

# 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.

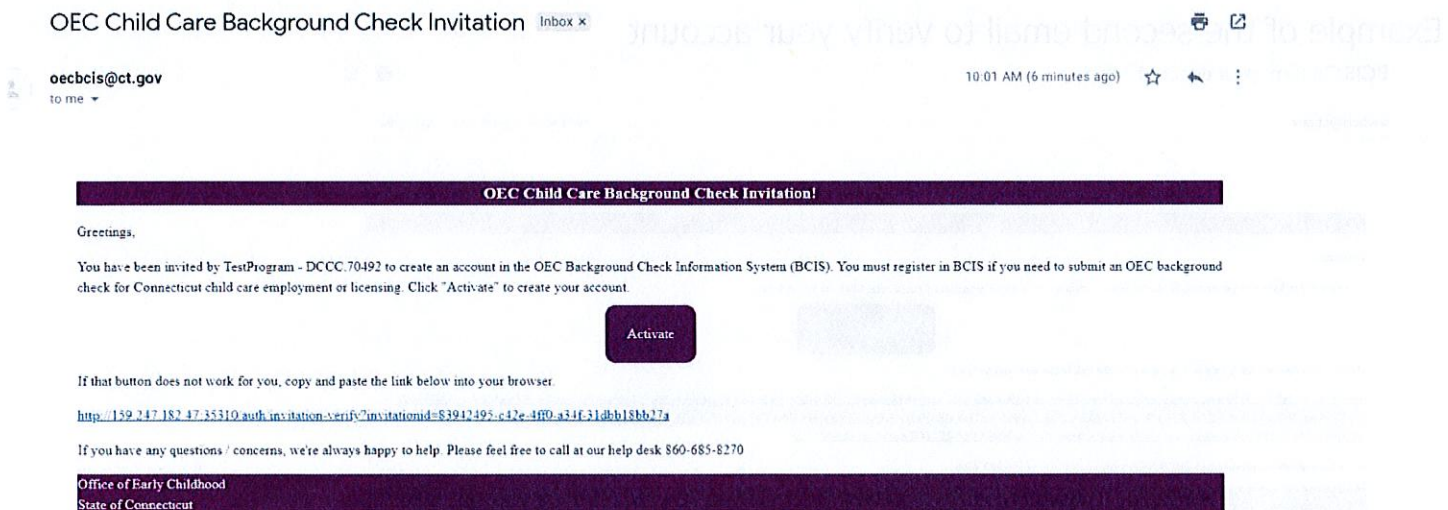
### Before you begin

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.

### I. 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.



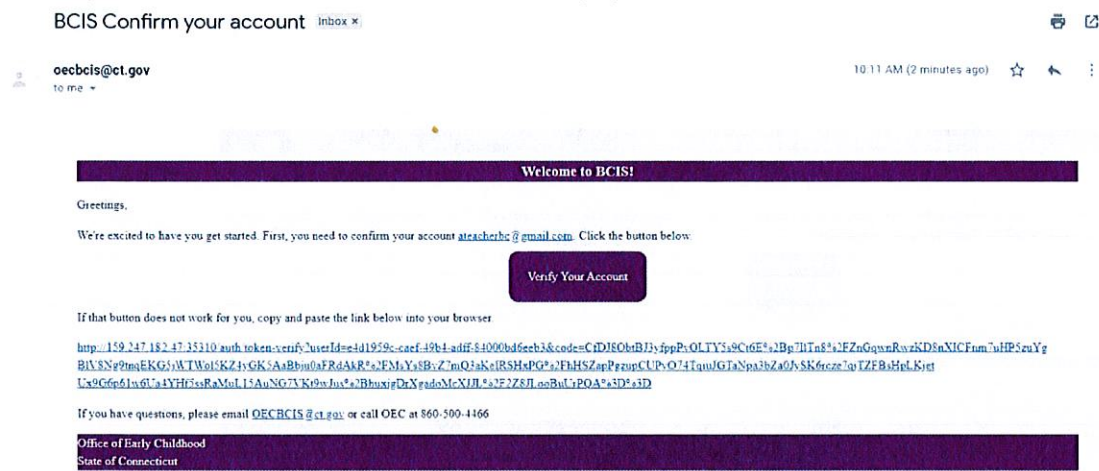
The email will come from [oecbcis@ct.gov](mailto:oecbcis@ct.gov) and have the subject line "**BCIS Account.**" Click the "Activate" button to create your account. If you don't get the email, check with your FCC Provider. ***\*THIS IS AN OUTGOING MAILBOX AND IT IS UNATTENDED. PLEASE DO NOT REPLY TO THIS EMAIL OR USE THIS EMAIL ADDRESS TO SEND US AN EMAIL.\****

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.

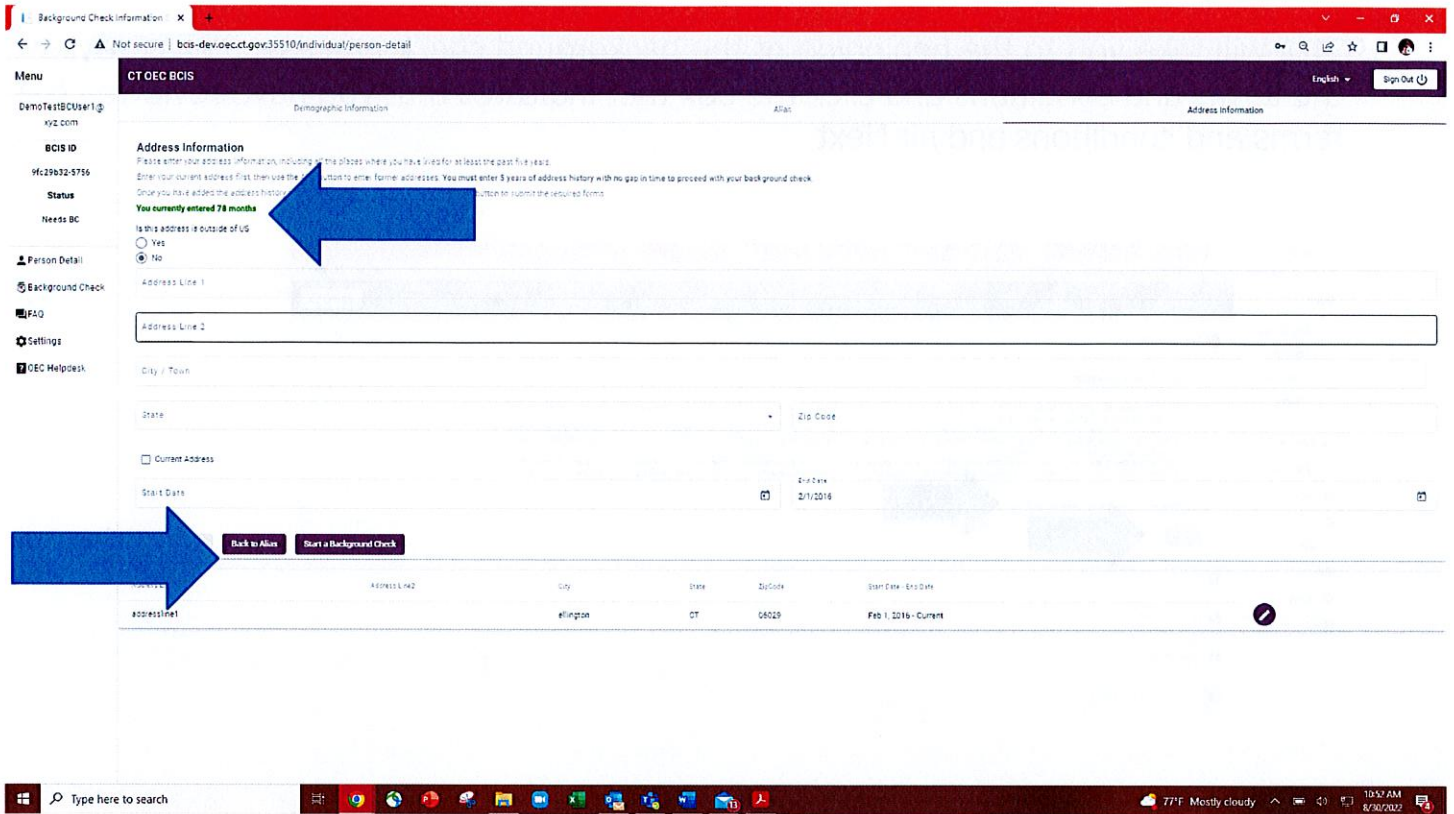
d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

### Alias Information

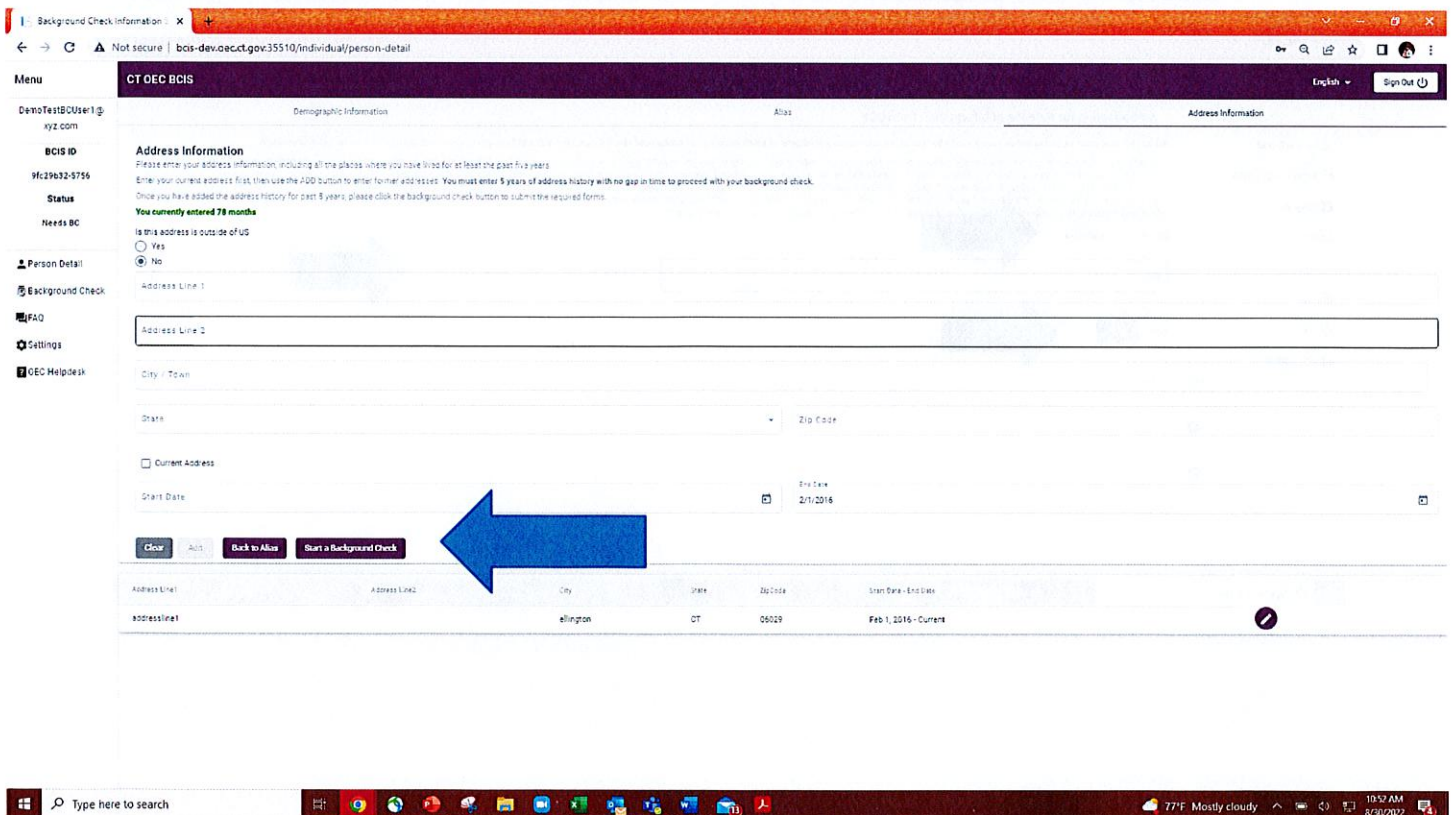
Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

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

Background Check Information

CT OEC BCIS

Menu

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

1 Terms and Conditions

Terms and Conditions

- You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law.
- Any unauthorized use of this system is prohibited.
- The data you entered in this system as an individual user is solely your own. If you have accessed any of the data in error, stop immediately and contact your employer and OEC to report this error.
- To complete your background check you must submit: 1) Authorization for Release of Information from OEC 2) FBI Privacy Notices, 3) Requirements, 4) OEC Applicant Tracking Number.
- You must enter the full names of all past employers.
- If you have lived in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state.
- Be sure all demographic information is entered correctly. Having the correct spelling of your full legal name, any alias or other name you have used before, and your correct date of birth.

I have read and agree to the Terms and Conditions

Next

2 DCF Form

3 FBI Privacy Notices

4 Fingerprint Submission

5 Digital Fingerprint Appointment

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

Background Check Information

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BCIS ID

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1 Terms and Conditions

2 DCF Form

Authorization for Release of Information from DCF

NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information.

I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc. relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information I submit the information below to assist DCF in their research. This release of information is valid for a term of five years from the date of signature unless rescinded in writing.

I do hereby Authorize

Full Name

Test

Today's Date

8/20/2022

Back

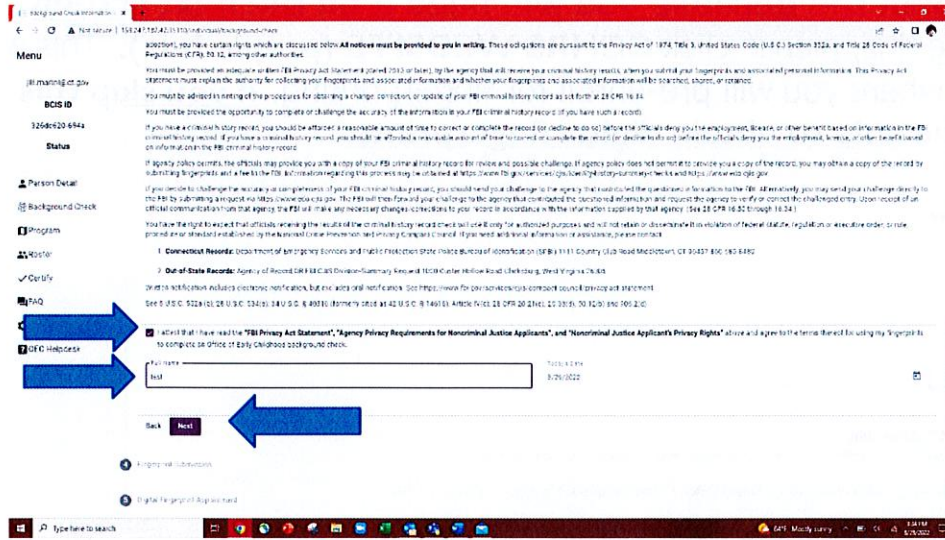
Next

3 FBI Privacy Notices

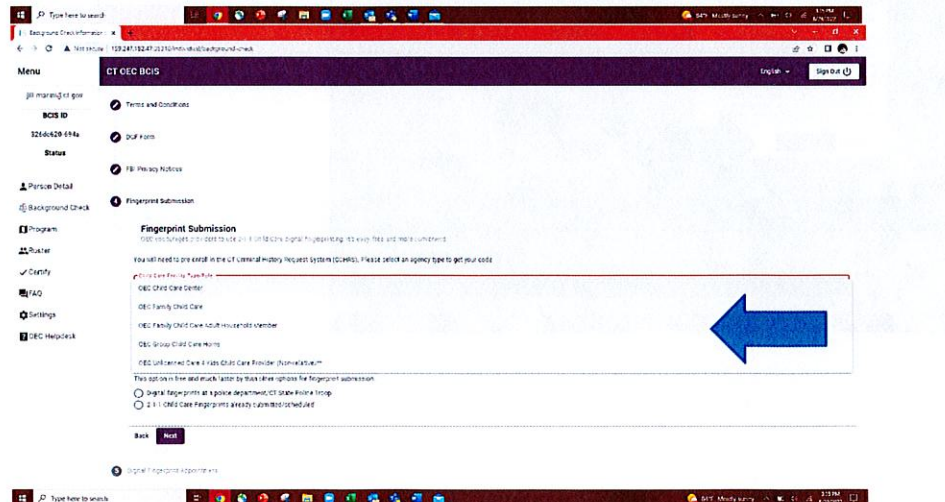
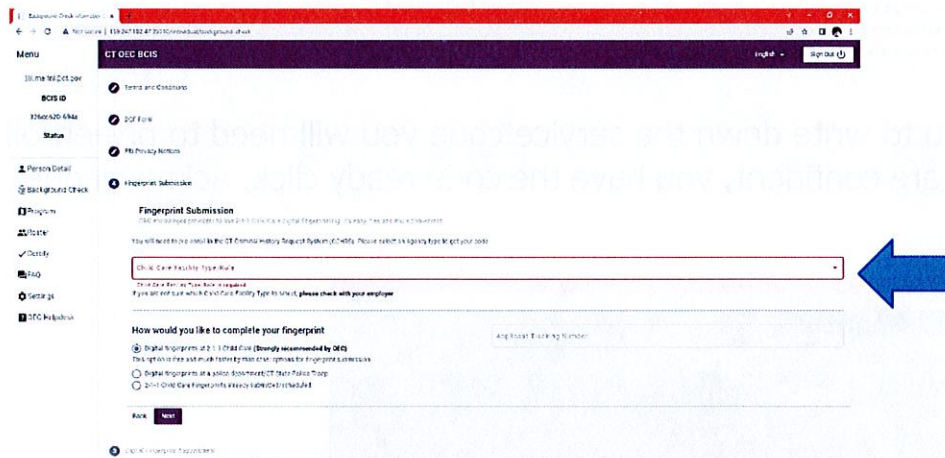
4 Fingerprint Submission

5 Digital Fingerprint Appointment

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



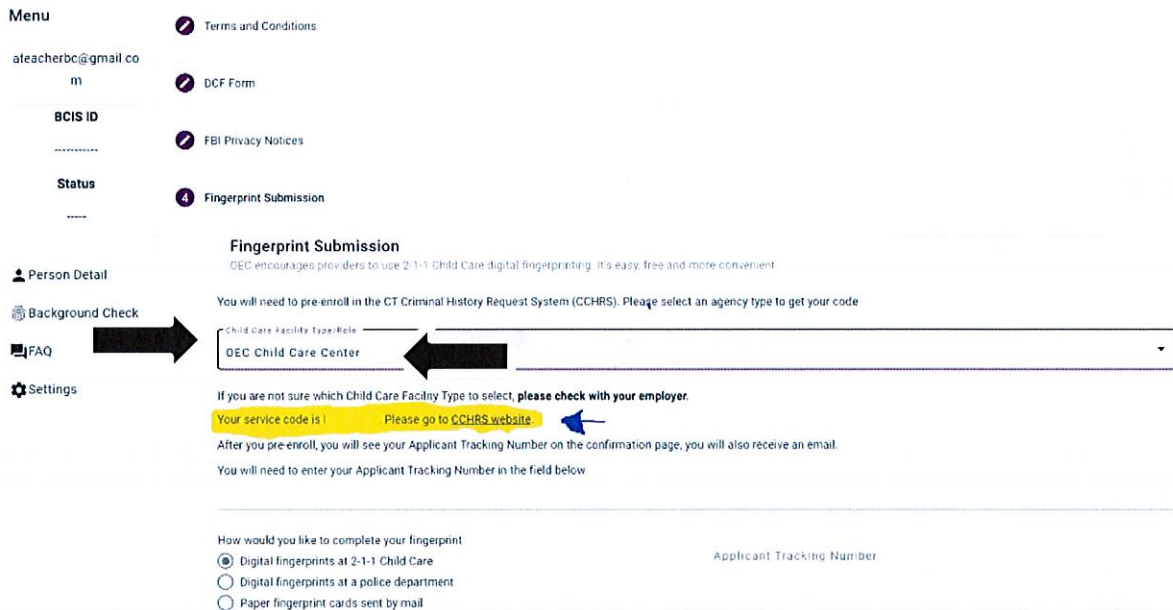
6. Next you will select the Child Care Facility Type Role: OEC Child Care Center from the drop-down menu.



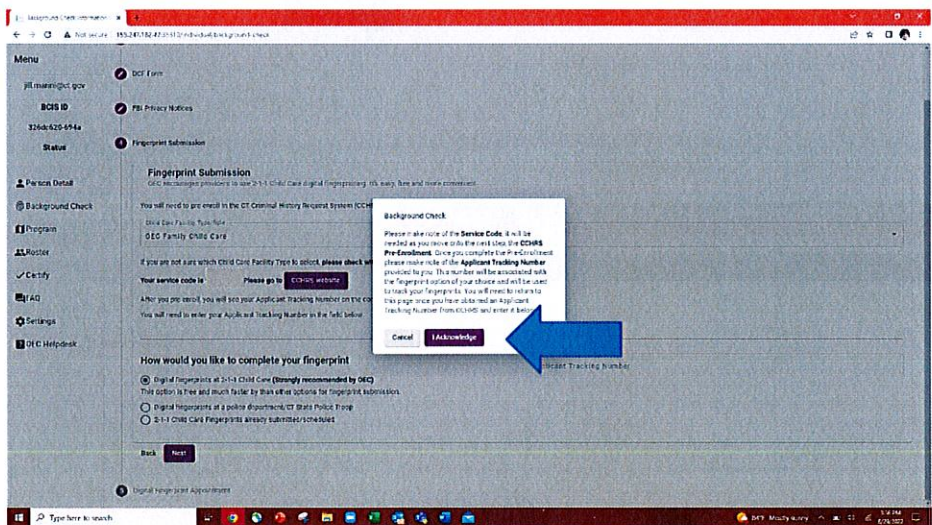


7.

8. Next, you will see the service code for OEC Child Care Center. **You will need write the code down the because you will need it on the next screen.** Once you have done this, please click **CCHRS WEBSITE** (purple box). 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.**



9. 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.





10. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code for OEC Child Care Center and click "Submit ServiceCode".



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

11. Click the **YES** button.

The screenshot shows the CCHRS PreEnrollment page. At the top, it says "Please confirm the below information is correct". Below this is a form titled "Information for Service Code". The form contains the following fields:

- Agency: OEC Child Care Center Employee
- Agency ID: CCH200052
- Agency and Title: OEC Child Care Center Employee

Below the form is a question: "Does the above look correct?". There are two buttons: "NO - Submit by agent" and "YES - This information looks correct". Two blue arrows point to the "YES" button and the "Agency" field.

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**  
 Office of Early Childhood (OEC)  
 OEC Family Child Care Employees

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\***  
 Height:  Height Indicated  
**Weight\***  
**Eye Color\***  
**Hair Color\***  
**Place of Birth\***  
**Country of Citizenship\***  
 Miscellaneous Identifying Number (MISN) Number  
 MISN Code  
**Contact Information:** (email address needs to be valid and complete an invitation from the system will be required)  
 Phone  
 Email Address  
 Email Confirmation  
**Resident:**  
 Home Number

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

**Emergency Contact:**  
 First Name  
 Middle Name  
 Last Name  
 Suffix  
 Phone  
**Emergency Contact Address:**  
 Address Street  
 Address City  
 Address State  
 Address Zip Postal Code  
**RESIDENT INFORMATION:**  
 Location  
 Job  
**PREVIOUS CONNECTION:**  
 Ever Connected  
 Connection Date  
 Connection State  
 Connection Count  
 Connection Outcome

**SUBMIT MY PRE-ENROLLMENT**

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 Version 10.3.4.2

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.





Connecticut Criminal History Request System  
**PreEnrollment**



Print

**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: 211005

TEST, TEST  
DOB: 1/1/1990

It is required to have the applicant tracking number (above) at the time of fingerprinting.  
Submission System: 10/10/2011 10:37

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:
- 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 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.

Menu

- Home
- BCIS ID
- Status
- Personal Detail
- Background Check
- Program
- Photo
- Card
- FAC
- Settings
- Helpdesk

Fingerprint Submission

How would you like to complete your fingerprint?

Digital Fingerprint (at a 211 One Site) (Although recommended by BKD, this option is free and much faster by other options for fingerprint submission.)

Digital Fingerprint at a Police Department (CT State Police Trial)

211 One Site Program where scheduled

Applicant Tracking Number: 211005

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 Child Care Center as the Reason.
  - 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.
- d. Once you have made your choice click SUBMIT.

Background Check Information

CT OEC BCIS

English Sign Out

Menu

- Terms and Conditions
- DOP Form
- FBI Privacy Notices
- Fingerprint Submission
- Digital Fingerprint Appointment
- Schedule Information
- Set a Location
- Family Child Care Home
- FAQ
- Settings
- OEC Helpdesk

Person Detail

Background Check

Program

Register

Certify

Set a Location

Family Child Care Home

No available date found choose a different location

Submit

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.