



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

You may submit the completed forms along with a copy of your current and valid photo ID to our office. Please ensure all copies are clear, readable, and contain all information and signatures. Documents may be:

- Dropped off in our lobby. We are open Monday – Friday 8:00am to 5:00pm
- Emailed to LaneDDSCrims@lanecountyor.gov. Please ensure that all documents are completed and signed.

Once we have received and reviewed your documents you will receive a reply with additional instructions.

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!