

Connecticut Office of Early Childhood

Office of Early Childhood Legal Division

December 17, 2019

OEC Legal Division Background Check Update

Wishing all CT Child Care Providers a very meaningful Holiday Season!!

OEC ROSTER – Register Now!

Our records indicate that your child care program has not registered for the **OEC Roster**. Please do so as soon as possible before the end of 2019. Failure to do so may negatively impact your program as you will be unable to fully confirm compliance with background check requirements. To register for the OEC Roster, click the link below and create a username and password.

Here is how to begin using the **OEC Roster**:

1. Click on this link to set up your facility's account:
<https://roster.ctcare4kids.com/Account/Register>
2. Once there, please enter the [email address](#) to which this message was sent, and create a password (this invitation was sent to: schoolage@educationconnection.org). Passwords must include at least one: upper case letter, lower case letter, number, and special character. Do not share your password!
3. You will receive a confirmation email from oebcis@ct.gov with a Subject line of **“Confirm your OEC Roster Account.”** If you do not see this in your Inbox within a minute or two, please check your **Junk mail folder**. If it is there, please move it to your Inbox, open it, then follow the instructions provided to complete your registration.

You must confirm your email within 7 days of registration or the link will expire. If the link is expired you will receive an error when you try to confirm. You will then need to contact the OEC to have your account reset and will need to re-register. Please try to complete registration and confirmation on the same day to prevent problems.

4. Once you complete your registration, Login to the **OEC Roster**: at <https://roster.ctcare4kids.com>

Programs that have registered and entered all staff data are now able to view the **background check status** for each staff member and volunteer in their program.

Important reminders:

- OEC Background Checks must be completed at least once every five years.
- All background check applications submitted electronically or postmarked January 1, 2020 or later must include the processing fee of \$88.25 per staff member or \$86.25 per volunteer.
- More information on submitting background check forms and fingerprints electronically will be shared soon when these options are available.

Questions? Please email oebcis@ct.gov or call 860-500-4466.

For more information on OEC Background Checks,

visit <https://www.ctoec.org/background-checks/>

Thanks for all you do to provide safe, nurturing care for young children!