Child Care Staff Instructions for Creating an Account and Completing a Background Check

Introducing BCIS

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

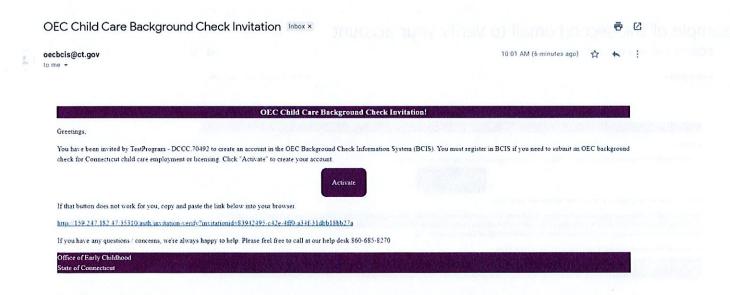
Before you begin

Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will **not** work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it's no longer updated or supported.

I. Check your email for an invitation to create an account

The Child Care program administrator will send you an invite to the programs BCIS Roster.

When you receive this email click on the ACTIVATE button.

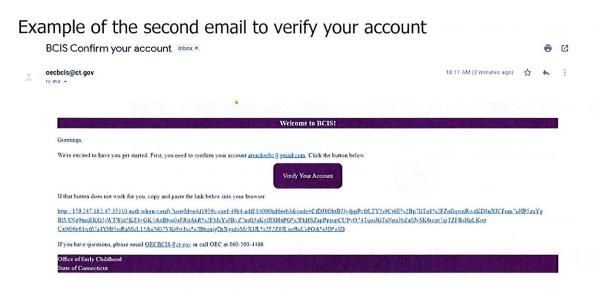


The email will come from <u>oecbcis@ct.gov</u> and have the subject line "**BCIS Account**." Click the "Activate" button to create your account. If you don't get the email, check with your FCC Provider. <u>*THIS IS AN OUTGOING MAILBOX AND IT IS UNATTENDED. PLEASE DO NOT REPLY TO</u> <u>THIS EMAIL OR USE THIS EMAIL ADDRESS TO SEND US AN EMAIL</u> * Once you follow the link, you'll enter your email address, create a password, and click Register

Registration screen

BCIS Account Registration	BCIS Account Registration				
3942495-c42e-4ff0-a34f-31dbb18bb27a	A valid e-mail address is required to use this service.				
hone	If you are already registered, go to the log in 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.				
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Then check your email again. 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."



Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log in information anytime you receive an email about completing a background check or the program roster administrator requests you to update information in your background check.

How do I get a background check?

When it is time for you to obtain or renew your background check, your program administrator will send you a REQUEST BACKGROUND CHECK email, using BCIS. Once you receive this email, please log in and follow the steps below to complete your background check:

Please take the following steps to complete your background check:

- 1. First you will need to make sure that your demographics and address history are up to date. This is done by:
 - H P type here to search
 - a. Clicking on the PERSON DETAIL image on the left-hand side.

- b. Update and Confirm:
 - i. First Name
 - ii. Last Name
 - iii. Date of Birth
 - iv. Gender
 - v. ID Type (You may choose your SSN, Unavailable or ITIN)
- c. Once you verify your demographics click the purple SAVE button.

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	Clear Save		

d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

Alias Information Add Any Name Changes, Maiden Names, Aliases, Also Kno	own As (AKA), etc
If the individual has used any other name legally (not nickn the individual has used legally.	names), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name
Alias First Name	Alias Middle Name
Alias Last Name	
	Add Continue to Address Clear

e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses you have lived for during the last **5 years** (60 months). **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this will delay your start date. There is a built-in calculator, and it must read AT LEAST 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.

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2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.

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3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next

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all marine@ct gov BCIS ID	Terms and Conditions		
326d:620-694a	Terms and Conditions		
Status	 We we are accessing the OCC Decisions of their instruments hypers (ECC) in order to control the information service to complete your training and once parameters (connected at an - Any unapproximated of the system is principle. The decision of the system is principle and index is being your own if you have accessed any other back an ency, this mental any indicated parameters and OCC to report the service. 		
Person Detail	 To complete your background check, you must subme 1) Authorization for Release of information from OCR 2) FBI Privacy Notices, 3) Engerprints, 4) COHRS Applicant Tracking Humber You must enter (Ne) full yours of address history 		
Background Check	 If you have level in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete back ground checks in that state Be sure all demographic information is entered connectly diversign the carrect apelling of your full legal name, any altas or other name you have ested legally, and your connect date of birth 		
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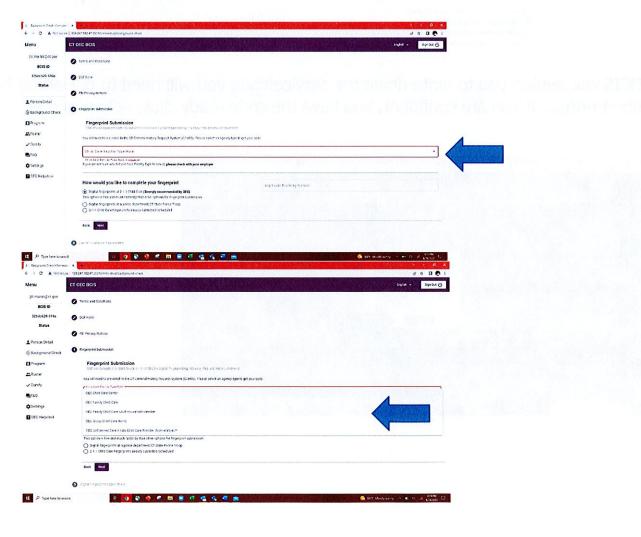
4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

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l.marini@ct.gov	Terms and Conditions	
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326dc620-694a	2 DCF Form	
Status		
	Authorization for Release of Information from DCF	
erson Detail	NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the C	
lackground Check	I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning char and to release this information in whole to the Office of Early Childhood (DCF) for the puppes of completing a comprehensive background check. If the in my discement on the central registry to the inforced/order carbin education is child care faith for puppess of determining my eligibility for	other authorize the OEC to release any final DCF substantiations of abuse or neglect which result
Program	in my stacement on the central registry to the Director/Operator or other despines of a churd care traciny for purposes in determining my engous y for older who residers in my nucleifaid they are lead as a family fold care home. Extense the DEF and DEC from all liability for any camages I may incur, w DEF in their research. This release y do not an any down and have years from the date of signature unless reschied in writing.	empoyment, ore assessing my nonservice environment based on an incavable to years or age of which may result from the release or use of this information. I submit the information below to as
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5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next

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FAQ	See 5 U.S.C. 5328 (b): 28 U.S.C. 534(e): 34 U.S.C. § 40310 (formerly choid at 42 U.S.C. § 14610)	Article (Viet 18 OFR 20 21(c), 10 33(5), 50 12(b) and 705 2(d)	
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6. Next you will select the Child Care Facility Type Role: OEC Child Care Center from the drop-down menu.

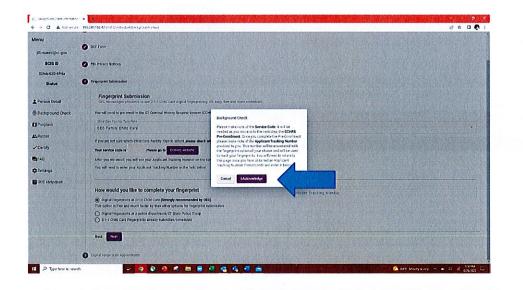


7.

 Next, you will see the service code for OEC Child Care Center. You will need write the code down the because you will need it on the next screen. Once you have done this, please click CCHRS WEBSITE (purple box). This will take you to the site where you will pre-enroll for fingerprinting. If you skip this step, you will not be able to obtain digital fingerprints.

Menu	Terms and Conditions	
ateacherbc@gmail.co m	O DCF Form	
BCIS ID	FBI Privacy Notices	
Status	Fingerprint Submission	
▲ Person Detail	Fingerprint Submission GEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Pleage select an agency type to get your code	
HFAQ	Child Gare Facility TyperRole DEC Child Care Center	•
C Settings	If you are not sure which Child Care Facility Type to select, please check with your employer. Your service code is Please go to CCHRS website. After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page, you will also receive an email. You will need to enter your Applicant Tracking Number in the field below.	
	How would you like to complete your fingerprint Digital fingerprints at 2-1-1 Child Care Digital fingerprints at a police department Paper fingerprint cards sent by mail	

9. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident, you have the code ready click, Acknowledge.



10. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code for OEC Child Care Center and click "**Submit ServiceCode**".

use of enroll	me to the Connecticut Criminal History Request System (CCHRS)! Your this site implies that you acknowledging that you are submitting a pre- nent request for a fingerprint-based criminal history check for an ized recipient within the State of Connecticut.
The age	rollment ucy (or entity) that is asking you to be fingerprinted should have given you a 'Service Code ater that code here: Submit Service Code
	NOTE: If you have a CCHRS account, you can sign in here.

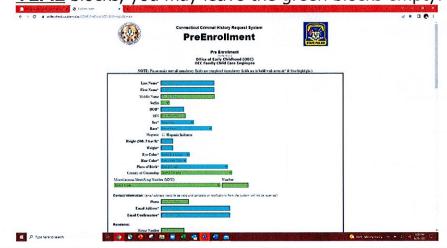
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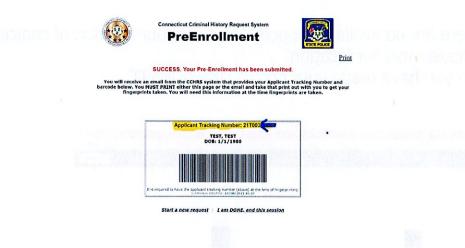
12. Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.



13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on SUBMIT MY PRE-ENROLLMENT

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14. If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter 'T" followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.



- 15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
 - a. If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
 - b. If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
 - c. If you choose an already scheduled 211 one site, this means that your child care program has scheduled 211 to come to the center to take your prints, select this box, hit NEXT and it will complete your process.

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- 16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule your appointment.
 - a. You will select the location you would like to use from the drop-down menu. Then you will select Child Care Center as the Reason.
 - b. In the LIVE session if there are available appointments at the location you have chosen, theywill appear.

c. If there are no available appointments at your location of choice, you may have to choose another location.

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d. Once you have made your choice click SUBMIT.

Once you complete your fingerprints and OEC receives notification of favorable results the results they will be entered into your profile and your status should update to CURRENT.