



OREGON BOLI MINOR EMPLOYMENT CERTIFICATE APPLICATION

PURPOSE

This document serves to provide Oregon special district employers with a clear understanding of the Bureau of Labor & Industries (BOLI) employment certificate application, including when it is required, key responsibilities, and resources ensuring compliance with state and federal child labor laws.

Who needs a BOLI Minor Employee Certificate?

- All Oregon employers who hire minors (under 18) must obtain a certificate from BOLI prior to allowing minors to work.
- Employment of minors under age 14 requires special permits.

Key Requirements

- Employers must submit an annual employment certificate application to BOLI
- Certificates are valid for one year and must be renewed annually
- A validated certificate is issued upon approval and must be:
 - » Posted in a conspicuous location at the workplace
 - » Maintained for each worksite employing minors



Action Items for Employing Minors

- Identify specific jobs that minors will be allowed to perform
- Review BOLI rules regarding allowable/prohibited minor employment duties
- Obtain BOLI certificate - post in a conspicuous location
- Annually (or more frequent) review jobs for minors to confirm compliance

Key Links & Resources

- [BOLI Employment Certificate Application Page](#)
- [BOLI Minor Workers \(Employer Guide\)](#)
- [Oregon Administrative Rule - Employment Certificates](#)
- [Required Information for Applications \(OAR 839-021-0221\)](#)
- [Summary of Child Labor Laws](#)

SDAO members can work with their general counsel to ensure compliance with labor laws. Additionally, you can reach out to HR Answers at info@hranswers.com or SDAO at hr@sdao.com with any questions.