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

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 Form]

- **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.

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.**

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.
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.

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.

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:
   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.