

# How to become a Homecare Worker

## A step-by-step guide

Support older adults and people with physical disabilities.

**Provider Navigators are here to help.**

They can help you with every step of the home care sign up process. They can also help you find work.

**Learn more about the program and sign up.**

**1**

Choose how to apply. Find an office close to you.

**2**

Go to an office to finish the application. Bring valid ID.

**3**

Fill out background check forms.

**4**

Go to orientation. Read the Homecare Worker Guide.

**5**

Get a welcome letter and provider number in the mail.

**6**

Complete the free training for new workers.

**7**

Set up accounts to find work, track hours and get paid.

**8**

Get authorization to work with each person you support.

**9**

Start working on the agreed upon date.

**Did you know?** You can also apply to be a Personal Care Attendant, Personal Support Worker and Personal Support Worker Job Coach. You can be enrolled for all roles at the same time.

**Learn more about each step starting on page 2.**



**Work that matters starts here.**  
Apply Now: [OregonHomeCareJobs.com](http://OregonHomeCareJobs.com)

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Additional step-by-step information



Check your email often, including the spam and junk folders. You will get messages that:

- Ask you to take action to continue to apply
- Share information about next steps
- Ask for more information about you

## 1 Choose how you want to apply

Review application forms. There are different ways to apply. You can:

- Fill out and sign an [electronic document online](#).
- Print the [application materials](#) and fill them out at home. You can mail in or take to an office.
- Go to an office. They will have application materials available for you.

Use this [online map](#) to find an office close to you. Select “older adult services.”

## 2 Go to an office to finish your application

No matter how you prefer to apply, **you have to go in person to an office to complete the I-9 form.** Your application is not complete until you do this.

**You must bring valid documents** that show who you are and that you have legal permission to work. These documents are listed in the [I-9 form](#).

## 3 Fill out the background check forms

You will get an email from ORCHARDS. This is the system used for the background checks. The email will give you the steps to complete your background check.

**This can only be done online** through the ORCHARDS portal.

**Important:** You must complete the background check within seven days of getting the email. If you need to get fingerprints you have 21 days to finish that step. If you do not finish the steps in the given time, you will need to start the process again. It takes three to six weeks to get the results of your background check.

## 4 Go to an orientation and read the Homecare Worker Guide

There is an orientation for new Homecare Workers. **The orientation is in person.** It is six hours long. To sign up, visit the [Carewell Learning Portal](#).

You will also have to read the [Homecare Worker Guide](#). There is an [acknowledgment form](#) to sign once you finish reading the guide. You will send in the form to your local office using the email they provide.



**You can go to orientation and read the guide while your background check processes.**

**Important:** The orientation must be done within 45 days of submitting your application forms (step 2).

## 5 Get a welcome letter and provider number

After you finish steps 1 through 4, you get a provider number with a welcome letter in the mail. This number allows you to work as a Homecare Worker.

## 6 Complete the training for new workers

Sign up for the free training classes on the [Carewell Learning Portal](#). They are online.

**Important:** You must complete the training within 120 days of getting your provider number. If you do not, the number is no longer active and you will also have to enroll again.

## 7 Set up your accounts to find work, track hours and get paid

Create an account on the job website [Carina](#). This is where you can match with people who want to hire home care support. If you already know someone you want to support, their case manager can submit an authorization form to get approval for you to work with them. A case manager works with people who can hire home care support.

You will also get instructions on how to set up your account in the [Oregon Provider Time Capture system](#). This is how you track your time and get paid for the work you do.

**You can set up both of these accounts and start working while you complete training.**

## 8 Get authorization to work with each person you support

Once someone hires you, you will work with them to set the hours and schedule that work for both of you. Their case manager will send in an authorization form for you.

You cannot work with someone until you get approval. It will show up in the Oregon Provider Time Capture system in one or two days.

## 9 Start working on the agreed upon date

Support people you are authorized to work with in their home and community.

Follow the list of approved services given to you by the person you're supporting. Log your hours in the Oregon Provider Time Capture system.

As an enrolled home care provider, you can now get a [professional development certificate](#) from the Oregon Home Care Commission to increase your pay per hour.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Email Oregon Home Care Commission at [ohcc.customerrelations@odhsoha.oregon.gov](mailto:ohcc.customerrelations@odhsoha.oregon.gov) or call (877) 624-6080. We accept all relay calls.

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