

# Background Check Requirement for Youth Camp Employees and Volunteers.

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As you may know, as of October 1, 2022, any prospective camp employee or volunteer 18 years of age or older, who is applying for a position at a youth camp that requires the provision of care to children or involves unsupervised access to a child, must complete comprehensive background checks prior to providing direct care or having unsupervised access to children.

OEC wants to highlight some key points of this new background check requirement and the procedure to complete a background check to ensure timely compliance.

## Who?

All youth camp employees and volunteers, 18 years of age or older, who provide care or have unsupervised access to children, whether they be seasonal hires or year-round staff, must complete comprehensive background checks.

It's important to note that all staff members must have a Work Supervised (WSP) status or a 'Current (CUR)' status to begin working. Additionally, all background checks must be initiated and completed via BCIS.

## What?

A comprehensive background check for youth camps consists of the following:

### Option 1

- A criminal history records check based on fingerprints, or an internet search of the judicial department website based on name and date of birth.
- A check of the CT child abuse registry.
- A check of the national sex offender registry.

### Option 2

- Verification of a current **J-1 visa**, **H-1B visa** or **R-1 visa** issued by the US Department of State.

## Background Check Requirement for Youth Camp Employees and Volunteers (Cont.)

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### When?

Now. Each employee or volunteer must have a current background check (or visa specified above) on file. A comprehensive background check is required every 5 years.

### Where and how?

The Background Check Information System (BCIS) is the Office of Early Childhood's background check management system that allows youth camp administrators to verify completion of background checks and supports the efficient processing of all required background checks.

### NEED HELP USING BCIS?

**Get instructions on how to use BCIS.**

- [BCIS instructions for youth camp staff](#)
- [BCIS instructions for youth camp administrators](#)

## ADDITIONAL INFORMATION

### ► Common Terms

TERMS:	ABBREVIATIONS:
• Background Checks Information System	BCIS
• Background Checks	BGC
• Fingerprints	FP
• Out-Of-State	OOS
• Applicant Tracking Number	ATN
• Connecticut Criminal History Record System	CCHRS
• Department of Emergency Services and Protection	DESPP (FBI / State Police)
• United Way	UW / 2-1-1
• Local Police Department	LPD

### ► Web Resources

RESOURCE:	WEB LINK:
• OEC Website   Background Checks Overview	<a href="https://www.ctoec.org/background-checks/">https://www.ctoec.org/background-checks/</a>
• For the Latest Background Check News	<a href="https://www.ctoec.org/background-checks-news/">https://www.ctoec.org/background-checks-news/</a>
• OEC Website   Licensing Overview	<a href="https://www.ctoec.org/licensing/">https://www.ctoec.org/licensing/</a>
• For the Latest Licensing News	<a href="https://www.ctoec.org/licensing/licensing-news/">https://www.ctoec.org/licensing/licensing-news/</a>

### ► Need Help?

SUPPORT:	CONTACT INFORMATION:
• BCIS – Youth Camps Support	YouthCamps@ct.gov
• BCIS - Background Check Support	OEC.BC@ct.gov
• BCIS - Out-Of-State Inquiries	OEC.BCResults@ct.gov
• Licensing Questions	OEC.Licensing@ct.gov
• OEC Help Desk	<a href="https://helpdesk.oec.ct.gov/">https://helpdesk.oec.ct.gov/</a>