

Family Child Care Administrator BCIS Roster Management

Who needs a background check?

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

- Licensed child care centers and group child care homes
- Licensed family child care homes
- License-exempt child care facilities (like those run by schools or towns) that receive funding from Care 4 Kids

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

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

Why do I need a background check?

It's all about safety. Children thrive when they are cared for by people they trust in a secure, safe environment. That's why OEC completes comprehensive background checks on people who provide direct care to children in Connecticut (as well as household members age 18 and older in family child care homes).

We make sure that they do not have a history of criminal or sexual offenses, child abuse, or neglect that could make them unsuited to provide care to children or have access to children.

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 checks requires that you submit all the required documentation and information as laid out in the instructions below.

Where Do I Begin?

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 Family Child Care Providers, their household members, and staff.

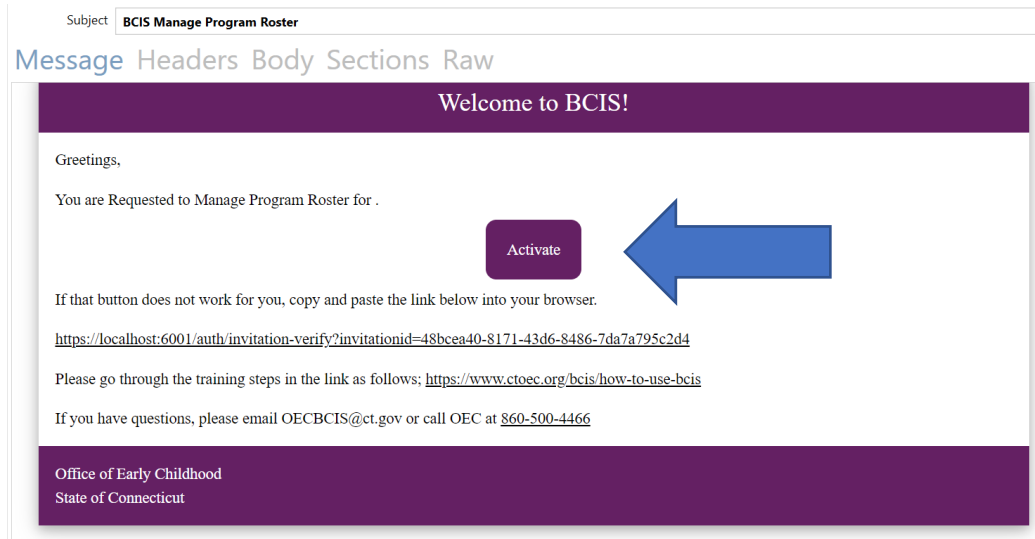
Before you begin

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.

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

OEC will send you an invitation to be an Administrator for your licenses BCIS Roster.

When you receive this email click on the ACTIVATE button.



If you don't get the email, check with OEC legal at oec.bc@ct.gov.

2. Create your account

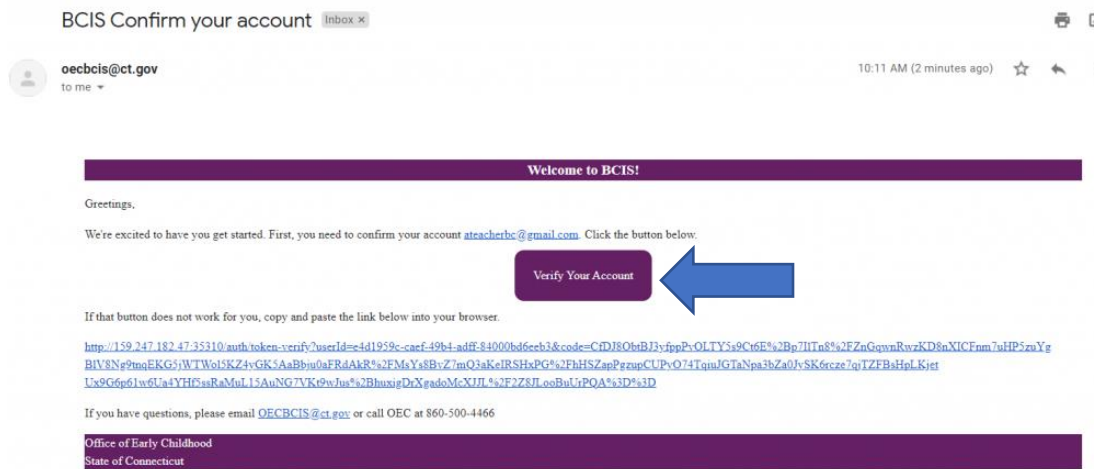
Once you click the link, you'll enter your email address, create a password, and click Register

Registration screen

A screenshot of the "BCIS Account Registration" screen. The page has a purple header with "CT OEC BCIS". The main content area is white. On the left, there is a registration form with fields for "Invitation Code" (pre-filled with "83942495-c42e-4ff0-a34f-31dbb18bb27a"), "Phone", "Email", "Password" (with a "Show Password Detail" toggle), and "Confirm Password". Below the password field, there are five red circular icons with numbers 1 through 5, each followed by a requirement: "contains at least one lower character", "contains at least one upper character", "contains at least one digit character", "contains at least one special character", and "contains at least 12 characters". At the bottom of the form are "Register" and "Go to Login" buttons. On the right, there is a sidebar with the title "BCIS Account Registration" and text: "A valid e-mail address is required to use this service. 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." Four large blue arrows point from the sidebar text to the corresponding fields in the registration form: one to the Email field, one to the Password field, one to the password requirements list, and one to the Confirm Password field.

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.”

Example of the second email 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.

3. Managing your program roster

Click the **roster** tab from the left menu: This will allow you to see all the Household Members and Staff that have information in BCIS. As the Administrator of your FCC Homes BCIS account, you will be able to manage everyone's background checks. The next several pages will take you through the steps of managing background checks, updating your own information, inviting new household/staff members to your roster, invite household/staff members to complete a background check and completing a background check.

Menu

program@email.com

BCIS ID

Status

Person Detail

Background Check

Program

Roster

FAQ

Settings

CT OEC BCIS Sign Out

Roster

Select your roster from the drop down list below

Select Roster

TestProgram-DCCC.70492

Add Person **Download PDF** **Download Excel**

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

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chane TestLastName	10/03/2000	10/08/2023	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

Getting household/staff members who are already present on your roster to enroll in BCIS

1. While on the Roster Screen
 - a. Click on the purple **INVITE to BCIS** next to their name
 - b. Enter an individual email address for the household/staff member
 - c. Click on the purple SUBMIT Button

That 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 password. (Please see Household Members/Staff of Family Child Care Homes Instructions for Creating an Account and Completing a Background Check)

Menu

CT OEC BCIS Sign Out

program@email.com

BCIS ID

Status

Roster
Select your roster from the drop down list below
Select Roster
TestProgram-DCCC.70492

[Add Person](#) [Download PDF](#) [Download Excel](#)

Person Detail
Background Check
Program
Roster
FAQ
Settings

Filter

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

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chane TestLastName	10/03/2000	10/08/2031	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each household member on your roster has their own individual email address. The system only allows an email address to be used for one account.
2. It is important for all the household members and family child care 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 to complete the steps necessary to ensure that their background checks remain CURRENT.

Getting household/staff members who are not present on your roster to enroll in BCIS

If you determine that there are household members over the age of 18 or family child care staff that are not on your roster, you will need to invite them to your roster.

1. Click on the **ADD PERSON** purple button

Menu

program@email.com

BCIS ID

Status

1

Person Detail

Background Check

Program

Roster

FAQ

Settings

CT OEC BCIS

Sign Out

Roster

Select your roster from the drop down list below

Select Roster

TestProgram-DCCC.70492

Add Person

Download PDF

Download Excel

Filter

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

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chane TestLastName	10/09/2000	10/08/2021	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

2. Enter the individuals:
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Last four of their Social Security Number
 - e. Their zip code
 - f. Click the purple Search Button

Add 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;
 - Last 4 digits of SSN / ITIN OR Zip Code

The screenshot shows a search form with the following fields and buttons:

- First Name:** A text input field containing the word "New". A blue arrow labeled "a" points to this field.
- Last Name:** A text input field containing the word "Staff". A blue arrow labeled "b" points to this field.
- Date of Birth:** A text input field containing "1/1/1980" with a calendar icon to its right. A blue arrow labeled "c" points to this field.
- Last 4 digits of SSN/ITIN:** A text input field. A blue arrow labeled "d" points to this field.
- Zip Code:** A text input field containing "06103". A blue arrow labeled "e" points to this field.
- BCIS ID Number:** A text input field.
- Search:** A purple button. A blue arrow labeled "f" points to this button.
- Clear:** A red 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 OECBCIS@Ct.gov or call 860-500-4466.

The screenshot shows the 'Send Invite' section with the following fields:

- Please select your program:** A drop-down menu with "TestProgram-DCCC.70492" selected.
- Please Select Role Type:** A drop-down menu with "Staff" selected.
- Email:** A text input field containing "NewStaff@email.com".
- Send Invite:** A purple button.

3. When the individual is not located, and you receive a NO RECORD FOUND indicator in the top left-hand side of the screen please invite the individual to create their BCIS account and join your roster. This is done by:
 - a. Selecting your program roster from the drop-down menu
 - b. Select the individual's role (Household member or Staff)
 - c. Type their email address into the email section.
 - d. Click the purple SEND INVITE button.

Add 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;
 - Last 4 digits of SSN / ITIN OR Zip Code

First Name New	Last Name Staff
Date of Birth 1/1/1980	Last 4 digits of SSN/ITIN
Zip Code 06103	BCIS ID Number
<div>Search Clear</div>	

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 the person, enter the person's email address below to invite them to add their demographic information to BCIS 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 OECBCIS@Ct.gov or call 1-800-4466.

Please select your program TestProgram-DCCC.70492	Please Select Role Type Staff
Email NewStaff@email.com	
<div>Send Invite</div>	

IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each house member on your roster has their own individual email address. The system only allows an email address to be used for one account.
2. In order for the individual that you have invited to BCIS to show up on your roster they **MUST** follow in the instructions in the two emails they will receive. (Please see Family Child Care Household Member and Staff Instructions for detailed information on these steps)

Requesting Background Checks from Household/Staff Members

All family child care providers will be responsible for managing their background checks, as well as the background checks of their household members and staff. 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 date in the future, indicating that this is when your background is due to expire.

The screenshot shows the BCIS Roster page. A blue arrow labeled 'Expiration' points to the 'Background Check Expiry Date' column. Two other blue arrows labeled 'Status' and 'Role' point to the 'Status' and 'Role' columns respectively. The roster table contains the following data:

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestDemo BCUser1	01/01/2001	02/01/2022	Needs BC	Staff	Request Background Check
TestDemo BCUser3	01/01/2001	02/01/2022	Awaiting FP	Staff	Request Background Check
TestDemo BCUser4	01/01/2001	02/01/2022	Needs BC	Staff	Request Background Check
TestDemo BCUser7	01/01/2001	10/01/2022	Current	Staff	Request Background Check

(Please note that the names of any individual who will be expiring within the next six months will be highlighted in yellow) OR it will be the current date, indicating that the background check for that individual has expired in the past and this person does not have a **CURRENT** background check. (Please note that those who have an expired background check will be highlighted in red). Please see the end of these instructions for the various background checks and what they mean.

If any of the household/staff members on your roster have a Needs Background Check Status or will be expiring within 6 months you will send them a request to complete a background check using BCIS.

1. When looking at your roster, you will see the purple REQUEST BACKGROUND CHECK button for anyone who needs a complete background check. To initiate the background check for this individual you will click on this button and the system will send the individual an automated email asking them to log in and complete the background check.

Menu

CT OEC BCIS Sign Out (U)

program@email.com

BCIS ID

Status

Person Detail

Background Check

Program

Roster

FAQ

Settings

Roster

Select your roster from the drop down list below

Select Roster

TestProgram-DCCC.70492

Add Person Download PDF Download Excel

Filter

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

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Elena TestLastName	10/03/2000	10/06/2021	Needs DC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

2.

BACKGROUND CHECK STATUS MEANINGS

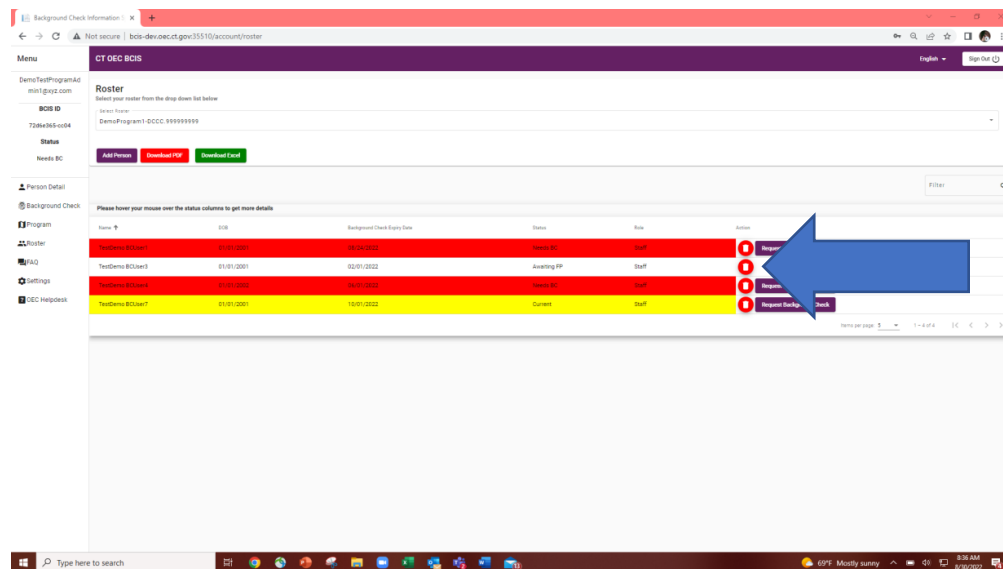
The background check status displayed in BCIS is determined by the status of the background check components. Please see below for status definitions:

- AWAITING FINGERPRINTS:** OEC has received the DCF and FBI forms and is now waiting for fingerprints to complete this application. If your digital fingerprints were sent very recently, they may be in the queue for data entry. Please check back accordingly.
- CURRENT:** OEC has verified a current background check for this person in our system. The date shown is the maximum due date for this person's next required check. Please be sure they start the process 45-60 days prior to the date shown to maintain their eligibility for childcare employment.
- IN PROGRESS:** OEC has received all required items, which are being processed. Please check back regularly as these statuses are updated nightly.
- NEEDS DCF:** Fingerprints have been received but an updated, completed, and signed DCF Authorization Form and FBI Privacy Rights form must be submitted to OEC. This form can be completed directly in BCIS. Please have the individual log in, update their address history to include five years and complete the DCF form in the Background Check tab.
- NEEDS BACKGROUND CHECK:** OEC does not have a record for this person within the last 5 years in our background check system. Therefore, they are currently due for a background check. If you believe this may be incorrect, please email the OEC Legal Department at OEC.BC@ct.gov
- PENDING:** OEC is awaiting additional registry check results to complete this application, which may include out-of-state record checks, or is reviewing additional documentation. OEC may contact you and/or this individual if additional information or documentation is needed.

- g. **WORK SUPERVISED**: 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, sex offender registry checks, and out of state checks if this individual has lived in another state in the past five years.

How Do I Remove Someone from My Roster?

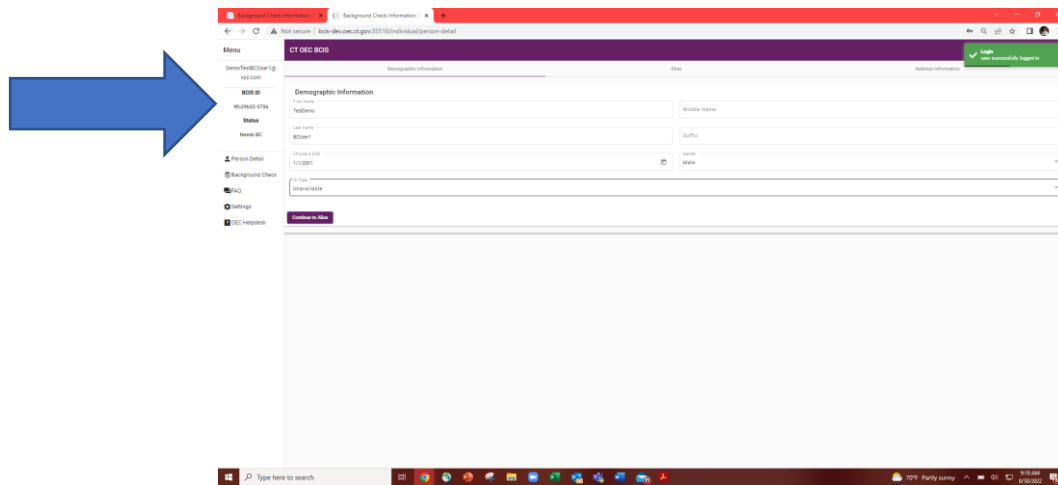
If a household member moves out of your house, or a staff member is no longer with you, you can remove them from your roster by clicking the trash can at the end of the line where their name appears. This does not delete their record; it just removes them from your roster.



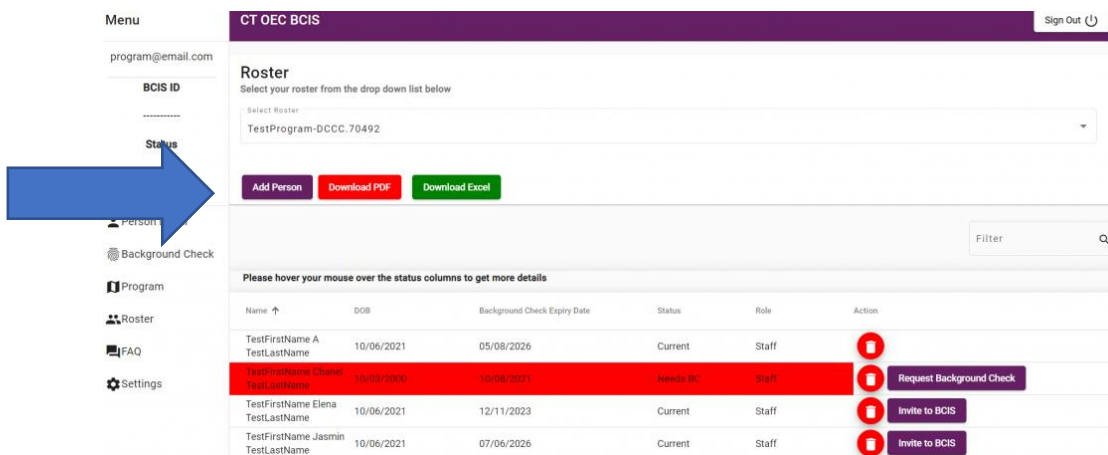
How Do I Add Someone to My Roster Who Has an Active BCIS Account?

If you have a household member that has an active account move back into your home or you hire a staff member who has an active account, please follow the steps below:

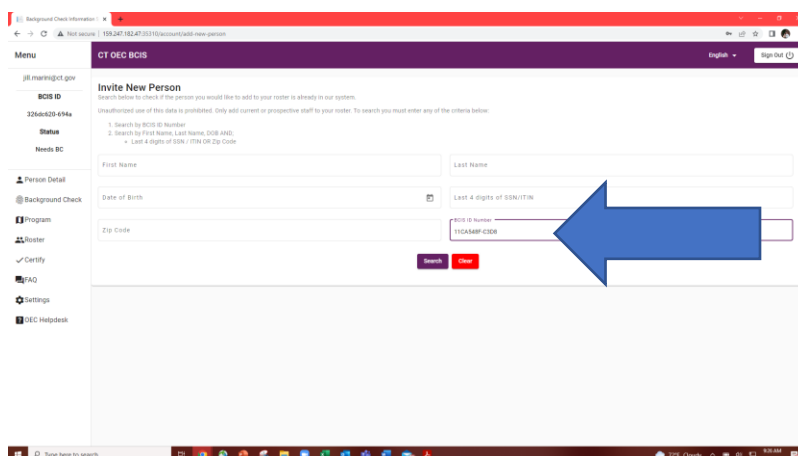
1. Ask the individual to log into their BCIS account and write down their BCIS ID. Every individual in BCIS has a unique ID assigned to them. It is located on the upper left-hand side of the screen.



- You will then Log into your Administrator Account and from the roster page, click on the purple ADD PERSON button.



- You will then enter **ONLY** the **BCIS ID** that the individual you are adding has provided you with and click on SEARCH



- When the individual is found the system will ask you if you want to add them to your roster and in which role. Select the appropriate license and role and hit ADD.

Menu

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:

- Search by BCIS ID Number
- Search by First Name, Last Name, DOB AND:
 - 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:

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 from your roster to complete an OEC comprehensive background check.

Name	Identification	DOB	Status	Role
[Redacted]	[Redacted]	[Redacted]	Needs BC	[Redacted]

Please select your program: Please select Employment Type:

Managing Your Background Check as the Licensed Provider

If your status is anything other than **CURRENT** you will need to submit the component indicated in the status. Please see the end of these instructions for the various background checks and what they mean.

Please take the following steps to complete your background check:

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

Menu

CT OEC BCIS

Sign Out

program@email.com

BCIS ID

Status

Person Detail

Background Check

Program

Roster

FAQ

Settings

Roster

Select your roster from the drop down list below

Select Roster

TestProgram-DCCC.70492

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

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	<input type="button" value="Request Background Check"/>
TestFirstName Chanel TestLastName	10/03/2000	10/08/2021	Needs BC	Staff	<input type="button" value="Request Background Check"/>
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	<input type="button" value="Invite to BCIS"/>
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	<input type="button" value="Invite to BCIS"/>

- 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.

- 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 Known As (AKA), etc...

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

- 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 with your new employer. 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.

Background Check Information : x +

Not secure | bcis-dev.oec.ct.gov:35510/individual/person-detail

Menu

CT OEC BCIS

English Sign Out

DemoTestProgramAdmin1@xyz.com

BCIS ID
7286e365-cc04

Status
Needs BC

Person Detail

Background Check

Program

Roster

FAQ

Settings

OEC Helpdesk

Demographic Information

Alias

Address Information

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 270 months

Is this address is outside of US

☐ Yes

☒ No

Address Line 1
addressline1

Address Line 2

City / Town
ellington

State
ALASKA

Zip Code
06029

☒ Current Address

Start Date
2/1/2000

Update Back to Alias Start a Background Check

Address Line1 Address Line2 City State ZipCode Start Date - End Date

addressline1 ellington AK 06029 Feb 1, 2000 - Current

Type here to search

82°F Partly sunny 12:06 PM 8/29/2022

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

Background Check Information : x +

Not secure | bcis-dev.oec.ct.gov:35510/individual/person-detail

Menu

CT OEC BCIS

English Sign Out

DemoTestProgramAdmin1@xyz.com

BCIS ID
7286e365-cc04

Status
Needs BC

Person Detail

Background Check

Program

Roster

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Settings

OEC Helpdesk

Demographic Information

Alias

Address Information

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 270 months

Is this address is outside of US

☐ Yes

☒ No

Address Line 1
addressline1

Address Line 2

City / Town
ellington

State
ALASKA

Zip Code
06029

☒ Current Address

Start Date
2/1/2000

Clear Update Back to Alias Start a Background Check

Address Line1 Address Line2 State ZipCode Start Date - End Date

addressline1 ellington AK 06029 Feb 1, 2000 - Current

Type here to search

82°F Partly sunny 12:06 PM 8/29/2022

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

The screenshot shows a web browser window with the URL <https://159.247.182.47/35310/individual/background-check>. The page title is "Background Check Information". The left sidebar menu includes: jll.marin@ct.gov, BCIS ID 326dc620-694a, Status, Person Detail, Background Check, Program, Roster, Certify, FAQ, Settings, and OEC Helpdesk. The main content area is titled "CT OEC BCIS" and shows a progress bar with steps: 1. Terms and Conditions (active), 2. DCF Form, 3. FBI Privacy Notices, 4. Fingerprint Submission, and 5. Digital Fingerprint Appointment. The "Terms and Conditions" section contains a list of terms and a checkbox labeled "I have read and agree to the Terms and Conditions". A blue arrow points to this checkbox, and another blue arrow points to the "Next" button below it.

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

The screenshot shows the same web browser window, now on the "DCF Form" step. The progress bar shows step 2 is active. The main content area is titled "Authorization for Release of Information from DCF" and contains a "NOTE" and a paragraph of text. Below the text is a checkbox labeled "I do hereby Authorize". A blue arrow points to this checkbox. Below the checkbox are two input fields: "Full Name" (containing the text "Test") and "Today's Date" (containing the date "8/28/2022"). A blue arrow points to the "Full Name" field, and another blue arrow points to the "Today's Date" field. Below the input fields are "Back" and "Next" buttons. A blue arrow points to the "Next" button.

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

The screenshot shows the 'Background Check Information' page. The left sidebar has a menu with 'OEC Helpdesk' highlighted by a blue arrow. The main content area displays the FBI Privacy Act Statement. A blue arrow points to the 'Attest' checkbox, which is checked. Another blue arrow points to the 'Full Name' input field, which contains the text 'Test'. A third blue arrow points to the 'Today's Date' input field, which contains '8/26/2022'. A fourth blue arrow points to the 'Next' button at the bottom of the form.

6. Next you will select the Child Care Facility Type Role: OEC Family Child Care from the drop-down menu.

The top screenshot shows the 'Fingerprint Submission' page. A blue arrow points to the 'Child Care Facility Type/Role' dropdown menu. The bottom screenshot shows the same page with the dropdown menu expanded. A blue arrow points to the 'OEC Family Child Care' option in the list.

7. Next you will write down the OEC Family Child Care Service Code **9096-9C91** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE**. 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.**

The screenshot shows the 'Fingerprint Submission' page on the CT OEC BCIS website. The page includes a sidebar menu with options like 'Person Detail', 'Background Check', 'Program', 'Roster', 'Certify', and 'FAQ'. The main content area has a section titled 'Fingerprint Submission' with instructions on how to pre-enroll. A blue arrow points to a purple button labeled 'CCHRS WEBSITE' which is part of the instructions. The instructions state: 'Your service code is 9096-9C91. Please go to CCHRS website'. Below this, there is a section 'How would you like to complete your fingerprint' with three radio button options: 'Digital Fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)', 'Digital Fingerprints at a police department/CT State Police Troop', and '2-1-1 Child Care Fingerprints already submitted/scheduled'. There is also a field for 'Applicant Tracking Number'.

8. 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.

The screenshot shows the same 'Fingerprint Submission' page, but with a 'Background Check' pop-up dialog box overlaid. The dialog box contains the text: 'Please make note of the Service Code. It will be needed as you move onto the next step. The CCHRS Pre-Enrollment. Once you complete the Pre-Enrollment please make note of the Applicant Tracking Number provided to you. This number will be associated with the fingerprint option of your choice and will be used to track your fingerprints. You will need to return to this page once you have obtained an Applicant Tracking Number from CCHRS and enter it here.' Below the text are two buttons: 'Cancel' and 'Acknowledge'. A blue arrow points to the 'Acknowledge' button. The background page is dimmed, showing the same instructions and options as in the previous screenshot.

9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **9096-9C91** for OEC Family Child Care

Connecticut Criminal History Request System
PreEnrollment

Welcome to the Connecticut Criminal History Request System (CCHRS)! Your use of this site implies that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

Pre Enrollment
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here:

NOTE: If you have a CCHRS account, you can sign in [here](#).

CCHRS™
Version: 10.0.4.3

10. Once you have entered the Service Code, Click Submit Service Code.

Connecticut Criminal History Request System
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CCHRS™
Version: 10.0.4.3

11. If your screen displays the OEC Family Child Care Service Code click the YES button.

Connecticut Criminal History Request System
PreEnrollment

Please confirm the below information is correct.

Information for Service Code: 9096-9C91

Agency: Office of Early Childhood (OEC) CT9204052

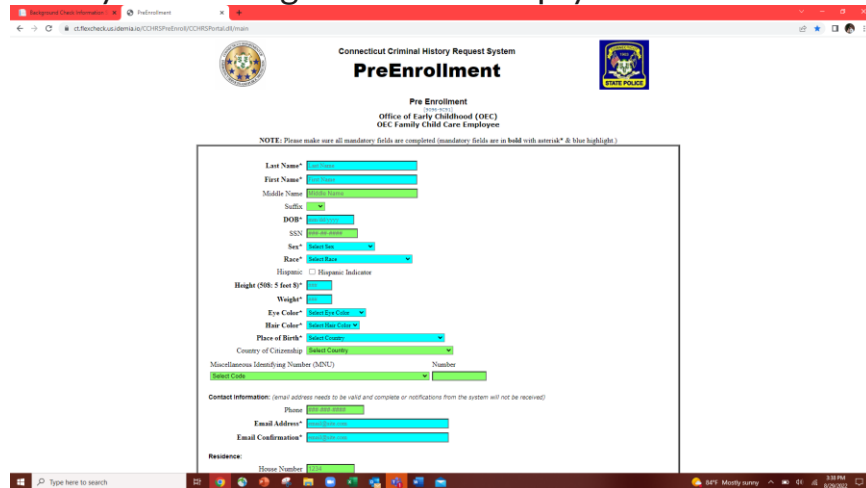
Agency ID: CT9204052

Applicant Type: OEC Family Child Care Employee

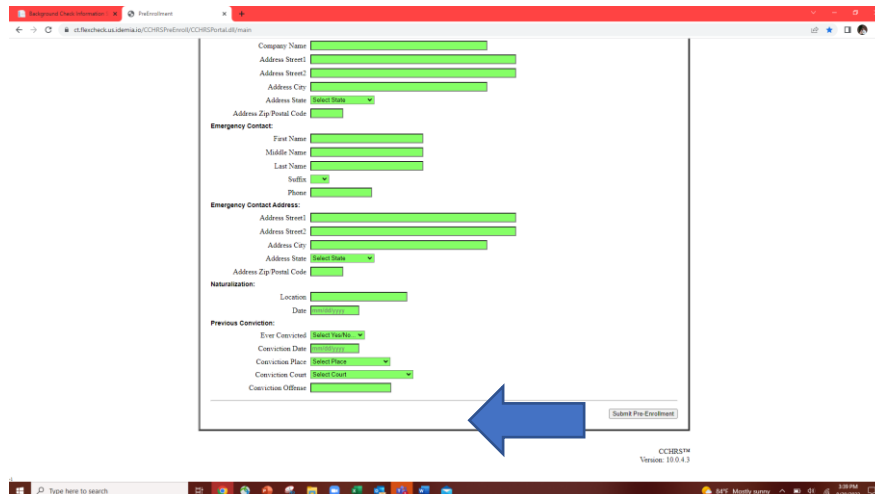
Does the above look correct?

CCHRS™
Version: 10.0.4.3

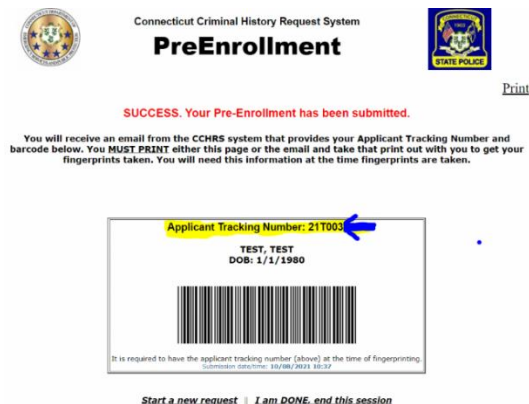
12. Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.



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



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:
- 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.
 - If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
 - If you choose an already scheduled 211 one site, this means that you are working with a Family Childcare network to schedule your prints, select this box, hit NEXT and it will complete your process.

Menu

jill.marini@ct.gov

BCIS ID
326dc620-694a

Status

Person Detail

Background Check

Program

Roster

✓ Certify

FAQ

Settings

Helpdesk

Fingerprint Submission

Fingerprint Submission
OEC 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). Please select an agency type to get your code.

Child Care Facility Type Box
OEC Family Child Care

If you are not sure which Child Care Facility Type to select, please check with your employer.
Your service code is 9094-9091. 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 (Strongly recommended by OEC)
This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Applicant Tracking Number
0271034905

Back Next

Digital Fingerprint Appointment

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.
- You will select the location you would like to use from the drop-down menu. Then you will select Family Child Care Home as the Reason.
 - In the LIVE session if there are available appointments at the location you have chosen, they will appear.
 - If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.

Menu

jill.marini@ct.gov

BCIS ID
326dc620-694a

Status

Person Detail

Background Check

Program

Roster

✓ Certify

FAQ

Settings

Helpdesk

CT OEC BCIS

English Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

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
New Haven - Hope Child Development Center, 81 Olive St, New Haven CT 06511

Reason for Fingerprinting for particular center
Family Child Care Home

No available date found choose a different location

Submit

17. 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.

Where Can I go for Assistance with BCIS and Background Checks:

1. Need help with your log in ID or password?
 - a. Submit a Support Desk Ticket here: <https://helpdesk.oecit.org/> Please be sure to include the following in your request:
 - i. Name
 - ii. DOB
 - iii. Email address
 - iv. Telephone Number
 - v. License Number
 - b. Email OEC.BC@CT.GOV Please include the following in your email:
 - i. Name
 - ii. DOB
 - iii. Email address
 - iv. Telephone Number
 - v. License Number
 - c. Call OEC 1-860-500-4466.
2. Have questions about you or your household members background check status or think it is incorrect?
 - a. Submit a Support Desk Ticket here: <https://helpdesk.oecit.org/> Please be sure to include the following in your request:
 - i. Name of individual
 - ii. DOB of individual
 - iii. Email address
 - iv. Telephone Number
 - v. License Number
 - b. Email OEC.BC@CT.GOV Please include the following in your email:
 - i. Name of individual
 - ii. DOB of individual
 - iii. Email address of individual
 - iv. Telephone Number
 - v. License Number
 - c. Call OEC 1-860-500-4466.
3. Need technical assistance?
 - a. Submit a Support Desk Ticket here: <https://helpdesk.oecit.org/>
 - b. Email OEC.BC@CT.GOV
 - c. Call OEC 1-860-500-4466

4. Need questions answered about BCIS and the process?
 - a. Submit a Support Desk Ticket here: <https://helpdesk.oecit.org/>
 - b. Email OEC.BC@CT.GOV
 - c. Call OEC 1-860-500-4466.
5. Need assistance with scheduling fingerprint appointments:
 - a. Call 211 @ 1-800-505-1000
 - b. Visit <https://www.ctoec.org/background-checks/fingerprints-background-checks/> and scroll to the bottom of the page and click on the link that takes you to information about local police stations that do fingerprints. PLEASE NOTE: we do not guarantee that the information on the list is the most up to date information so please contact the police station where you plan to go to make sure that the hours and services are still accurate.