

OEC – BACKGROUND CHECKS INFORMATION SYSTEM (BCIS)

2024



## BCIS – Roster Management

For CENTER-BASED Program Administrators

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The following is intended for **CENTER PROGRAMS only**, Youth Camps and Family Providers, please [CLICK HERE](#).

## WHO NEEDS A BACKGROUND CHECK?

Childcare programs are required to submit background checks if they are:

- Licensed childcare centers and group childcare homes.
- Licensed family childcare homes.
- License-exempt childcare facilities (e.g., schools or municipal operated) that receive funding from Care 4 Kids.

People who need a background check at least every five years include:

- Childcare staff members, including employees and volunteers aged 16 and older who care for children or have unsupervised access to children.
- Family childcare home providers, assistants, and substitutes.
- Everyone ages 18 or older who lives in a licensed family childcare home.

## WHY DO I NEED A BACKGROUND CHECK?

It's both a federal and state law requirement. It's all about safety. Children thrive when they are cared for by people they trust in a secure, safe environment. OEC completes comprehensive background checks on people who have unsupervised access and provide direct care to children in Connecticut (as well as household members aged 18 and older in family childcare homes).

OEC ensures that staff do not have certain criminal or sexual convictions (see the below list of Disqualifying Crimes), child abuse, or neglect substantiations that could make them unsuited to provide care to children or have access to children.

[Click here to view the current Disqualifying Crimes list.](#)

## IMPORTANT FACTS

- A completed background check includes not only the submission of the required forms and fingerprints, but the results of these checks must be received and recorded.
- The submission and review of your background check requires that you submit all the required documentation and information as described in the instructions below.

## WHERE DO I BEGIN?

### INTRODUCING BCIS

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The Background Check Information System (BCIS) is a tool to help you submit required information to OEC. It streamlines the process of getting a background check for staff.

Before You begin

### IMPORTANT MESSAGE REGARDING BROWSERS

Make sure to use an up-to-date browser like **Microsoft Edge** or **Google Chrome** when using BCIS. Some browsers such as Safari or Firefox may **not** be fully compatible with BCIS requirements.

OEC recommends using a desktop computer when accessing BCIS. We recognize the growing number of individuals accessing BCIS on mobile devices and we are making periodic updates in an attempt to improve compatibility across all browsers and devices. Unfortunately, BCIS is not yet mobile-friendly.

### OBTAINING ACCESS TO BCIS

To obtain your BCIS access required to create and manage your program roster, you must have an approved license for your program(s). Please ensure that the proper application has been completed and submitted to our licensing department.

Once your application has been approved, you will receive an email invitation to join BCIS which grants you the administrative access to manage your program roster(s) upon activating the invitation.

If not done already, please visit: [Licensing - Connecticut Office of Early Childhood](#) for more information, before proceeding.

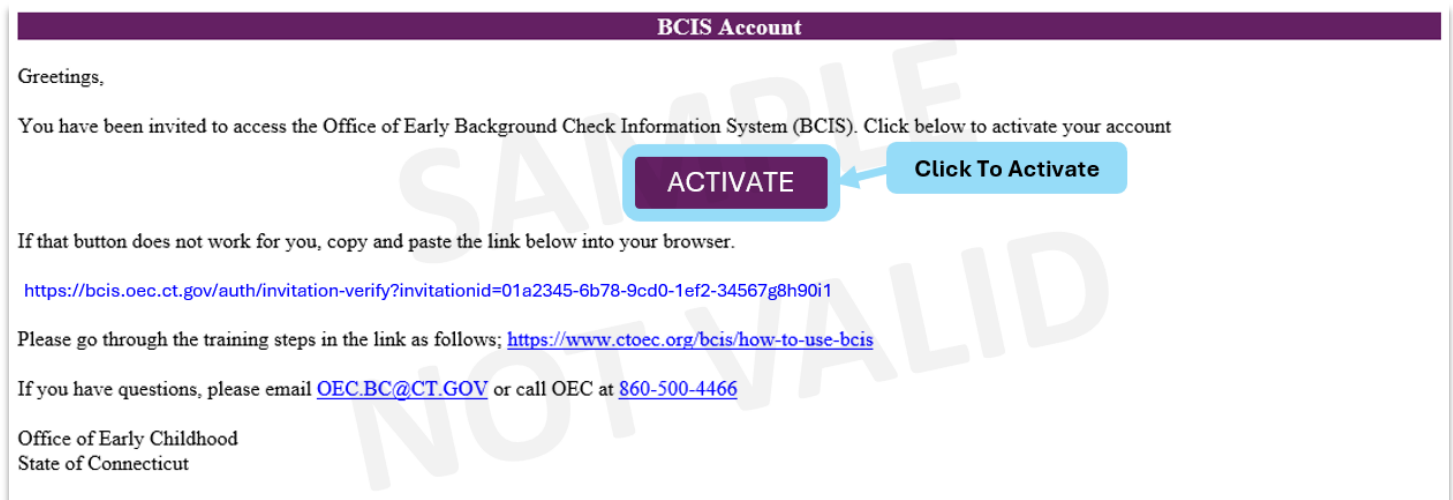
If you have submitted your application and your license is currently pending, please proceed.

## YOUR BCIS ADMINISTRATIVE ACCESS

### 1. Check your email for an invitation to create an account.

Once your program license is in pending status, BCIS will send you an invitation to be an Administrator for your licensed BCIS Roster(s).

Upon receiving this email, please click on the **ACTIVATE** button.



**NOTE** - If you do not receive this email, please check your spam, or junk folder. If you still have not received this email, please contact OEC legal at [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) for assistance.

## 2. Create your account.

Once you click the activation link, you will be prompted to enter your email address, create a password, and register your account in the next screen below. **Please use the email registered with your application, this is the same email where your invite was sent to.**

**BCIS Account Registration**

Invitation code  
01a2345-6b78-9cd0-1ef2-34567g8h90i1

Phone

Email  
John.doe@email.com

Show Password Detail

Password  
12 / 20

- ✓ contains at least one lower character
- ✓ contains at least one upper character
- ✓ contains at least one digit character
- ✓ contains at least one special character
- ✓ contains at least 12 characters

Register Go to Login

**BCIS Account Registration**

A valid e-mail address is required to use this service.

If you are already registered, go to the [login screen](#).

Once you have registered, please check your e-mail inbox for the **account verification e-mail**. You will not be able to use your account until verification is completed.

After registering your account, you should see an email from **OECBCIS@ct.gov** with the subject “BCIS – Confirm your account”. Open that email and click the button to “Verify your account”.

**IMPORTANT! – OECBCIS@ct.gov is an unattended mailbox. Please do not reply or use this email to contact us.**

**Example of the 2<sup>nd</sup> email to verify your account:**

**Welcome to BCIS!**

Greetings,

Please be aware that this email token expires within 24 hours after receipt; therefore, the token must be used within 24 hours.

First, you need to confirm your account [John.doe@email.com](#). Click the button below.

[Verify Your Account](#) [Click To Verify](#)

If that button does not work for you, copy and paste the link below into your browser.

<https://bcis.oec.ct.gov/auth/token-verify?userId=QXzH9J8%2Fu8pH401&code=CfDJ8PlpgSJpNqVHh8WdPetsPSkBCYuyY3ff%2F8Yu7Grzez%2Bs3zedbGZDe17Pj18KXIQ9cAy1aJRx6ZTSIM1FiyoHTV19DhJ1amtN6z5%2BjWiPoOt6M%2BiiYbgaA%3D%3D%2FmC8q77mdYCh3St8YvXblZzN0ADXmuQGwJ1amtN6z5%2BjWiPoOt6M%2BALrApAQsgAwftYImxikhKqGq%2BloiMHkPSop3aqvAqQiTf8YyVzs8ceUMgephUKWUpz5img7QXzH9J8%2Fu8pHd9glYmcz0bAVw7DyChNX43II%2BiiYbgaA%3D%3D>

Please go through the training steps in the link as follows; <https://www.ctoec.org/bcis/how-to-use-bcis>

If you have questions, please email [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV) or call OEC at [860-500-4466](tel:860-500-4466)

Office of Early Childhood  
State of Connecticut

Once your account is registered, you can proceed to log in using the password you created. For security reasons, you will be prompted to confirm your date of birth.

## SUBMITTING A BACKGROUND CHECK

All program administrators and family providers must complete a background check. If you have already completed your background check or have one in progress, [click here to skip to page 10](#).

If you have separate logins for a personal account and your program roster account, please ensure you log in to your personal account to complete your background check. If you use a single login for both your personal and program roster accounts, you can proceed to the next step without switching accounts.

After completing your account registration, you will need to log in to BCIS and create your account profile. Once logged in, click on the '**Person Detail**' tab to begin entering your personal demographic information.

**IMPORTANT!** – Your legal name **MUST** be used and must match your government issued ID or Passport. Nicknames are not accepted.

**Step 1** – Clicking on the '**Person Detail**' tab will open the demographics section where you will need to enter your personal information such as **Full Legal Name, Date of Birth, Gender, and Identification Type** and the **Background Check type** you wish to submit.

**IMPORTANT!** – CENTERS AND FAMILY CHILDCARE PROVIDERS will default to TRADITIONAL background checks.

**Step 2** – Clicking on the '**Alias**' tab allows you to enter other names you may have used in the past such as a maiden or married name.

## SUBMITTING A BACKGROUND CHECK

**Step 3** – Clicking on the ‘**Address Information Tab**’ will open the address section where you will need to provide at least **5 years** of address history or **60 months**. The address must be entered from the most current to the oldest until BCIS displays the text “**You currently entered 60 (or more) months**” in a ‘green’ color, if you see the text in ‘red’, it means you have provided less than 60 months of address information which is not sufficient. **Note that BCIS will not allow you to proceed until you add 60 months or more of address history.**

The screenshot shows the 'Address Information' tab in the CT OEC BCIS system. The form includes fields for address details and a table for address history. Annotations highlight key requirements and actions:

- A green box around the text "You currently entered 70 months" is annotated with "Must enter 60 months or more."
- The "Start a Background Check" button is annotated with "Click here to Start a Background Check".
- The table's "Start Date - End Date" column is annotated with "Enter your most current address, followed by the previous address."

**Form Fields and Table:**

**Address Information**  
Please enter your address information, including all the places where you have lived for at least the past five years.  
Enter your current address first, then use the ADD button to enter former addresses. **You must enter 5 years of address history with no gap in time to proceed with your background check.**  
Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

**You currently entered 70 months**

Is this address is outside of US  
☐ Yes  
☒ No

Address Line 1  
 Apt, Floor, Unit, Building  
 City / Town  
 State: CONNECTICUT  
 Zip Code

☐ Current Address

Start Date: 1/1/2019  
 End Date: 1/1/2019

Buttons: Clear, Add, Back to Alias, **Start a Background Check**

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
Address 1		Brooklyn	CT	12345	Jan 1, 2020 - Current
Address 2		Brooklyn	CT	12345	Jan 1, 2019 - Jan 1, 2020

Once the **green text** is displayed, the **purple ‘Start a Background Check’** button will be available, please click on this button to proceed to the Background Check request form.



## SUBMITTING A BACKGROUND CHECK

**Step 4** – Clicking on the ‘**Start a Background Check**’ button will open the background check request form where you will need to complete the following 5 sections:

- **Section 1** – Terms & Conditions. **(Enter Name & Date)**
- **Section 2** – DCF form. **(Enter Name & Date)**
- **Section 3** – FBI Privacy Notices. **(Enter Name & Date)**
- **Section 4** – Fingerprint Submission. **(Follow on-screen prompts)**
- **Section 5** – Digital Fingerprint Appointment. **(Follow on-screen prompts)**

CT OEC BCIS

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

5 Digital Fingerprint Appointment

**Schedule Information**  
Please use the calendar below to request your digital fingerprint collection appointment.  
Please remain in the lobby area when you arrive for your appointment. A staff member will escort you to your appointment. Please call 1-800-505-1000 should you need assistance.

Select a Location

Reason For Fingerprinting for particular candidate

Submit

After completing all 5 sections, click the ‘**Submit**’ button to complete the background check submission process.

**IMPORTANT!** – Exiting the Background Check form without clicking the ‘**Submit**’ button will not generate the proof of consent documents required for your fingerprint appointment. **Please ensure to click the ‘Submit’ button to complete your submission.**

## BACKGROUND CHECK SUBMISSION CONFIRMATION

After fully submitting your background check request form in BCIS, the submission confirmation page will be displayed. This page provides a summary of the completed background check form sections, ATN information, and the FBI Privacy consent proof documents required for the fingerprint appointment.

The download options can be found in the **'Signed FBI Privacy Consent Requirement'** section. Clicking on the **purple** buttons labeled **BCIS ID**, **FBI Consent**, and **Print Confirmation**, will allow you to download the document onto your computer or mobile device.

## YOUR BCIS ID CARD AND SIGNED FBI PRIVACY CONSENT

You may also access the proof of consent documents by clicking on the **credit card icon** to access your **BCIS ID Card** or clicking on the **'FBI Privacy Consent'** link located on the main menu of the BCIS window as highlighted in the image below.

Menu

CT OEC BCIS

English Sign Out

John.doe@email.com

BCIS ID  
a0b12cd3-4e5f

Traditional Status  
Needs BC

YC Specific Status  
N/A

FBI Privacy Consent

Document Links

Person Detail

Background Check

Program

Roster

Invitation Lookup

Certify

FAQ

Settings

OEC Helpdesk

**Submission Completed!**  
Here's a Summary of Your Submission  
Date Submitted: 11/03/2024

**BACKGROUND CHECK SECTION COMPLETED:**

- Terms and Conditions
- DCF Form
- FBI Privacy Notices
- Fingerprint Submission : 2-1-1 Child Care Fingerprints already submitted/scheduled

**APPLICANT TRACKING NUMBER**  
Applicant Tracking Number : 24T1234567

**BCIS Confirmation Number :** A0123456b-7cde-89012-345f-67890123g4hi5

You have indicated that you already scheduled or submitted digital fingerprints through 2-1-1 Child Care. If you have an upcoming appointment, be sure to attend and bring your CCHRS applicant tracking number and signed FBI consent. Once your fingerprints are received, there will be a delay for them to be processed. Your BCIS status will not update immediately.

Please feel free to send an e-mail at [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV) or call our help desk at 860-500-4466.

**SIGNED FBI PRIVACY CONSENT REQUIREMENT:**

- Effective immediately, everyone is required to present proof of a signed FBI Privacy consent form during their fingerprint appointment.
- Please download a copy of your signed FBI Privacy Consent or BCIS ID card by clicking on the appropriate button below.
- You may present proof of a signed consent as a printed copy, a screenshot, or pictures of the signed FBI privacy consent or BCIS ID Card displayed on your mobile device.

**IMPORTANT:** Fingerprints will not be obtainable without presenting proof of a signed consent as described above.

[BCIS ID](#) [FBI Consent](#)

Documents are also available via the main menu of the BCIS window by clicking the Credit Card icon and Privacy Consent Link

[Print Confirmation](#)

CONNECTICUT  
Early Childhood

**Background Check ID Card**

NAME • John Doe  
BCIS ID • a0b12cd3-4e5f  
EMAIL IN BCIS • John.doe@email.com  
TR STATUS • NEEDS BC TR EXP DATE • N/A  
YC STATUS • NEEDS BC YC EXP DATE • N/A

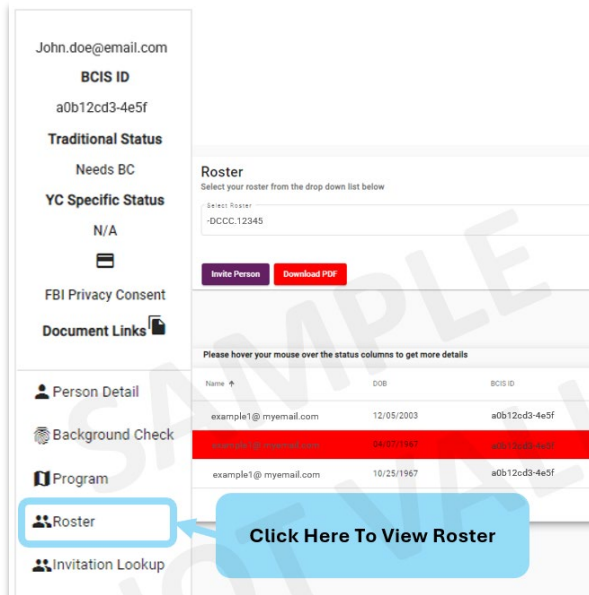
PRIVACY CONSENT DATE •  
PRIVACY CONSENT SIGNED •

<https://bcis.oec.ct.gov> Printed on: 11/3/2024

**IMPORTANT!** – If your BCIS ID does not show the **'PRIVACY CONSENT DATE OR NAME'**, and if clicking the **'Privacy Consent'** link shows a message that the document is **not** available, it means you did not fully submit your background check, please go back, and click the **'Submit'** button to complete the process.

## MANAGING YOUR PROGRAM ROSTER

[Image 1 – Roster Link via Main Menu]

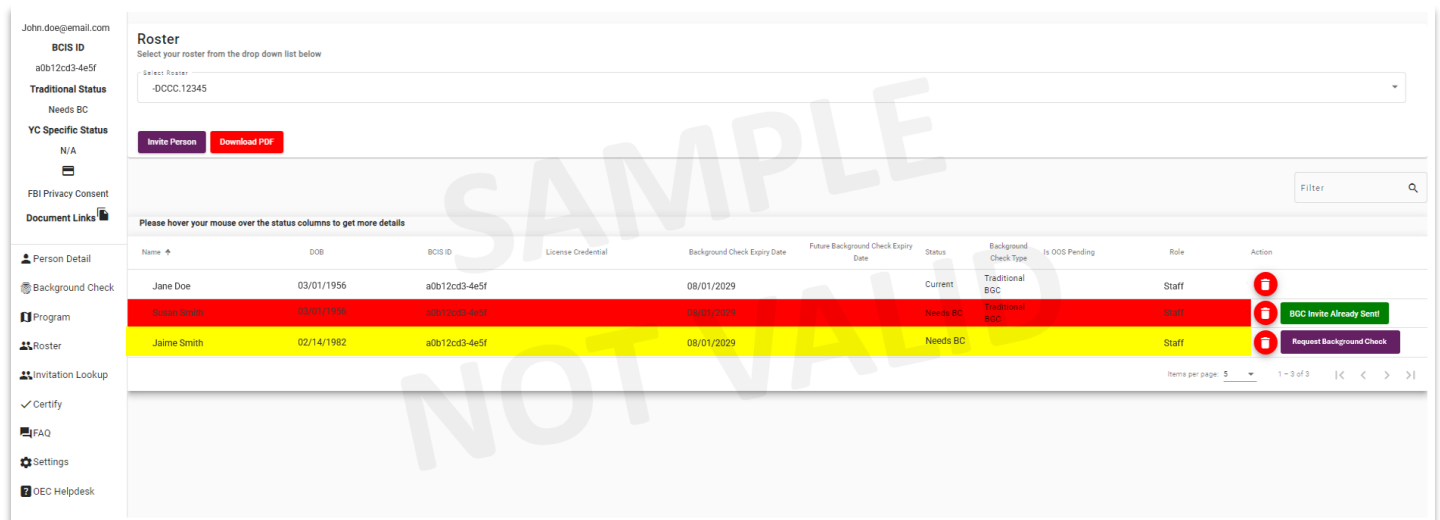


Clicking on the “**Roster**” link (**See left image 1**) in the main menu located on the far left of the BCIS window will display the roster view for your program (**See image 2 below**).

The roster section allows you to view your program roster and staff information. This is also where you can manage the background checks for your staff.

The next several pages will take you through the steps of managing background checks, updating your own information, inviting new staff to your roster, invite staff members to complete background checks and completing a background check.

[Image 2 – Roster View for Program Admins]

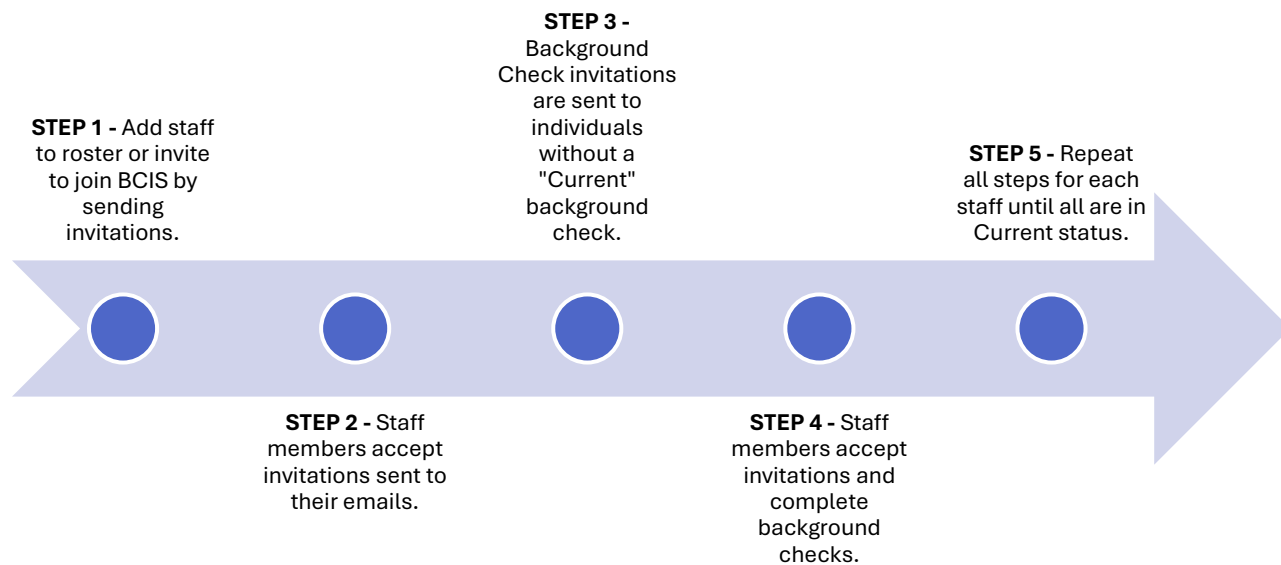


**Note:** When viewing your roster, BCIS will show a colored highlight so that you can easily see which members background check requires attention.

- **Yellow Highlight** = The individual is within 6 months of the expiration date and may begin a new one.
- **Red Highlight** = The individual has an expired background check or has not started one.

## STAFF BACKGROUND CHECK PROCESS OVERVIEW

The image below shows the general Background Check process from start to end.



## | ROSTER INVITATIONS

## INVITING EXISTING ROSTER MEMBERS TO ENROLL IN BCIS

You may find that some members of your roster may have an existing BCIS profile, but they have yet to create a BCIS account. For this occasion, you may invite the individual to join BCIS by clicking on the **purple** “**Invite to BCIS**” button.

**While on the Roster Screen:**

- **Step 1** – Click on the **purple** “**INVITE to BCIS**” button next to their name. This will open a pop-up window.

Background Check Expiry Date	Status	Background Check Type	Is OOS Pending	Role	Action
	Current	Traditional BGC		Staff	<div> <div>Invite To BCIS</div> </div>
	Needs BC	Traditional BGC		Staff	<div> <div>BGC Invite Already Sent!</div> </div>
	Needs BC			Staff	<div> <div>Request Background Check</div> </div>

- **Step 2** – In the next window (See image below):
  - Enter an individual email address for the household/staff member.
  - Select the ‘Program Roster’ and ‘Employment Type’ for the household/staff member.
- **Step 3** – Click on the **purple** “**SUBMIT**” button to send the invitation.

### Invite Jane Smith to BCIS

Enter the e-mail address for this individual to complete their BCIS profile and conduct future background checks.

Email

Enter Persons Email Here

Select Your Program Roster

Select Persons Employment Type

Submit

Click To Send Invite.

**What’s Next?** – The individual will then receive an email stating that your program has invited them to BCIS, and they will need to follow the instructions to create their account and establish their username and password. (Please see staff instructions for creating an account and completing a background check - [HERE](#))

## | ROSTER INVITATIONS

INVITING STAFF WHO ARE NOT ON YOUR ROSTER TO ENROLL IN BCIS

John.doe@email.com

**BCIS ID**  
a0b12cd3-4e5f

**Traditional Status**  
Needs BC

**YC Specific Status**  
N/A

FBI Privacy Consent

**Document Links**

**Roster**  
Select your roster from the drop down list below

Select Roster  
-DCCC:12345

**Invite Person** **Download PDF**

**Click To Send Invite.**

Please hover your mouse over the status columns to get more details

Name	DOB
Jane Doe	03/01/1956
Susan Smith	03/01/1956
Jaime Smith	02/14/1982

Person Detail

Background Check

Program

Roster

Invitation Lookup

✓ Certify

FAQ

Settings

OEC Helpdesk

If you determine that there are staff members that are not on your roster, you will need to invite them to join your roster:

**Step 1** – Select the roster from the drop-down menu.

**Step 2** – Click on the “**INVITE PERSON**” purple button.

**Step 3** – In the next screen (below), **Search BCIS** for the person you wish to invite using the person’s **Name** and **Date of Birth**.

Alternatively, if the person you are inviting has an existing BCIS account or profile, ask them to log into their profile and provide you with their **BCIS ID**.

**Note:** Including the **SSN** or **Zip Code** in your search may not provide the best results.

**Step 4** – Click on the purple “**SEARCH**” button.

Menu

John.doe@email.com

**BCIS ID**  
a0b12cd3-4e5f

**Traditional Status**  
Needs BC

**YC Specific Status**  
N/A

FBI Privacy Consent

**Document Links**

**CT OEC BCIS**

**Invite New Person**  
Search below to check if the person you would like to add to your roster is already in our system.  
Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
  - o Last 4 digits of SSN / ITIN OR Zip Code

First Name

Last Name

Date of Birth

Last 4 digits of SSN/ITIN

Zip Code

BCIS ID Number

**Search** **Clear**

**Tip:** For best results try searching by **BCIS ID Number** if available (**must have existing profile**) – **OR** – You may also try searching by Name & Date of Birth. Please note that including the SSN, ITIN, or Zip Code may not always return results.

Person Detail

Background Check

Program

Roster

Invitation Lookup

✓ Certify

FAQ

Settings

OEC Helpdesk

## | ROSTER INVITATIONS

INVITING STAFF WHO ARE NOT ON YOUR ROSTER TO ENROLL IN BCIS

When sending invitations to someone with an **existing** BCIS profile, the section in the image below will be displayed. You will need to select the program you wish to add the individual to and specify the staff role.

Please take note of the section with checkbox highlighted below, check this option **ONLY** if the individual has not worked for an OEC licensed childcare program for 6 months or more (180+ days). **As mandated by federal law, anyone having a childcare employment gap of 6 months or more is required to complete a new background check.**

Additionally, please know that selecting this option will render any existing background check components invalid and require a new background check to be completed. If this option was selected in error, please contact [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) for assistance.

The record below matches the search criteria you entered. Click **Add** to add this person to your program roster. If their background check status is not current, you can send them an invitation for a new background check.

<b>Name:</b> John Doe	<b>Identification:</b> Unknown
<b>Status:</b> Needs BC	<b>DOB:</b> 01/01/1999
Please select your program DCCC.12345	Please select Employment Type Staff
<input type="checkbox"/> Please check this box <b>ONLY</b> if this applicant has not been employed by a state of Connecticut licensed child care program within the last 180 days	
<div> <div> <div></div> <div></div> </div> <div>Add</div> </div>	

• Select this option **ONLY** if the individual has not worked for an **OEC licensed childcare program** for 6 months or more (**180+ days**).

**Please confirm selections:**

<b>BGC Type :</b>	Traditional BGC
<b>Roster :</b>	DCCC.12345
<b>Role :</b>	Staff
<b>Name :</b>	John Doe
<b>DOB :</b>	01/01/1999

**Notice:** You have identified this individual as unemployed from an OEC Licensed Childcare program for 6 months or more (180+ days). In doing so, this individual **must** submit a new background check. If this was done in error, please click below to go back and uncheck this option before proceeding. If this information is correct, click confirm to continue.

Go Back

Confirm

After clicking the purple 'Add' button, BCIS will show a pop-up window where you may confirm the information entered for the invitation.

If the information displayed on the pop-up window **is not** correct, click the '**Go Back**' button to make any corrections on the previous screen.

Otherwise, if the information displayed **is** correct, click '**Confirm**' to send the invitation.

**IMPORTANT** – If you have selected the option indicating that the individual has a 6-month employment gap, the notice seen in this image will be displayed. Please read carefully, and '**Go Back**' if selected in error.

## | ROSTER INVITATIONS

INVITING STAFF WHO ARE NOT ON YOUR ROSTER TO ENROLL IN BCIS

If the individual you are inviting **does not** have an existing account, BCIS will indicate this in the bottom section of the search screen as an alert in **red text**. You may revise your search and try again or proceed to invite the individual to join BCIS if they are not found.

To invite the individual to create a BCIS account, complete the sections on screen as follows:

- **Step 1:** Select the program where they will be employed.
- **Step 2:** Select their role (Staff, Volunteer)
- **Step 3:** Enter the persons email (Personal email is recommended).
- **Step 4:** Click the **purple** 'Send Invite' button.

No record was found matching the information you entered. Check to make sure the information was entered correctly and try any aliases or other names (e.g. Maiden Names) for this person.

If you are still unable to locate a person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster\*.

If you believe this individual should be listed in BCIS but you are unable to find them in this search, you may e-mail [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV) or call 860-500-4466.

Please select your program DCCC.12345	Please select Role Type Staff
Email: someone@example.com	
<a href="#">Send Invite</a>	

After clicking the **send invite** button, BCIS will show a pop-up window where you may confirm the information entered for the invitation. If the information displayed on the pop-up window **is not** correct, click the **'Go Back'** button to make any corrections on the previous screen. Otherwise, if the information displayed **is** correct, click **'Confirm'** to send the invitation.

**Please confirm selections:**

BGC Type :	Traditional BGC
Email :	John.doe@email.com
Roster :	DCCC.12345
Role :	Staff

[Go Back](#) [Confirm](#)

**What's Next?** – The individual will receive an email invitation to join BCIS. Accepting the invitation will direct the individual to the BCIS registration page where they will create their username, password, and confirm their account.

Once they have completed the account registrations and gained access to BCIS, they may proceed to enter their profile information, and create a new background check.



## REQUESTING BACKGROUND CHECKS FROM YOUR STAFF

All program administrators will be responsible for managing their own background checks, as well as the background checks for their roster members. Upon logging into your BCIS account for the first time, please note the status of the background checks of all those on your roster. The status of everyone on your roster can be found in the **'Status'** column next to their name. The date in that column will either be a past date, or a date in the future, indicating when the background check will expire.




### Existing BCIS members:

When you add someone to your roster with an existing BCIS account, they will be added to your roster where you are able to view if they have a completed background check or not.

- If the person has a **'Red Highlight'** this means that their previous background check has expired, or they have not started one. This is also indicated in the **'Status'** column as **'Needs Background Check'** or **'Needs BC'** for short.
- If the person has a **'Yellow Highlight'**, this means that they have entered the 6-month window before their expiration date. In this scenario, the status will show **'Current'** until the expiration date. When the new background check is completed, the highlight will be removed, and a new expiration date will appear in the **'Future Expiry Date'** column.

A **purple** button with the text **'Request Background Check'** will be visible on the far right for anyone needing a background check. Clicking this button will send the individual an email request to start a background check via their BCIS profile.

**Tip:** Hovering your mouse cursor over each status in the **'Status'** column will display a description of the status.

Future Check Expiry Date	Status	Background Check Type	Is OOS Pending	Role	Action
	Current	Traditional BGC		Staff	 <a href="#">Invite To BCIS</a>
	Needs BC	Traditional BGC		Staff	 <a href="#">BGC Invite Already Sent!</a>
	Needs BC			Staff	 <a href="#">Request Background Check</a>

**Click here to request staff to start a background check.**

**What's Next?** – The individual will need to accept the invitation and complete the necessary steps which may involve, updating personal demographic information, and ensuring they have added at least **5 years (60 months)** of address history which will then allow them to proceed to the background check request form.

**IMPORTANT:** Individuals must provide the 5-year address history to access the background check request form in BCIS.

### New BCIS members:

When you invite someone to your roster that **does not** have an existing BCIS account, the background check request is included, allowing them to submit a background check request via their profile once they have activated the invitation, created their account username & password, and completed their personal demographic information & address history.

## PROGRAM MANAGER INVITATIONS

As the program administrator, you can assign a staff member to **“Program Manager”** so that they may assist with the roster management. A program manager invitation grants the selected individual the same rights as the administrator, but only the administrator can invite program managers. This is done by sending a program manager invitation to the selected individual as follows:

- **Step 1** – Click on the **“Programs”** tab located on the main menu to the far left of the BCIS window.
- **Step 2** – Click on the **“Invite Manager”** tab.
- **Step 3** – Click on the dropdown options menu and select the program they are to manage.
- **Step 4** – Enter the personal email for the staff member you wish to invite as a program manager.
- **Step 5** – Click on the **purple “Invite Manager”** button to send the invitation.

The screenshot displays the BCIS Roster Management interface. On the left sidebar, the 'Program' tab is highlighted with a blue box and a callout '1' pointing to it with the text 'Click Here for Program Manager Invites'. The top header shows 'CT OEC BCIS DEV' and '2 Invite Manager' with a callout '2' pointing to it. The main content area has a 'Program' section with a dropdown menu labeled 'Please select your program' and a callout '3' pointing to it with the text 'Click here to select program'. Below this is an 'Email' input field with a callout '4' pointing to it and the text 'Add persons email here'. At the bottom of the main content area is a purple button labeled 'Invite Manager' with a callout '5' pointing to it and the text 'Click here to send invite'. A large 'SAMPLE NOT VALID' watermark is overlaid on the entire screenshot.

**What's Next?** – The selected individual will receive a **“Program Manager”** invitation by email. Upon accepting the invitation, they will be granted Program Manager access to assist in managing the specified roster.

## IMPORTANT ITEMS TO REMEMBER REGARDING BCIS INVITATIONS

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1. **Please make sure that each staff member on your roster has their own individual email address.**
2. Personal emails are required for staff members so that they can maintain access to their BCIS profiles if they switch programs in the future.
3. An email cannot be shared and can only be used once per account, each person must use a unique email address.
4. It is important for all the staff on your roster to enroll in BCIS so that when they are due for a background check, they will have access to their account and be able to complete the steps necessary to ensure that their background checks remain “Current”.

## MANAGING INVITATIONS SENT FROM YOUR ROSTER

All program **administrators**, **program managers**, and **family childcare providers** now have access to the newly added 'Invitation Lookup' screen which allows administrators to monitor all invitations sent from a roster.

The Invitation Lookup screen will display information for each invitation sent from your roster such as, the email used for the invitation, the invitation type, the date the invitation was sent, the invitation status, and the invitation accepted date.

In this screen you are also able to **cancel**, **edit**, and **resend** an invitation as necessary.

**Note** - Only invitations which have not been accepted can be edited.

### Managing Invites:

- **Resend Invite** – The 'Resend Invite' button is available **only** if the invitation has **not** been accepted yet.
- **Editing** – If an invitation contains an error, clicking the "✎" icon will allow you to make corrections and resend.
- **Canceling** – If an invitation is no longer needed, clicking the "✖" button will allow you to cancel that invitation.

The screenshot shows the 'Invitation Lookup' screen in the CT OEC BCIS system. The interface includes a left-hand menu with options like 'Menu', 'John.doe@email.com', 'BCIS ID', 'Traditional Status', 'YC Specific Status', 'FBI Privacy Consent', 'Document Links', 'Person Detail', 'Background Check', 'Program', 'Roster', 'Invitation Lookup' (highlighted), 'Certify', and 'FAQ'. The main area displays a table of invitations with columns: Email, Invitation Type, Invitation Sent Date, Invitation Status, and Invitation Accepted Date. Annotations with arrows point to specific features: 'Click here select which roster to view.' points to the 'Select Roster' dropdown; 'Click the "PENCIL" icon to "EDIT" the invite.' points to the pencil icon; 'Click the "X" icon to CANCEL the invite.' points to the 'X' icon; 'Click here to "RESEND" the invite.' points to the 'Resend Invite' button; and 'Click here to manage invitations.' points to the 'Invitation Lookup' menu item. A large 'SAMPLE NOT VALID' watermark is overlaid on the table.

Email	Invitation Type	Invitation Sent Date	Invitation Status	Invitation Accepted Date
example1@myemail.com	Background Check Invite	10/07/2024	Invited	
example2@myemail.com	Background Check Invite	10/04/2024	Invited	
example3@myemail.com	Roster Invite	09/27/2024	Accepted	10/07/2024 13:13:46
example4@myemail.com	Background Check Invite	08/01/2024	Accepted	08/02/2024 12:01:12
example5@myemail.com	Account Missing Invite	08/08/2024	Accepted	08/11/2024 09:05:08
example6@myemail.com	Program Manager Invite	07/01/2024	Invited	
example7@myemail.com	Background Check Invite	07/07/2024	Invited	

### Types of Invitations:

- **Program Admin Invite:** An invitation sent to program administrators and providers upon the licensing application reaching a 'Pending' status which grants the administrative access to manage a program roster via BCIS.
- **Program Manager Invite:** An invitation sent to an appointed staff member that allows the individual to assist in managing the roster. (**Note:** Only Program Administrators may invite Managers).
- **Roster Invite:** An invitation sent to an individual to join a program roster specified by the program administrator or manager. (**Note:** If the individual already has an existing BCIS account and profile, they will be immediately added to your roster. If the person does not have an account, an invitation will be sent to their email).
- **Background Check Invite:** A request sent via the BCIS roster by the program roster administrator or manager to existing roster members requesting that they start a background check.
- **Account Missing Invite:** An invitation sent to an individual when they have an existing BCIS profile but have not yet created an account username & password.

BACKGROUND CHECKS INFORMATION SYSTEM (BCIS) STATUS DESCRIPTIONS

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**Needs Background Check (Needs BC or NBC):** OEC does not have a record for this person within the last 5 years in our background check system. This means the person's background check has expired or they have not yet started one. Therefore, they are currently due for a background check. If you believe this may be incorrect, please email the OEC Legal Department – Background Checks Unit at [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov)

**Awaiting Fingerprints (AWF):** OEC has received the DCF and FBI consent forms and is now waiting for fingerprints. If your digital fingerprints were sent very recently, they may be in the queue for data entry.  
**Please check back two (2) weeks after fingerprints were taken.**

**Work Supervised (WSP):** The OEC has received criminal background check results for this person but at least one other component of their background check is still in progress. Other components include child protective services checks (**DCF**), sex offender registry checks (**NSOR**), and out of state checks (**OOS**) if this individual has lived in another state in the past five years. In this status, newly hired staff may begin working with children in a childcare facility but must remain supervised by another staff member who has a “current” background check status in BCIS. When a staff member's status updates to “current” then they are permitted to work in a childcare facility without supervision.

**Current (CUR):** The OEC has verified a current background check for this person in our system. The expiration date shown is the maximum due date for this person's next required check. Individuals may start a new background check as early as 6 months prior to the expiration date. Please be sure they start the process 45-60 days prior to the date shown to maintain their eligibility for childcare employment. This status is eligible once all background check components are completed such as **DCF**, **Fingerprints**, **NSOR**, and **OOS** if the person has lived in another state in the past five years.

**For more information**

- Log in to BCIS ([bcis.oec.ct.gov](https://bcis.oec.ct.gov))
- Visit the OEC website ([www.ctoec.org/background-checks](https://www.ctoec.org/background-checks))



Rev. October 2024

## BCIS MAIN MENU OVERVIEW

Please take a moment to familiarize yourself with the top section of the BCIS main menu located to the far left of the BCIS window.

This menu is accessible only to individuals with a registered BCIS account.

## MAIN MENU (TOP)

John.doe@email.com
<b>BCIS ID</b> a0b12cd3-4e5f
<b>Traditional Status</b> Needs BC
<b>YC Specific Status</b> N/A

FBI Privacy Consent
Document Links 

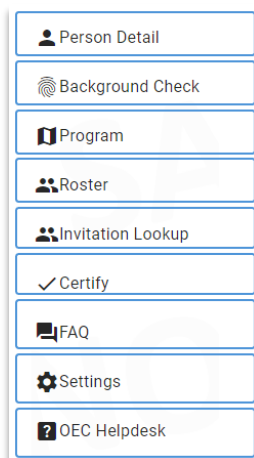
SECTION	DESCRIPTION
• Email	Email registered to BCIS account.
• BCIS ID	Unique ID assigned to each BCIS member with a registered account.
• Traditional Status	Displays the status for Traditional Background checks which <u>requires fingerprinting</u> .
• Youth Camp Specific Status	Displays the status for Youth Camp Specific background checks which <b>DO NOT</b> require fingerprints. Applies to Youth Camps <b>ONLY</b> .
• BCIS ID Card	The BCIS ID Card contains the background check credentials such as persons Name, BCIS ID Number, Background Check Status, Privacy Consent Signed Date, and Privacy Consent Signature. The consent signed date and signature will only show once the person completes all 5 sections of the background check request form in BCIS and clicks the 'Submit' button to complete the process.
• FBI Privacy Consent	Click here to view, download, or print your background check submission confirmation summary, FBI Privacy consent notices, and BCIS ID card.
• Document Links	Contains BCIS reference guides.

## BCIS MAIN MENU OVERVIEW

Please take a moment to familiarize yourself with the bottom section of the BCIS main menu located to the far left of the BCIS window.

**Note:** Only Program Administrators can view all sections shown in the image below.

## MAIN MENU (BOTTOM)



SECTION	DESCRIPTION
<ul style="list-style-type: none"> <li>Person Detail</li> </ul>	This section contains the personal demographic information for each BCIS member, such as: Name, Date of birth, SSN, Alias, and Address History.
<ul style="list-style-type: none"> <li>Background Check</li> </ul>	This section contains the Background Check Request form. Note: This section is only accessible when the 5-year address history ( <b>60 months</b> ) has been entered.
<ul style="list-style-type: none"> <li>Program</li> </ul>	This section contains the Program Manager Invitation tab and NAFCC accreditation information ( <b>NAFCC applies to Family Childcare programs only</b> ).
<ul style="list-style-type: none"> <li>Invitation Lookup</li> </ul>	This section allows program administrators, program managers, and family childcare providers to monitor and manage every invitation sent to members of their rosters.
<ul style="list-style-type: none"> <li>Certify</li> </ul>	This section pertains to Youth Camps only and allows Youth Camp directors to certify their staff roster members.
<ul style="list-style-type: none"> <li>FAQ</li> </ul>	This section contains frequently asked questions and solutions.
<ul style="list-style-type: none"> <li>Settings</li> </ul>	This section allows BCIS members with registered accounts to review and reset account login information.
<ul style="list-style-type: none"> <li>OEC Helpdesk</li> </ul>	This section allows BCIS members with registered accounts to create an OEC Helpdesk Ticket.

## 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 - 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>



## ROSTER CHECKLIST

The following checklist is meant to serve as a point of reference as you proceed to manage your program roster.

DOING	DONE	TASK	OEC CONTACT
<input type="checkbox"/>	<input type="checkbox"/>	Apply and Submit Program License Application.	OEC.Licensing@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	Application reviewed, pending status reached.	OEC.Licensing@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	Receive BCIS Access via Administrative Email Invitation. (Sent 24 hours after application reaches a pending status)	OEC.BC@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	<b>For Administrator, Providers</b> - Completed Background Check.	OEC.BC@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	Add Staff / Household Members to roster.	OEC.BC@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all roster members have a completed background check.	OEC.BC@ct.gov
<input type="checkbox"/>	<input type="checkbox"/>	Continued monitoring of Roster to ensure all staff or household members have a completed background check.	OEC.BC@ct.gov

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Question (1) I want to start a new program, what do I need to do? (Admins/Providers Only)****Answer**

- As a program owner/administrator, you must first submit the appropriate application to our licensing department. Once your application is reviewed, you will receive BCIS access. For more information, please visit <https://www.ctoec.org/licensing/> or contact our licensing department at [OEC.Licensing@ct.gov](mailto:OEC.Licensing@ct.gov).

**Question (2) Where can my staff find proof of a signed FBI Privacy consent?****Answer**

- The FBI Privacy consent proof documents are made available once an individual completes all 5 sections of the background check request form in BCIS and clicks the **'Submit'** button to complete the process.
- Immediately after submitting the form, the 'Submission Confirmation' page is displayed providing the download options found in the 3<sup>rd</sup> section of the page such as the **FBI Privacy Consent Notice, BCIS ID Card**, and the **Submission Confirmation** as well. Additionally, you may obtain these documents by clicking on the 'FBI Privacy Consent' link or the BCIS ID (Credit Card Icon) on the main menu.
- Please note that the proof of the signed consent is made available **ONLY** after completing and submitting the background check request form in BCIS. If you have not submitted this form, the Signed Consent Name & Date will **NOT** show on the BCIS ID Card, and FBI Privacy Consent document will not be available.

**Question (3) Why are there two expiration dates listed for some of my staff?****Answer**

- When an individual completes a background check within the 6 months window before their previous expiration date is due, the yellow highlight will be removed from the BCIS roster view, and a new expiration date will show under the **'Future Expiry Date'** column. Once the previous background check expires, the 'Future Expiration Date' will become primary

**Question (4) What do the 'Red' and 'Yellow' highlights in my BCIS roster mean?****Answer**

- When viewing your roster, BCIS will show a colored highlight so that you can easily see which members background check requires attention. A **Yellow Highlight** means the individual is within 6 months of the expiration date and may begin a new one. A **Red Highlight** means the individual has an expired background check or has not started one.

**Question (5) How can my staff regain access to their background check request form?****Answer**

- If an individual starts a background check and decides to complete it later, they find that BCIS has locked their background check form, this is done for security reasons. To regain access, they must contact [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) so that the background check form can be unlocked.

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Question (6) How long does it take to complete an Out-Of-State background check?****Answer**

- Every US state and Territory has its own specific procedures and processing timeframes for that out of state check. OEC staff have researched all the instructions that we email to you to assist you in this process. However, states may make updates on an ongoing basis that OEC may be unaware of. If you have questions or concerns, please email [OEC.BCResults@ct.gov](mailto:OEC.BCResults@ct.gov) so that we may address those concerns. **Please Note: The OEC has no control over other states' processing times.**

**Question (7) Will BCIS notify us when the background check is completed?****Answer**

- BCIS will reflect the completed background check by showing a 'Current' status and an expiration date for each individual on the program roster and the BCIS profile for each individual.

**Question (8) How can I get a copy of my background check results?****Answer**

- OEC does not provide a copy of background check results; however, you may log into your BCIS profile to view your background check status or download your BCIS ID card which contains your credentials.

**Question (9) I am a new administrator; how do I get access to the roster?****Answer**

- Contact [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) for assistance.

**Question (10) A staff member wants to update the email used for BCIS, what do I do?****Answer**

- To have this updated, contact [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov).

**Question (11) An invitation was sent to the wrong email, what do I do?****Answer**

- All administrators, program managers, and family childcare providers can **monitor**, **edit**, **resend**, or **cancel** invitations as necessary via the **Invitation Lookup**. [Click here to go to page 19.](#)

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Question (12)** The email used for an invitation contained a typo, what do I do?**Answer**

- All administrators, program managers, and family childcare providers can **monitor**, **edit**, **resend**, or **cancel** invitations as necessary via the **Invitation Lookup**. [Click here to go to page 19](#).

**Question (13)** How do I remove someone from my roster?**Answer**

- You may remove someone from your roster by clicking on the red 'Trash bin' icon located on the far right next to the person's name in the Roster tab.

**Question (14)** What if my staff decided to get fingerprinted with an agency other than what they specified in BCIS?**Answer**

- The individual will need to notify [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) of the change. If an appointment was already created, we advise that the individual call the agency at least 24 hours ahead of the scheduled date to cancel an appointment if necessary.

**Question (15)** I cannot access my BCIS account, what do I do?**Answer**

- Please contact [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) or create a ticket [HERE](#).