

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.

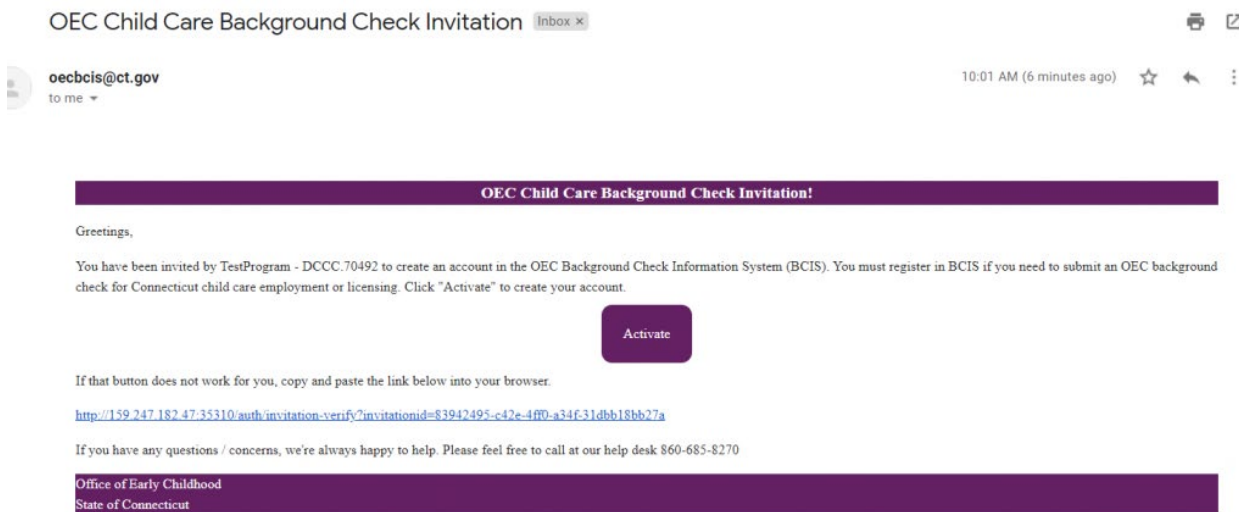
Before you begin

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.

1. 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 oecbcis@ct.gov 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.

2. Create your account

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

Registration screen

CT OEC BCIS

BCIS Account Registration

Invitation code
83942495-c42e-4ff0-a34f-31dbb18bb27a

Phone

Email

Show Password Detail

Password 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

Register Go to Login

BCIS Account Registration

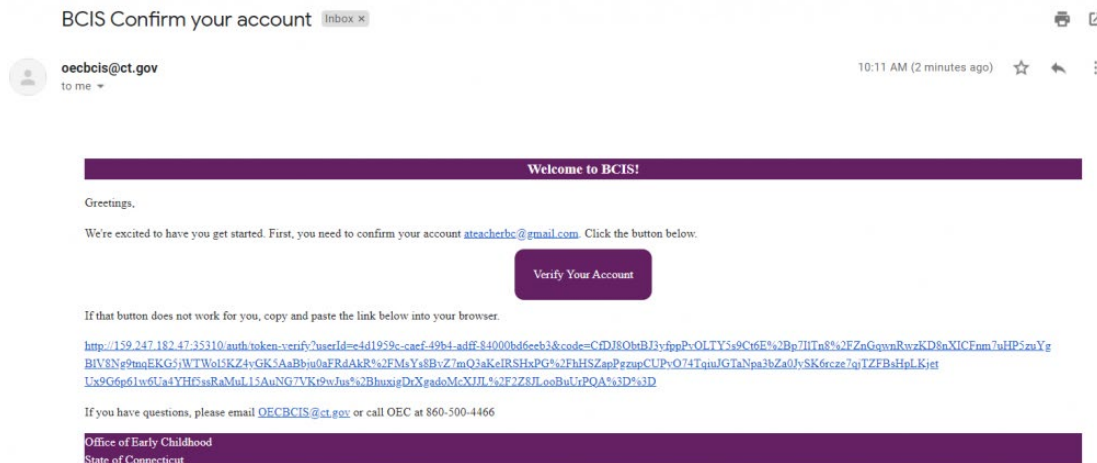
A valid e-mail address is required to use this service.

If you are already registered, go to the [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.

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



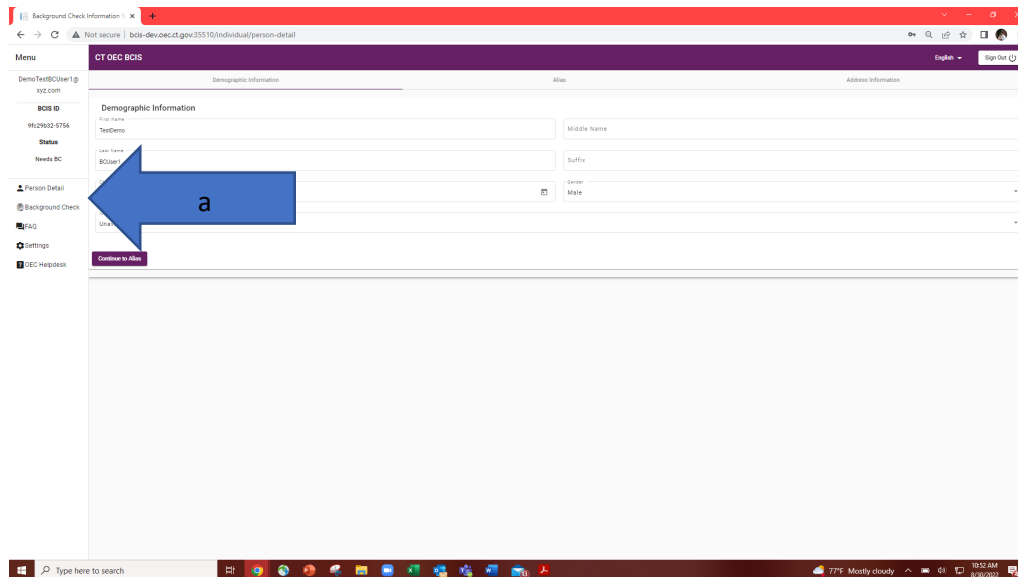
Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log in information anytime you receive an email about completing a background check or the program roster administrator requests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

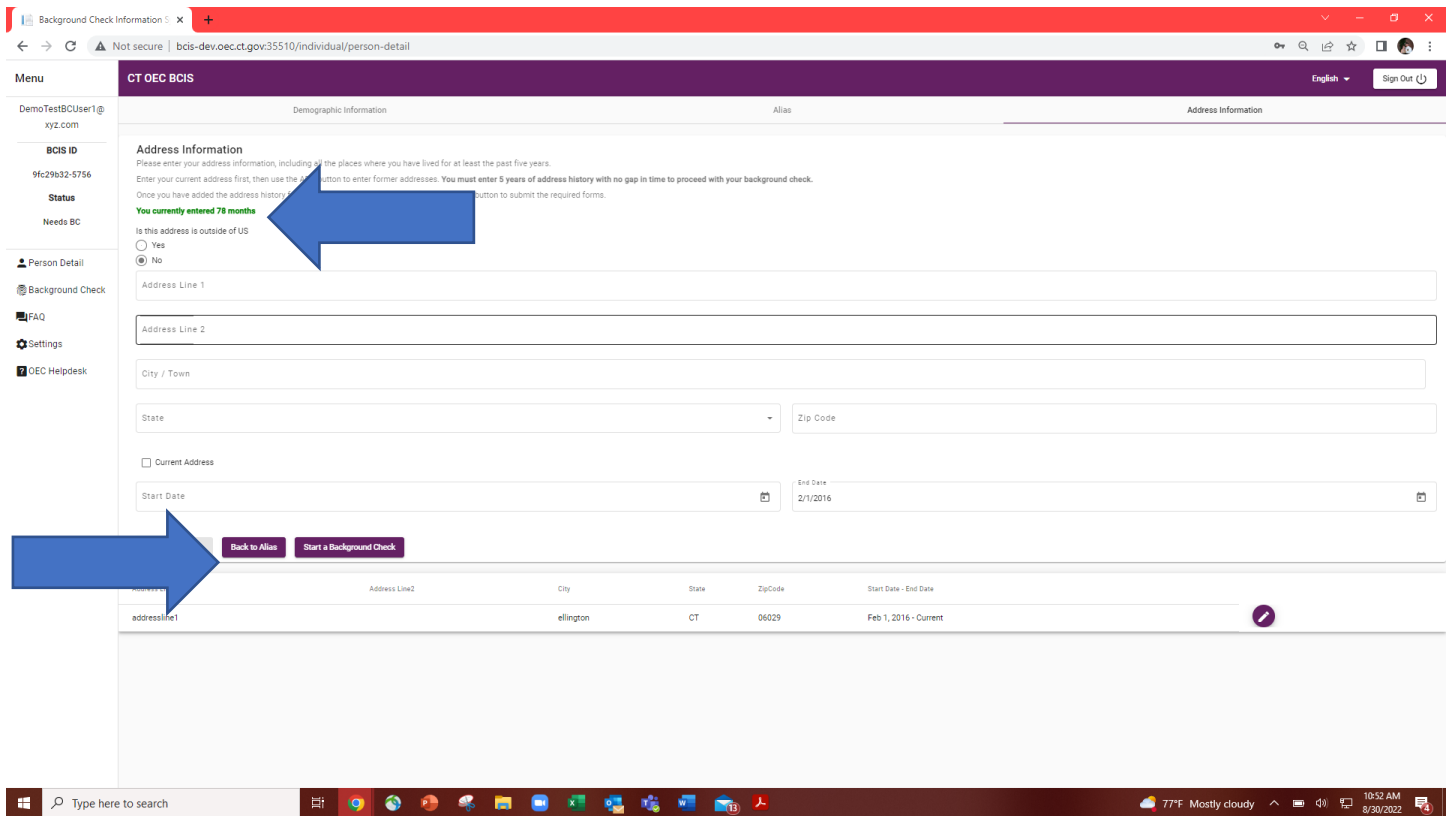
d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

Alias Information

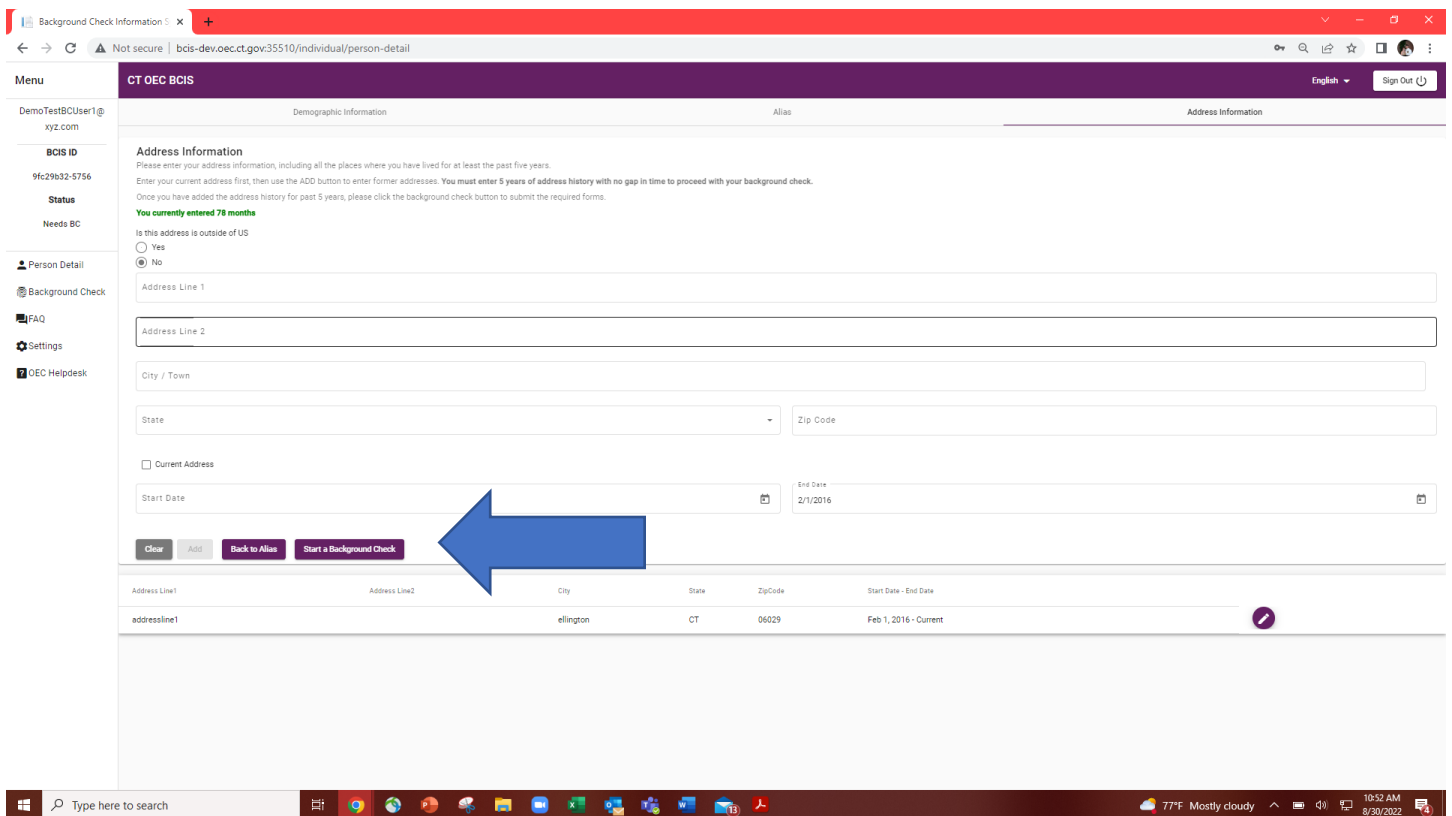
Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

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.

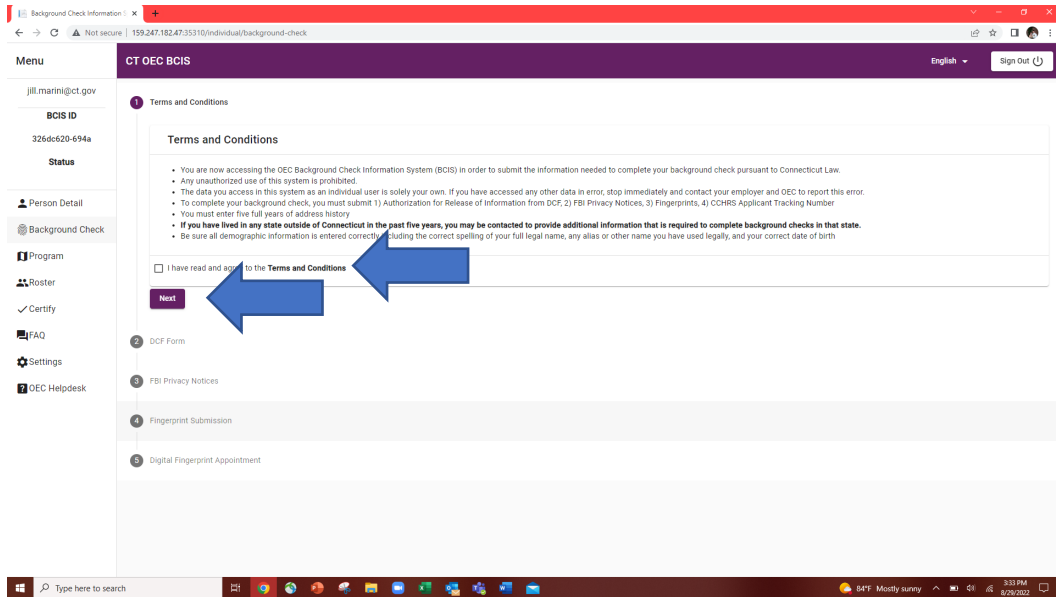
e. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – the addresses you have lived for during the last **5 years (60 months)**. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this will delay your start date. 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.



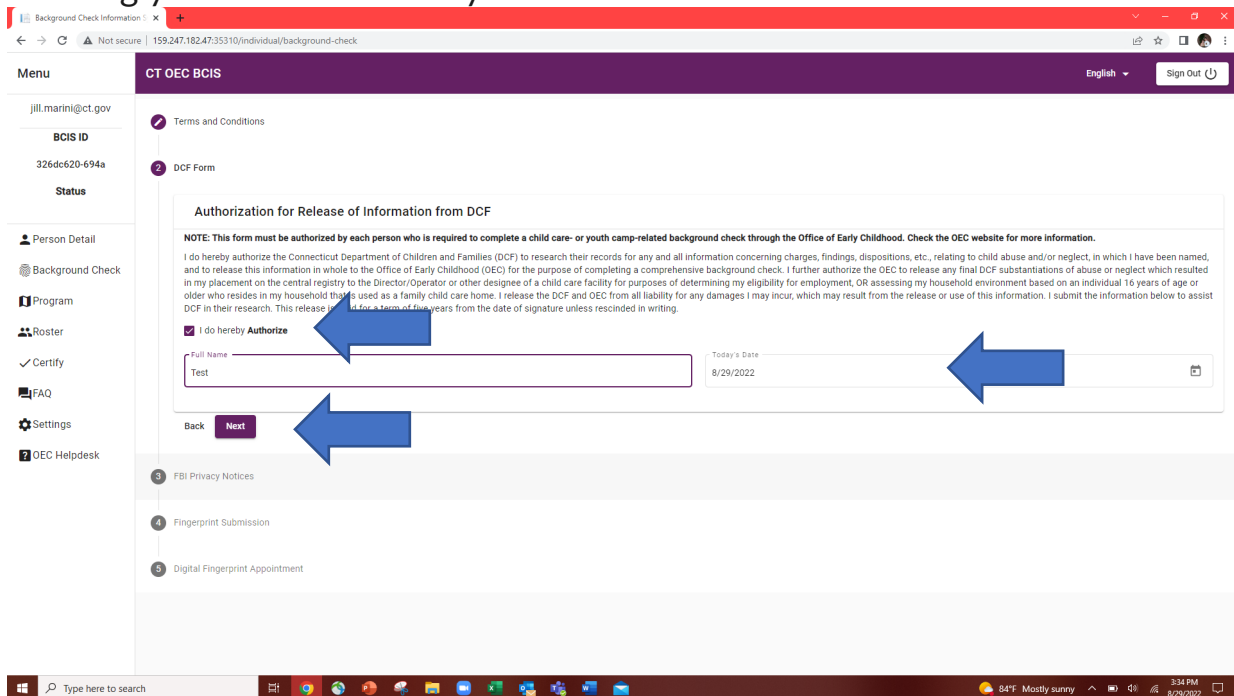
2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.



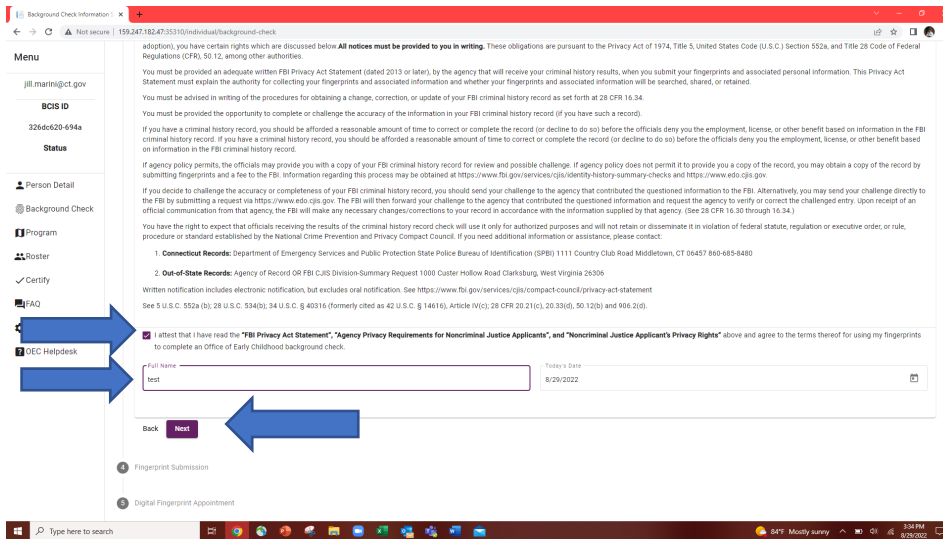
3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next



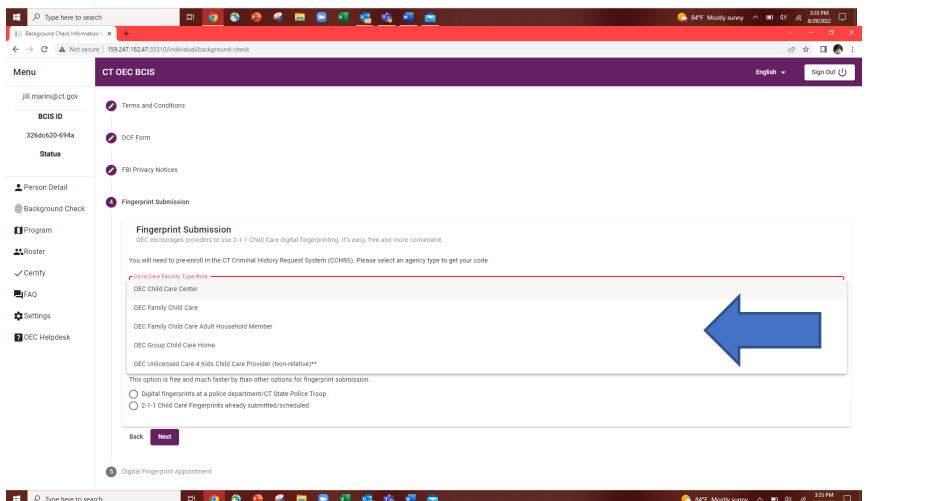
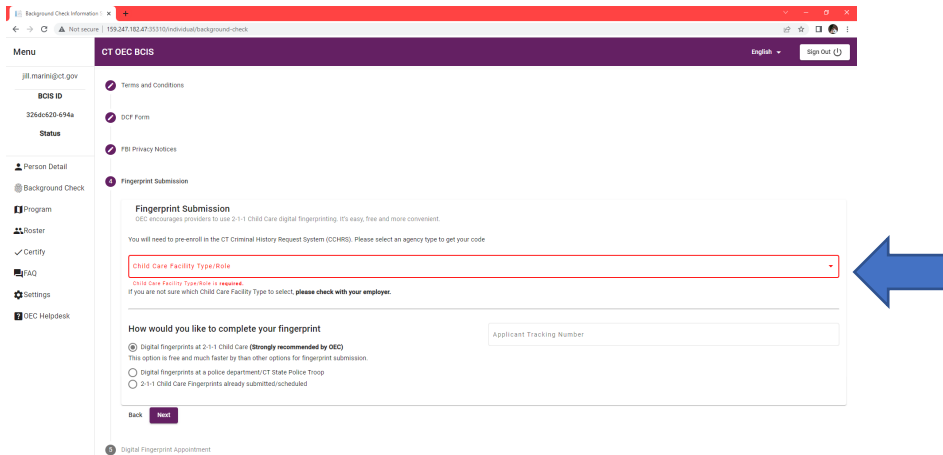
4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT



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



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



7. Next you will write down the OEC Child Care Center Service Code F322-6F2D 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.**

Menu

- Terms and Conditions
- DCF Form
- FBI Privacy Notices
- 4 Fingerprint Submission**

ateacherbc@gmail.com

BCIS ID

Status

Person Detail

Background Check

FAQ

Settings

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/Role
OEC Child Care Center

If you are not sure which Child Care Facility Type to select, please check with your employer.
Your service code is F322-6F2D. 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

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.

Menu

- DCF Form
- FBI Privacy Notices
- Fingerprint Submission**

jill.martin@ct.gov

BCIS ID
326de020-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

DEE Helpdesk

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/Role
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 9096-9091. 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

Back Next

Digital Fingerprint Appointment

Background Check

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 below.

Cancel Acknowledge

9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **F322-6F2D** for OEC Child Care Center



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

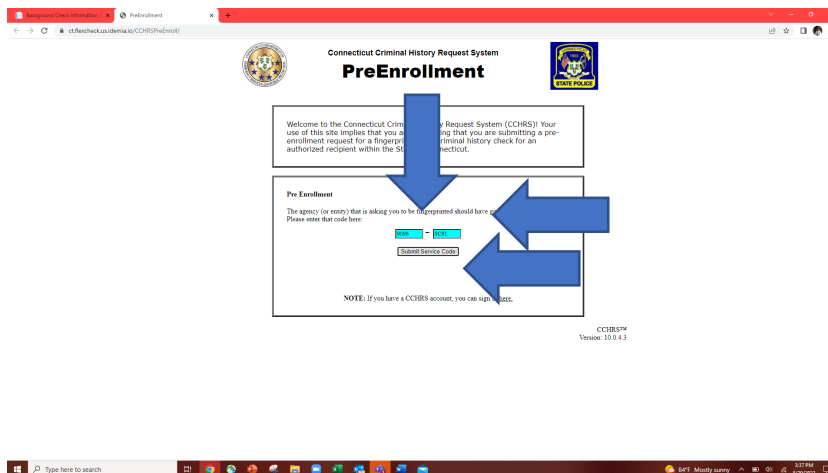
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code.' Please enter that code here:

-

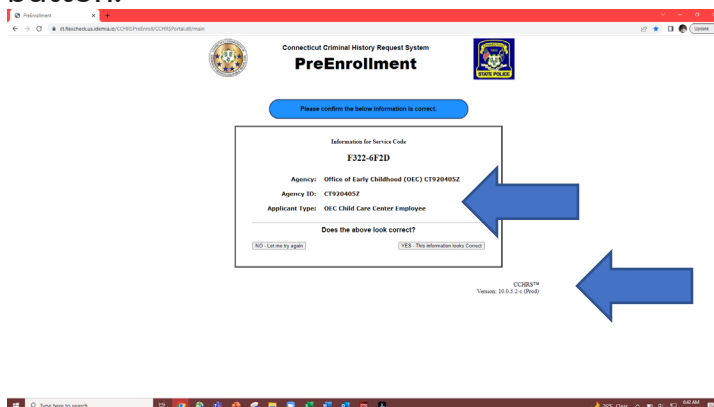
NOTE: If you have a CCHRS account, you can sign in [here](#).

CCHRS™
Version: 10.0.2.32

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



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



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.

Connecticut Criminal History Request System
Pre Enrollment

Pre Enrollment
Office of Early Childhood (OEC)
OEC Family Child Care Employee

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 (5ft 5 in)*
Weight*
Eye Color*
Hair Color*
Place of Birth*
County of Citizenship*
Miscellaneous Identifying Number (MIN) Number
State Code
Contact Information: (email address needs to be valid and complete or notifications from the system will not be received)
Phone
Email Address*
Email Confirmation*
Residence:
Home Number

Submit My Pre-Enrollment

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

Company Name
Address Street1
Address Street2
Address City
Address State
Address Zip/Postal Code
Emergency Contact:
First Name
Middle Name
Last Name
Suffix
Phone
Emergency Contact Address:
Address Street1
Address Street2
Address City
Address State
Address Zip/Postal Code
Naturalization:
Location
Date
Previous Conviction:
Ever Convicted
Conviction Date
Conviction Place
Conviction Count
Conviction Offense

Submit My Pre-Enrollment

CCRS™
Version: 10.0.1.3

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.




SUCCESS. Your Pre-Enrollment has been submitted.

You will receive an email from the CCHR system that provides your Applicant Tracking Number and barcode below. You **MUST PRINT** either this page or the email and take that print out with you to get your fingerprints taken. You will need this information at the time fingerprints are taken.

Applicant Tracking Number: 211003

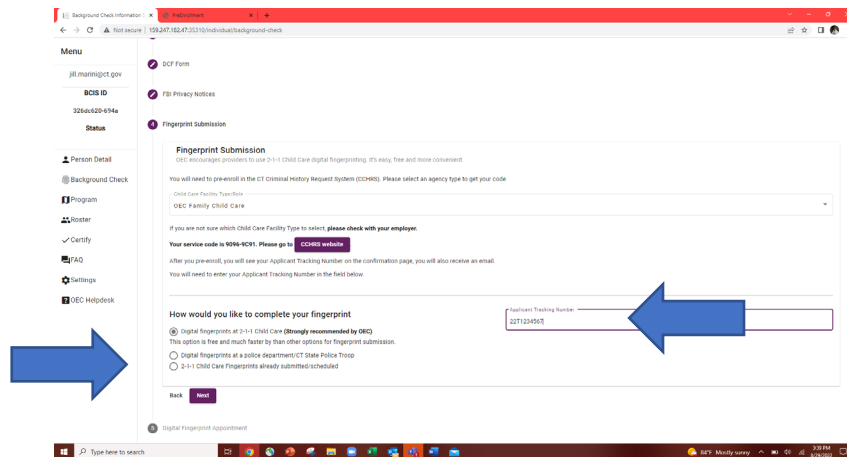
TEST, TEST
DOB: 1/1/1980



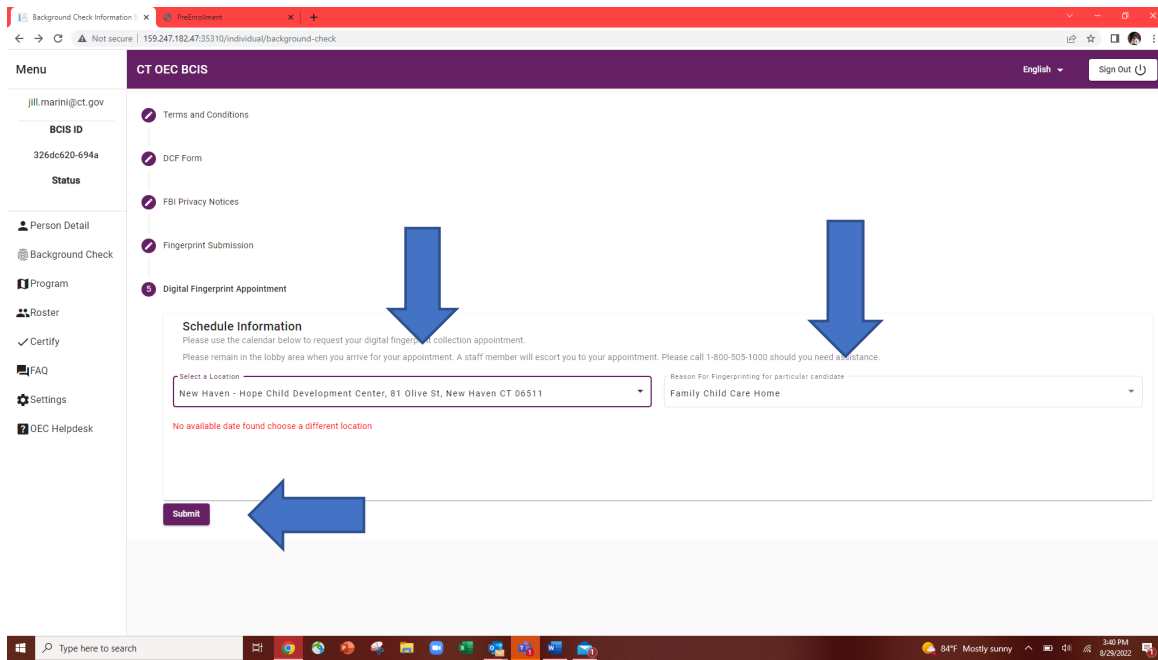
It is required to have the applicant tracking number (above) at the time of fingerprinting.
Submission date/time: 03/08/2023 10:32

[Start a new request](#) | [I am DONE. end this session](#)

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.



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, they will appear.
 - c. 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.



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.