every 5 years

You will need to schedule an appointment for your background check. Appointments can be scheduled online. Click Here to [Schedule online](#) Please bring all your documents already filled out and your government issued ID

**FINGER PRINTS:** Requests for fingerprints are prompted by a number of different reasons. Fingerprint requests will be communicated via email.

## Step 2 - CHC Results

### All Results will be sent by email

A **DENIED** result means you will not move forward in the process.

An **APPROVED** result means you move forward in the process.

*A CHC is required every two years.*

## Step 4 – Continuing Education

Personal Support Workers are **required** to complete 12 hours of continuing education every 24 months.

Carewell will send this information to the state for eXPRS. Please visit

<http://www.CarewellSEIU503.com/training> to complete the training.

## Step 6 - Credentials Updated

You can review your credentials in eXPRS to confirm they have been updated.

Please contact our office to extend your ability to continue to work for any individuals you support in eXPRS.