

1. Qualified entity (QE) name: 2. QE street address (include city, state, ZIP code): 3. QE mailing address (if different): 4. QE phone number:		6. Type of QE: <input type="checkbox"/> DHS BCU <input type="checkbox"/> CW/FC <input type="checkbox"/> DHS HR/volunteer <input type="checkbox"/> Mental health <input type="checkbox"/> OHA HR/volunteer <input type="checkbox"/> Developmental disability <input type="checkbox"/> Private licensed agency (<i>Child Welfare</i>) <input type="checkbox"/> APD: <input type="checkbox"/> Facility <input type="checkbox"/> Branch/AAA <input type="checkbox"/> Contracted <input type="checkbox"/> Staffing agency (<i>attach 303SA form</i>) <input type="checkbox"/> Other - specify:	
5. QE fax number:		8. Internet access: <input type="checkbox"/> Dial-up <input type="checkbox"/> Broadband <input type="checkbox"/> None	
7. QE website:		10. QE license (if known: ALF, 24RTF, NF, etc.):	
11. Appointing authority signature: Date:		12. Application type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <input type="checkbox"/> Add QE	

Qualified Entity Designee (QED) applicant

13. Last name:	14. First name:	15. Middle name:	16. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
17. Other names used (include maiden name is applicable):		18. Date of birth (mm/dd/yy):	19. Social Security number (voluntary):
20. Individual work email address (see instructions):		21. Group email address for correspondence:	
22. List each QE you will serve (i.e., facility, agency, branch, etc., WITH FULL ADDRESS). Attach separate page if needed.			23. If you are transferring from one QE to another, list the QE where you are no longer working:

24. List of all charges, arrests and convictions regardless of how long ago. Attach additional pages if needed:

Date	Charge	Location	Outcome

25. By signing, I understand that a criminal records check and an abuse check will be completed on me. I have completed all training requirements and agree to comply with the rules and statutes governing the Background Check Unit.

Signature: _____ Date: _____

Background Check Unit use only

Preliminary Status <input type="checkbox"/> Pending <input type="checkbox"/> Denied	Processed by: _____ Date: _____	Final FD <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Processed by: _____ Date: _____
---	--	--	--

Becoming a Qualified Entity Designee (QED)

A qualified entity (QE), approved by the Department of Human Services (DHS) or the Oregon Health Authority (OHA), must have qualified entity designees (QEDs).

What is a QED? A qualified entity designee is the person designated by the appointing authority to represent the QE for the purpose of handling background check information and responding to background check results. The QED may also allow a subject individual (SI) to be hired on a preliminary basis if the SI discloses no adverse criminal history within the past five (5) years, and if hiring on a preliminary basis is allowed by program rules.

What is an appointing authority? An appointing authority of an approved QE is the individual designated by the QE to appoint QEDs. Examples include but are not limited to human resources staff or program administrators with the authority to offer and terminate employment.

Steps to become a QED

Step 1 — Review the following rules and materials:

- OAR 407-007-0200 to 407-007-0370, Criminal Records Checks and Abuse Checks on Providers.
- The Qualified Entity Designee Resource Guide
- The Qualified Entity Designee Application (MSC 0298)

Step 2 — Complete the BCU QED certification test. This is an “open-book” test. You may use all the documents you reviewed in step 1.

Step 3 — BCU requires the following documents for the QED application process.

- The QED certification test (*step 2*)
- The MSC 0298 form
- One fingerprint card

Note: If you are applying for a staffing agency, you must submit the 303SA form.

EMAIL Note: You will receive notices regarding the background check process and final fitness determinations via email. PROVIDE YOUR WORK EMAIL ADDRESS IN BOX 20.

Some QEs opt to have a group email available only to QEDs for receiving correspondence and notices from BCU. If your QE has a group email specifically for background checks, please include the group email address in Box 21.

ONLY QEDs ARE AUTHORIZED TO ACCESS THE GROUP EMAIL.

Step 4 — Mail all completed documents to: **BCU Compliance Team**
P.O. Box 14870
Salem OR 97309-5066

When your application materials are received, the training coordinator will correct your test, submit your fingerprints to Oregon State Police and run an initial background check.

If you pass your test and meet the QED requirements based on the initial background check, the training coordinator will send your certification and test results by email.

If you do not meet the QED requirements, the training coordinator will provide you with the reasons. There are no hearing rights or variances allowed for QED applications unless a denial would result in loss of your position. If you are terminated from your position, you have the same hearing rights as a subject individual.

If you have any questions regarding training, contact the BCU training coordinator at 503-378-3143.