



Personal Support Worker Renewal Instructions

Welcome to Lane County Developmental Disability Services

Personal Support Worker Renewal Process

Please be sure to read these directions carefully!

You will need to complete the one or both of the following forms:

- The Criminal History Check Form
- The Provider Enrollment Application and Agreement form

If you are within 120 days from your credentials expiring, you can begin the process for your renewal Criminal History Check.

You will need to schedule an appointment for your background check. Appointments can be scheduled online. Click Here to [Schedule online](#)

If you have issues scheduling your appointment, please call our office at 541-682-3695.

At your appointment we will review your documents and start your background check. Please bring all your documents already filled out and your government issued ID, we will need this for your background check.

IMPORTANT NOTES:

- If your Criminal History Check Credentials have expired, you CANNOT work until you receive your redetermination.
- Please ensure that all paperwork is completed legibly and thoroughly and signed where appropriate
- Please ensure that all information is consistent on each document. Any difference in name, address or other information can result in a delay to your certification.
- Please make sure to have completed any trainings required by ODDS.

If you have any questions, feel free to contact our office at 541-682-3695 or

LaneDDSCrims@lanecountyor.gov.

Thank you for your continued support of I/DD individuals in our community!