

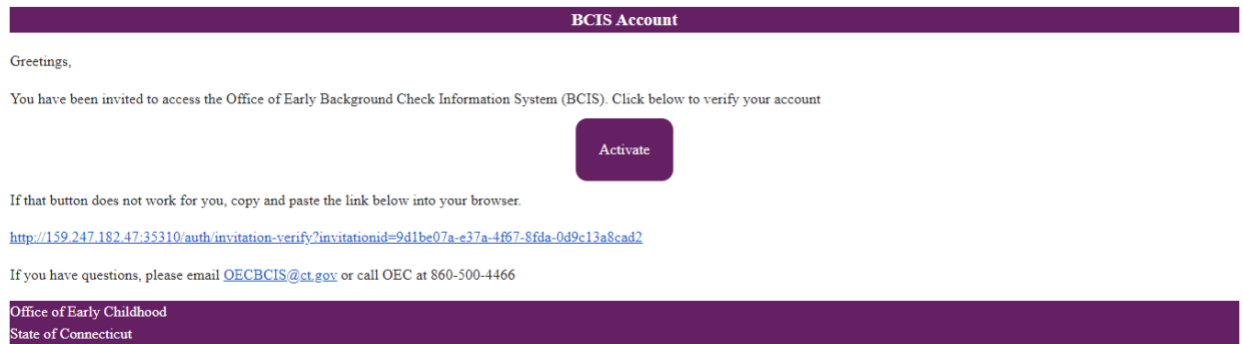
# The 10 Steps to Complete Your OEC Background Check in BCIS

## Step 1 – BCIS Invitation

To submit an OEC background check in BCIS, first you must be invited to create an account by a child care facility. The child care program where you work or are applying for a job needs to add you to their program roster and send you an invitation to BCIS.

## Step 2 – Account Creation

Check your email to locate an email with a subject line of “BCIS Account” from “OECBCIS.” Click the “Activate” button to create your account.



Then enter your email address and create a password according to the password detail shown on the screen.

### BCIS Account Registration

Invitation code  
c073ca0f-7220-4392-a084-6b7301485392

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Phone

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Email

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Show Password Detail

Password 👁

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0 / 30

- ❗ 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

Confirm Password

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Register Go to Login

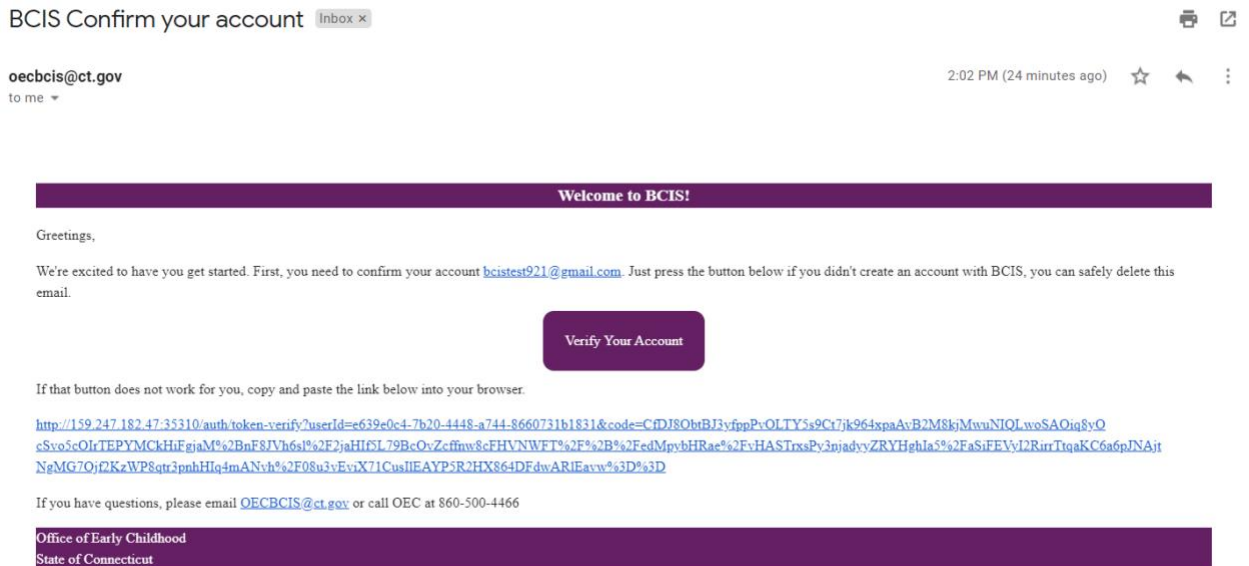
### BCSI Account Registration

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.

- ➔ Once you create your password and click “Register”
- ➔ Then check your email inbox again for an email from “oecbcis” with a subject line of “BCIS Confirm your account.” Open that email and click the button to “verify your account.”



- ➔ Then login with the password you created.
- ➔ For security purposes, you will then need to enter your date of birth to confirm that you are connected to the correct profile in BCIS.

### Step 3 - Person Detail

- ➔ After you login, enter your demographic information or if the information has already pre-populated for you, then ensure the information that shows on that screen is correct.

**CT Office of Early Childhood Background Check Information System (BCIS)**

Demographic Information	Alias	Address Information
<b>Demographic Information</b>		
First Name TestFirstName	Middle Name	
Last Name TestLastName	Suffix	
Choose a DOB 1/1/1981	Gender Female	
ID Type SSN	SSN ***.**-2446	

- ➔ Next, enter any other name you have used legally in the "Alias" screen and click "Add"

**CT Office of Early Childhood Background Check Information System (BCIS)**

Demographic Information	Alias	Address Information
<b>Alias Information</b>		
Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...		
If you have 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 a you have used legally.		
Alias First Name myfirstname	Alias Middle Name	
Alias Last Name myMAIDENname		
<b>Add</b>	<b>Clear</b>	<b>Continue to Address</b>

- ➔ Then enter any address(es) where you have lived in the past five years, or confirm that your address history is showing correctly if it is already in our system. Once you have entered at least 60 months (5 years) of address history, your personal details are complete.

**CT Office of Early Childhood Background Check Information System (BCIS)**

Sign Out

Demographic Information	Alias	Address Information
<b>Address Information</b>		
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. <b>You must enter 5 years of address history with no gap in time to proceed with your background check.</b>		
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 83 months		
Is this address is outside of US		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Address Line 1		
Address Line 2		
City / Town		
State	Zip Code	
<input type="checkbox"/> Current Address		
Start Date	End Date	
	10/1/2014	

#### Step 4 – Update Your Child Care Facility Employer

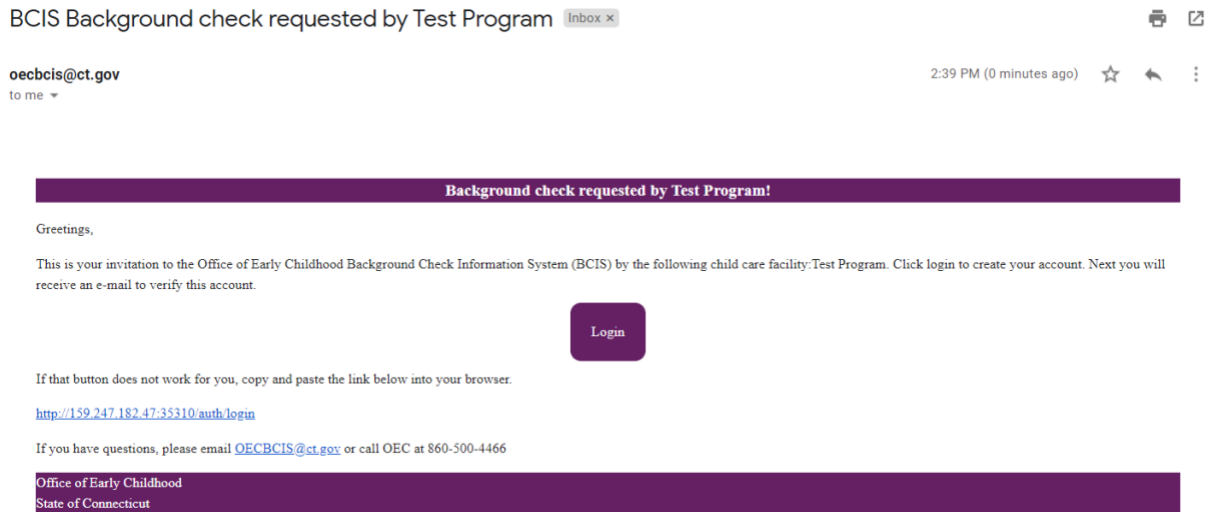
Notify the child care facility where you work or are applying to work that you have created your account and confirmed that your personal details in BCIS.

#### Step 5 – Background Check Request

When you are due for a background check, **your employer will need to send you a background check request.**

#### Step 6 – Complete your Background Check

- ➔ Check your email inbox for an email from OECBCIS with a subject line of BCIS Background Check Requested.
- ➔ Click the login button and then enter your email and password to login.



- ➔ Then click the Background Check tab on the menu on the left side of the screen.

#### Status

Needs BC

Person Detail

Background Check

FAQ

Settings

## Step 7 – Complete Background Check Forms

➔ Agree to the terms and conditions and sign and date the DCF form and FBI Form

The screenshot shows the 'Terms and Limitation' page in the BCIS system. The page title is 'CT Office of Early Childhood Background Check Information System (BCIS)'. On the left is a menu with options: 'bcistest78@gmail.com', 'BCIS ID: E4747486-B46D', 'Status: Needs BC', 'Person Detail', 'Background Check', 'FAQ', and 'Settings'. The main content area has a progress indicator with five steps: 1. Terms and Limitation (active), 2. DCF Form, 3. FBI Privacy Notices, 4. Fingerprint Submission, and 5. Schedule. The 'Terms and Limitation' section contains two bullet points: 'To ensure accurate registry matching results, you must enter the exact spelling of the person's full legal name, and correct date of birth. Be sure to review, update, and demographic, alias, and address information before continuing.' and 'Applicants must complete the "Authorization for Release of Information from DCF", and attest to receiving the "FBI Privacy Notices".' Below this is a checked checkbox: 'I have read and agree to the Terms and Conditions'. A 'Next' button is located at the bottom of the main content area.

➔ Select your Child Care Facility Type from the drop down menu and you will be provided with a "Service Code" that you will need for the next step.

The screenshot shows the 'Fingerprint Submission' page in the BCIS system. The page title is 'CT Office of Early Childhood Background Check Information System (BCIS)' with a 'Sign Out' button in the top right. The progress indicator shows four steps: 1. Terms and Limitation, 2. DCF Form, 3. FBI Privacy Notices, and 4. Fingerprint Submission (active). The main content area is titled 'Fingerprint Submission' and includes the following text: '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'. Below this is a dropdown menu for 'Child Care Facility Type/Role' with the selected option 'OEC Unlicensed Care 4 Kids Child Care Provider (Non-relative)\*\*'. A note states: '\*\* Use this code for a child care facility that is operated by a public school district, a city or town, or another organization that is exempt from child care licensing and receives Care 4 Kids funds. If you are not sure, please check with your employer. Your service code is C760-56C9. Please go to CCHRS website.' Further text says: '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.' At the bottom, there are radio buttons for 'How would you like to complete your fingerprint': 'Digital fingerprints at 2-1-1 Child Care' (selected), 'Digital fingerprints at a police department', and 'Paper fingerprint cards sent by mail'. An 'Applicant Tracking Number' input field is located to the right of these options. 'Back' and 'Next' buttons are at the bottom left.

## Step 8 – CCHRS Enrollment

- ➔ Then click the link to the CT Criminal History Request System (CCHRS)
- ➔ That link directs you to CCHRS. This is a separate system managed by the CT State Police. You will need to enroll in CCHRS and then return to BCIS once you have an Applicant Tracking Number.
- ➔ Enter the service code that showed on the previous screen in BCIS



## Connecticut Criminal History Request System



# PreEnrollment

Welcome to the Connecticut Criminal History Request System (CCHRS)! Your use of this site implies that you are acknowledging 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:

C760 - 56CP

Submit Service Code

- ➔ Enter your demographic information



## Connecticut Criminal History Request System



# PreEnrollment

Pre Enrollment  
(C760-56CP)  
 Office of Early Childhood (OEC)  
 OEC Unlicensed Care 4 Kids Child Care Provider (Nonrelative)

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk\* & blue highlight.)

Last Name\*

First Name\*

Middle Name

Suffix

DOB\*

SSN

Sex\*

Race\*

Hispanic  Hispanic Indicator

Height (508: 5 feet 8")\*

Weight\*

Eye Color\*

Hair Color\*

Place of Birth\*

Country of Citizenship

iscellaneous Identifying Number (MNU)  Number

- ➔ Scroll to the bottom after completing all blue fields and click "submit pre-enrollment" to get your Applicant Tracking Number

