

Staff of Youth Camps - Instructions for Creating a BCIS Account and Completing a Background Check

Introducing BCIS

The Background Check Information System (BCIS) is a tool to help you submit required information to the OEC. It dramatically streamlines the process of getting a background check.

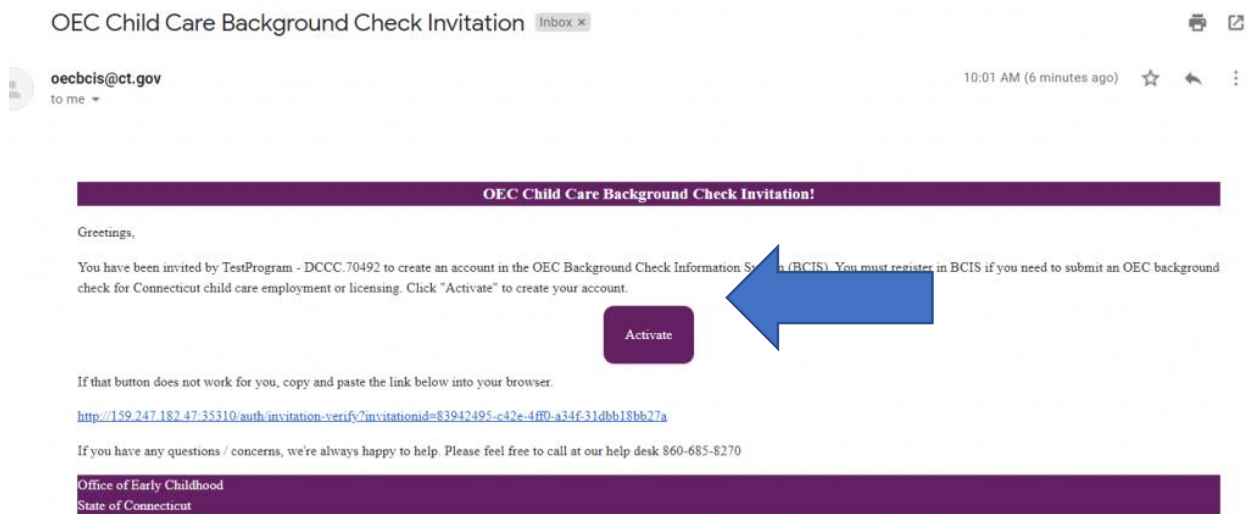
Before you begin.....

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 is no longer updated or supported.

1. Check your email for an invitation to create an account

The Youth Camp Administrator will send you an invite to a Youth Camps 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 Youth Camp Administrator

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-31d8b18bb27a

Phone

Email

Show Password Detail

Password

- 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

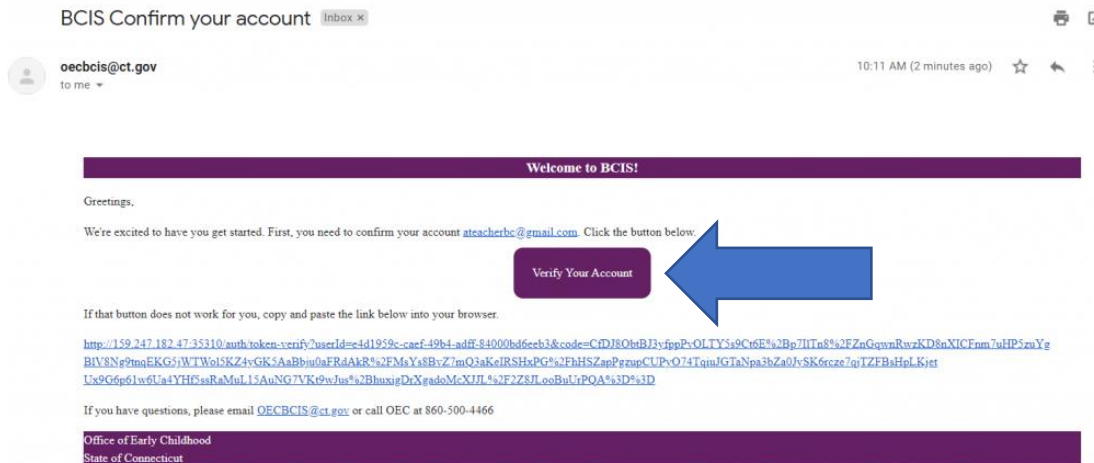
Register Go to Login

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](#).
If you have not yet 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 complete.

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 Youth Camp 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 Youth Camp Administrator will send you a REQUEST BACKGROUND CHECK email via BCIS. There are two background check options that your camp administrator can choose to have you complete, the **Traditional BCIS Background Check** (skip to page 7) **OR** the **Youth Camp Specific Background Check** (skip to page 3). Please see instructions for both below:

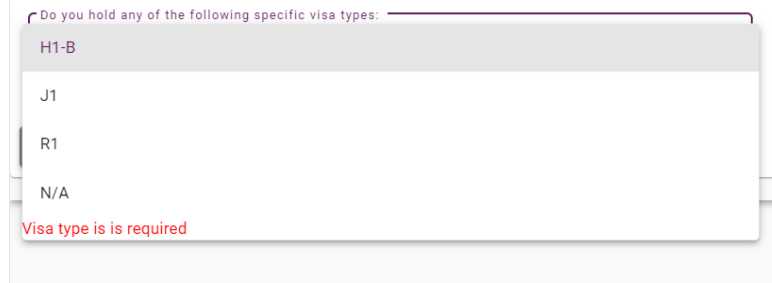
Youth Camp Specific Background Check Instructions:

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 button on the left-hand side.

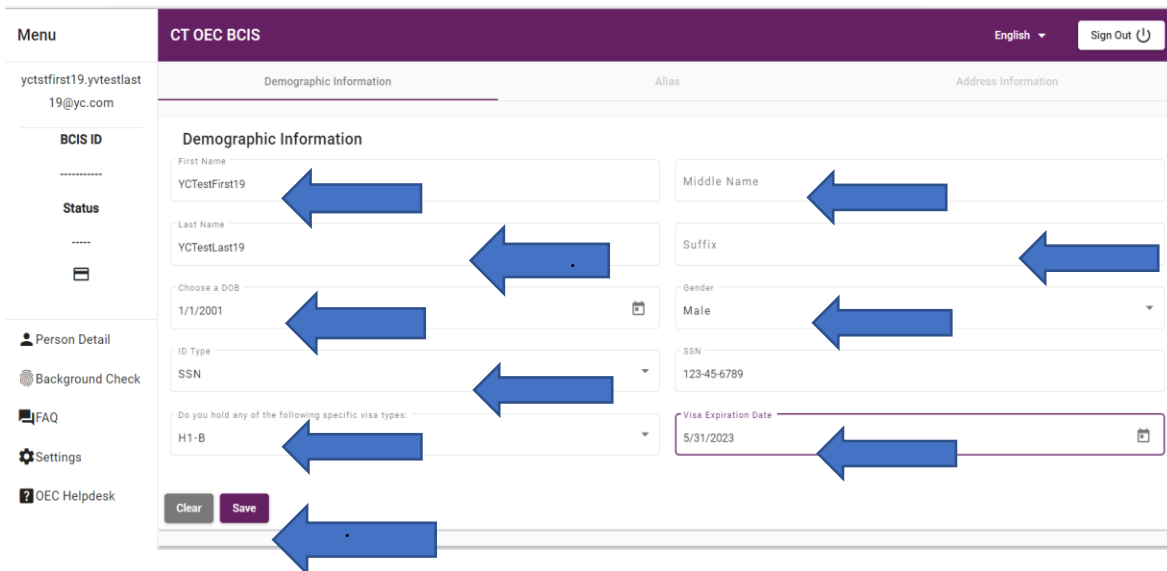
The screenshot shows the 'CT OEC BCIS' web application interface. On the left is a navigation menu with options: 'Person Detail', 'Background Check', 'FAQ', 'Settings', and 'OEC Helpdesk'. The main content area is titled 'Demographic Information' and contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Choose a DOB' (with a calendar icon), 'Gender' (dropdown), 'ID Type' (dropdown), and 'Do you hold any of the following specific visa types:' (dropdown). At the bottom of the form are 'Clear' and 'Save' buttons. The top right of the page shows 'English' and a 'Sign Out' button.

- 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)

- vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)
- vii. Visa Expiration Date (if applicable)



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 have used. When done click 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.

Alias First Name

Alias Middle Name

Alias Last Name



- e. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – any and all addresses where you have lived during the last **5 years (60 months)**. **Start at your current address and work backwards.** **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and can delay your employment 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.

The screenshot shows the 'Address Information' form in the CT OEC BCIS system. The form includes fields for Address Line 1, Address Line 2, City / Town, State, and Zip Code. A 'Current Address' checkbox is present, and a 'Start Date' field is set to 2/1/2016. A warning message states: 'You currently entered 78 months' with a blue arrow pointing to it. Below the form is a table with one row of address history data.

| Address Line1 | Address Line2 | City | State | ZipCode | Start Date - End Date |
|---------------|---------------|-----------|-------|---------|-----------------------|
| addressline1 | | ellington | CT | 06029 | Feb 1, 2016 - Current |

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

The screenshot shows the 'CT OEC BCIS' web application. The main content area is titled 'Address Information' and contains the following fields and instructions:

- Address Information:** 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. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for past 5 years, please click the background check button to submit the required forms.
- Status:** You currently entered 78 months.
- Is this address outside of US:** Radio buttons for Yes and No (selected).
- Address Line 1:** Text input field.
- Address Line 2:** Text input field.
- City / Town:** Text input field.
- State:** Dropdown menu.
- Zip Code:** Text input field.
- Current Address:** Check box (unchecked).
- Start Date:** Date input field (Feb 1, 2016).
- End Date:** Date input field (Current).

At the bottom of the form, there are buttons for 'Clear', 'Add', 'Back to Alias', and 'Start a Background Check'. A large blue arrow points to the 'Start a Background Check' button. Below the form is a table with the following data:

| Address Line1 | Address Line2 | City | State | ZipCode | Start Date - End Date |
|---------------|---------------|------------|-------|---------|-----------------------|
| addressline1 | | willington | CT | 06029 | Feb 1, 2016 - Current |

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'

1 Terms and Conditions

The screenshot shows the 'Terms and Conditions' page. The title is 'Terms and Conditions'. The content includes the following text:

- 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 access in this system as an individual user is solely your own. If you have accessed any other 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 DCF, 2) FBI Privacy Notices, 3) Fingerprints, 4) CCHRS Applicant Tracking Number
- You must enter five full years of address history
- 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 including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth

At the bottom, there is a checkbox labeled 'I have read and agree to the Terms and Conditions' which is checked. Below the checkbox is a purple 'Next' button. A large blue arrow points to the 'Next' button.

4. Read and authorize the DCF Check by clicking on the authorization box and entering your name and date. Then click SUBMIT

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.

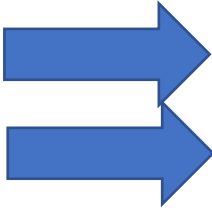
I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office 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 is valid for a term of five years from the date of signature unless rescinded in writing.

I do hereby **Authorize**

Full Name
Test Test

Today's Date
9/27/2022

Back Submit



5. You will then see your confirmation page:

CT OEC BCIS

Background Check
✓ Background check submitted successfully

Your "Background Check" request has been submitted successfully!!

| | |
|----------------------|---|
| Terms and Conditions | ✓ |
| DCF Form | ✓ |

Print

Traditional BCIS Background Check Instructions:

Your camp administrator may choose this background check method as their preferred method OR should a conviction of an OEC Disqualifying Crime be found when your Youth Camp Administrator is conducting the Name and DOB check on the CT Judicial site, you will be required to complete a background check that includes a fingerprint component which searches national databases for criminal convictions. Please follow the steps below:

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)
 - vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)
 - vii. Visa Expiration Date (if applicable)

- 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.

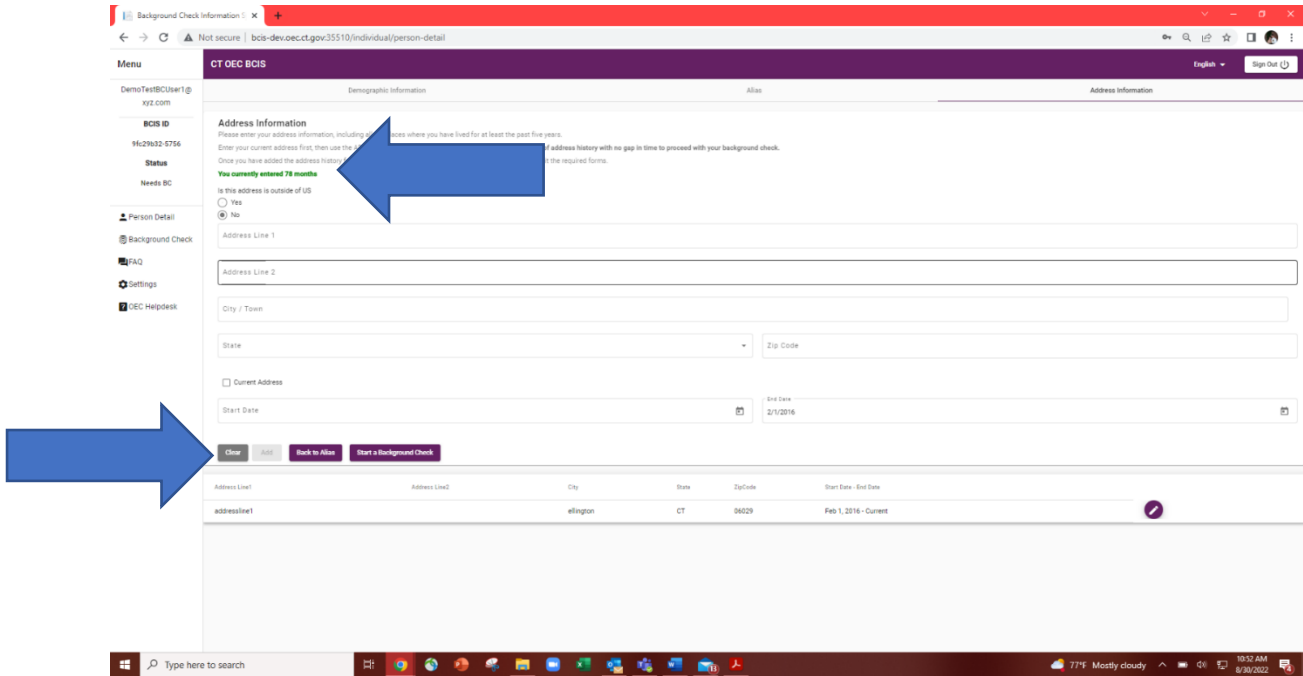
Alias Information

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

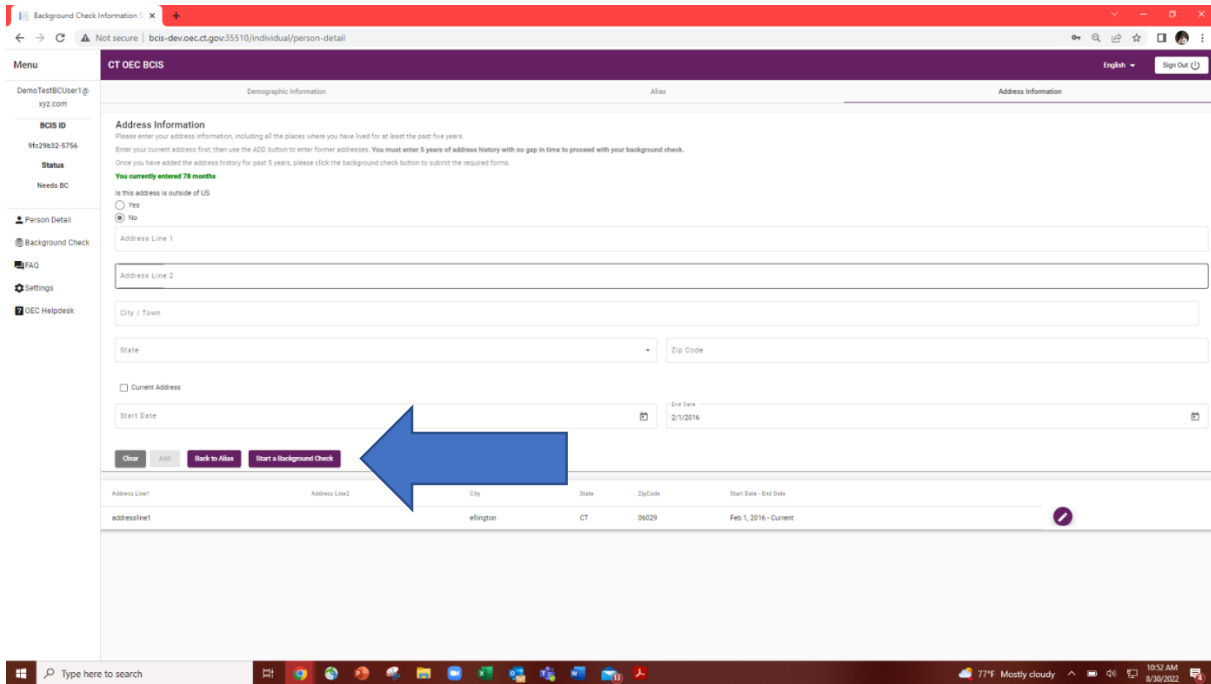
If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

| | |
|--|-------------------|
| Alias First Name | Alias Middle Name |
| Alias Last Name | |
| <input type="button" value="Add"/> <input type="button" value="Continue to Address"/> <input type="button" value="Clear"/> | |

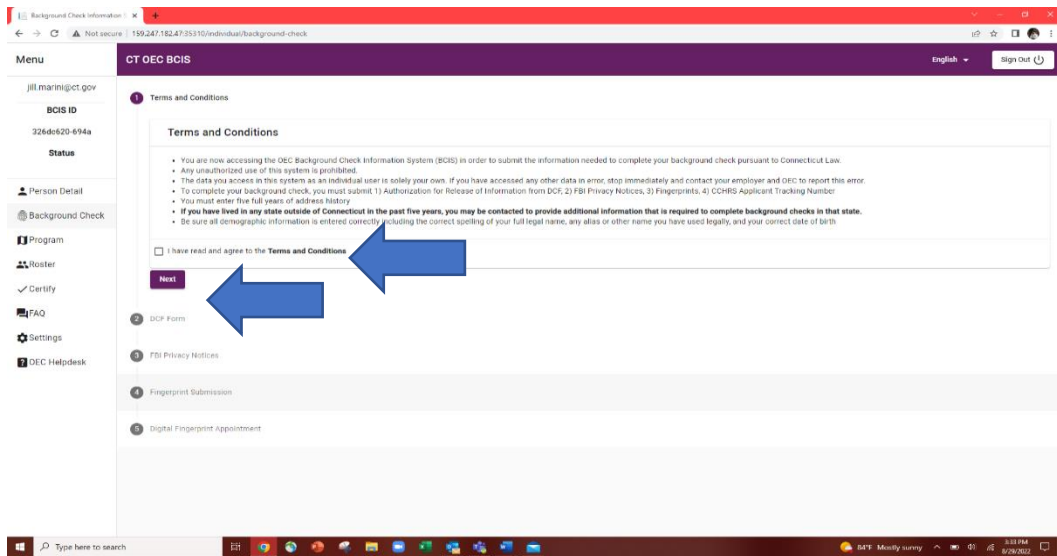
- a. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – the addresses where you have lived during the last **5 years (60 months)**. **Start at your current address and work backwards.** **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and 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.



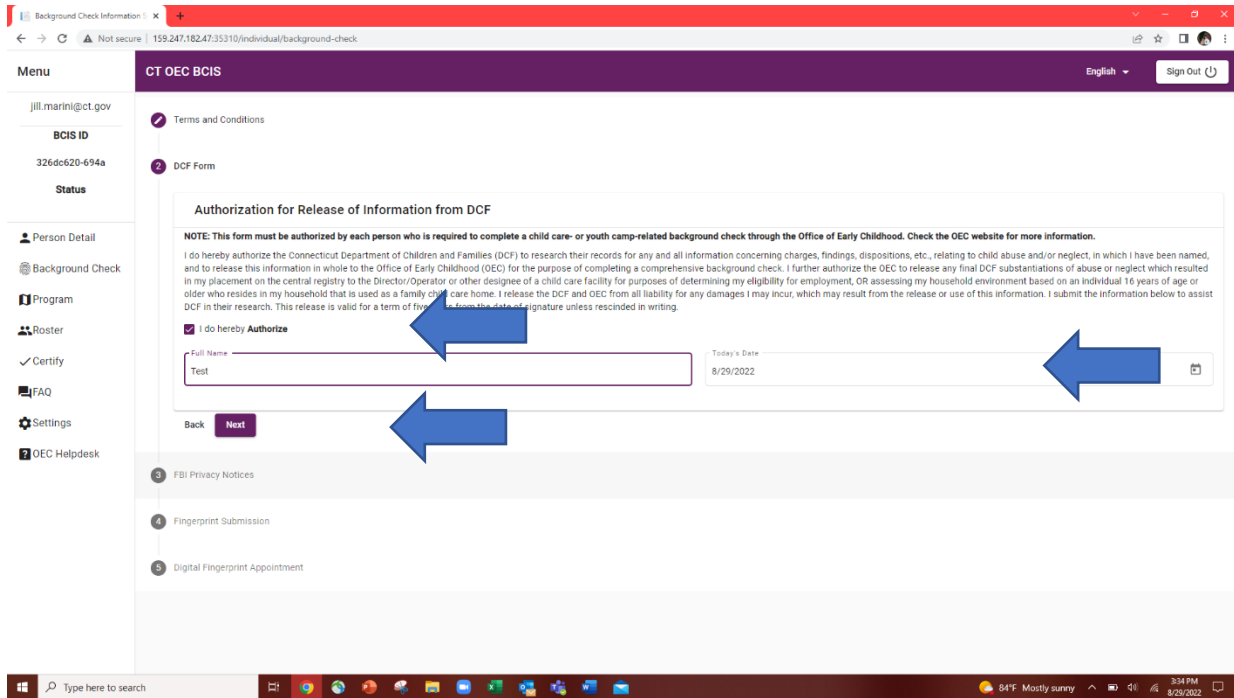
2. Next, you will click on the purple START A BACKGROUND CHECK button to begin your background check.



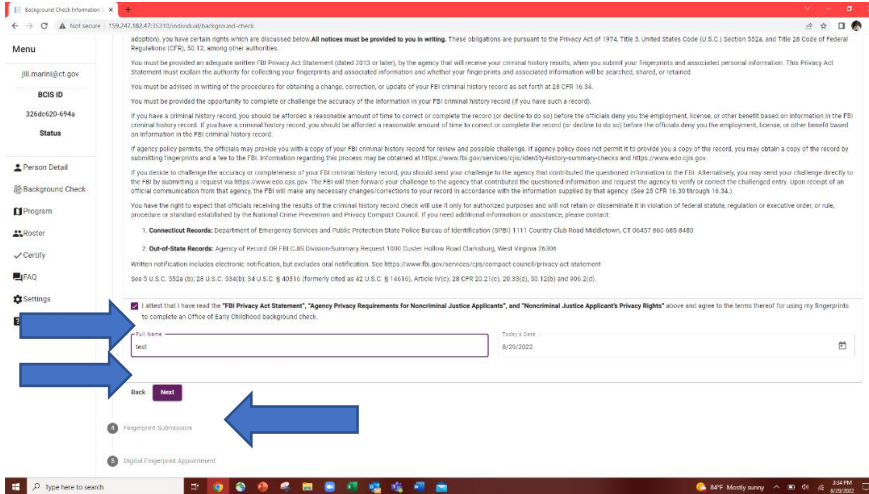
3. This will take you to the beginning of the background check process if there is an existing valid invitation. If not, please reach out to your program admin / Director/ Supervisor. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next



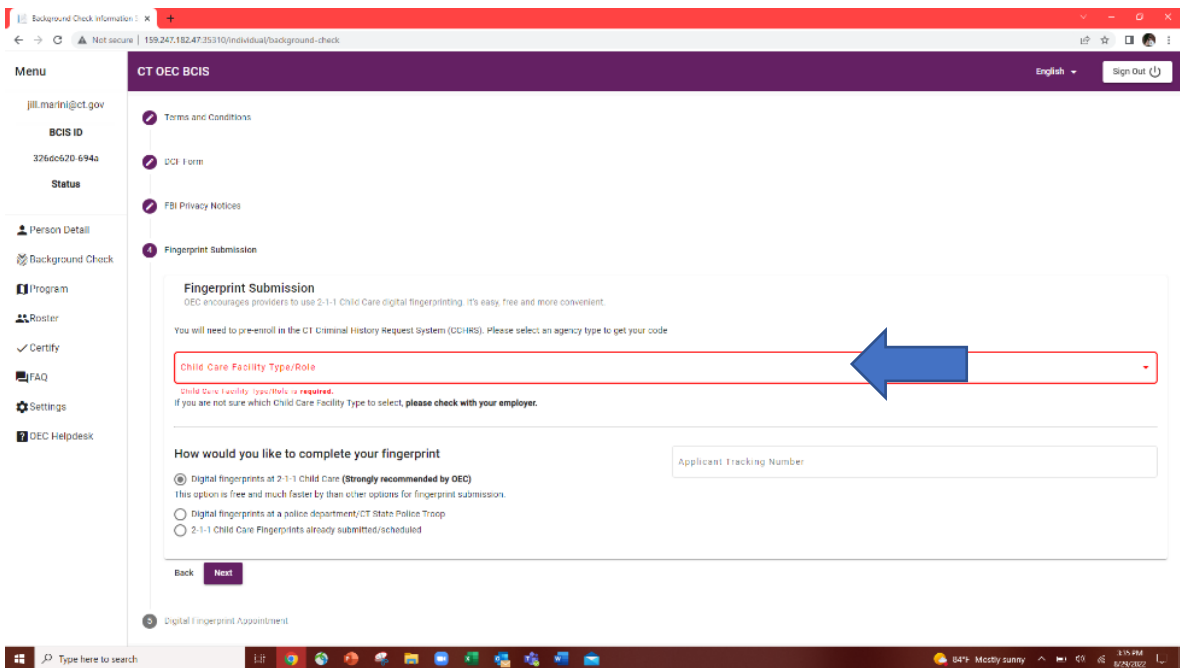
4. Read and authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT



5. Review the FBI Privacy Act Statement and click the Attest box, enter your name and date. Then click Next



6. Select the Child Care Facility Type Role: OEC Youth Camp Employee from the drop-down menu.



Child Care Facility Type/Role

- OEC Child Care Center
- OEC Family Child Care
- OEC Family Child Care Adult Household Member
- OEC Group Child Care Home
- OEC Unlicensed Care 4 Kids Child Care Provider (Non-relative)**
- OEC Youth Camp Employee

Digital fingerprints at a police department/CT State Police Troop

2-1-1 Child Care Fingerprints already submitted/scheduled

7. Please remember to write down the OEC Youth Camp Employee Service Code 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

CT OEC BCIS

English Sign Out

Person Detail

Background Check

Program

Rooster

Certify

FAQ

Terms and Conditions

DCP Form

FBI Privacy Notices

Fingerprint Submission

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 manager.

Your service code is 9096-9C91. 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.

Applicant Tracking Number

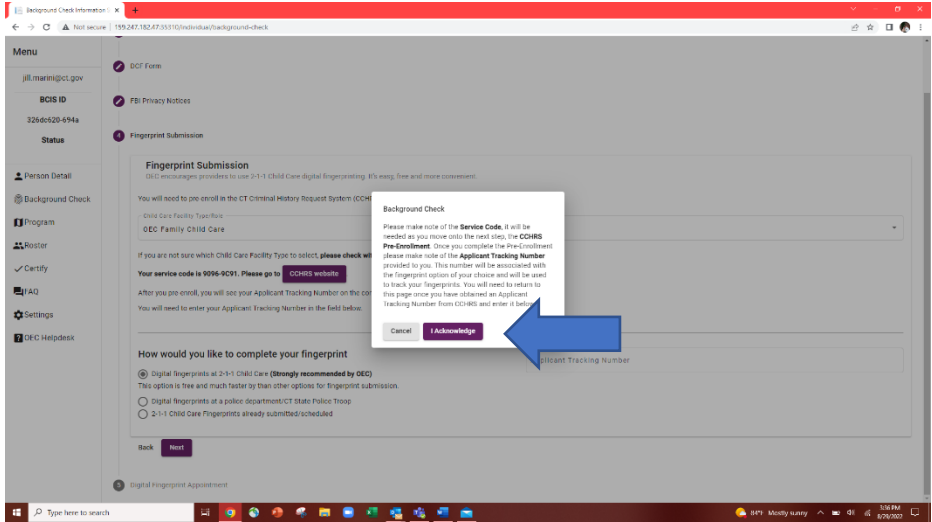
How would you like to complete your fingerprint

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.

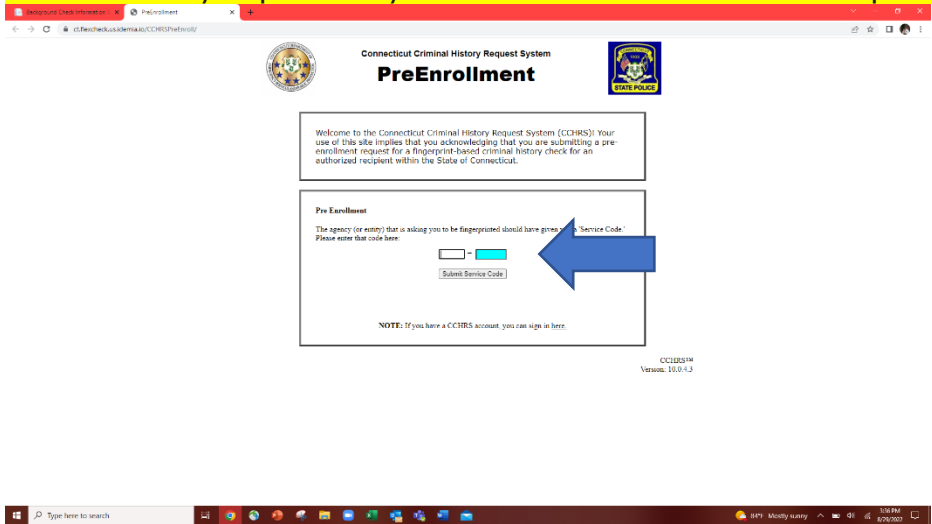
Digital fingerprints at a police department/CT State Police Troop

2-1-1 Child Care Fingerprints already submitted/scheduled

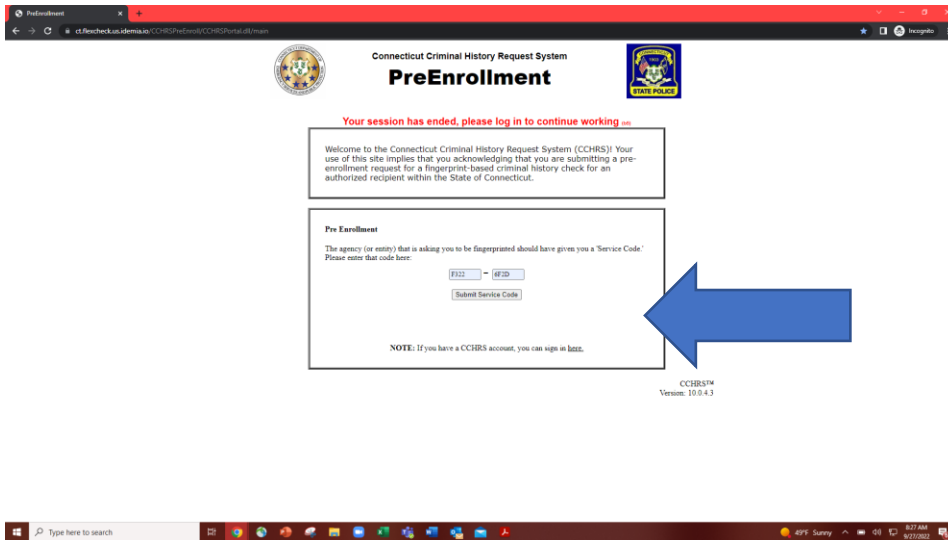
8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident you have the code ready, click the Acknowledge button.



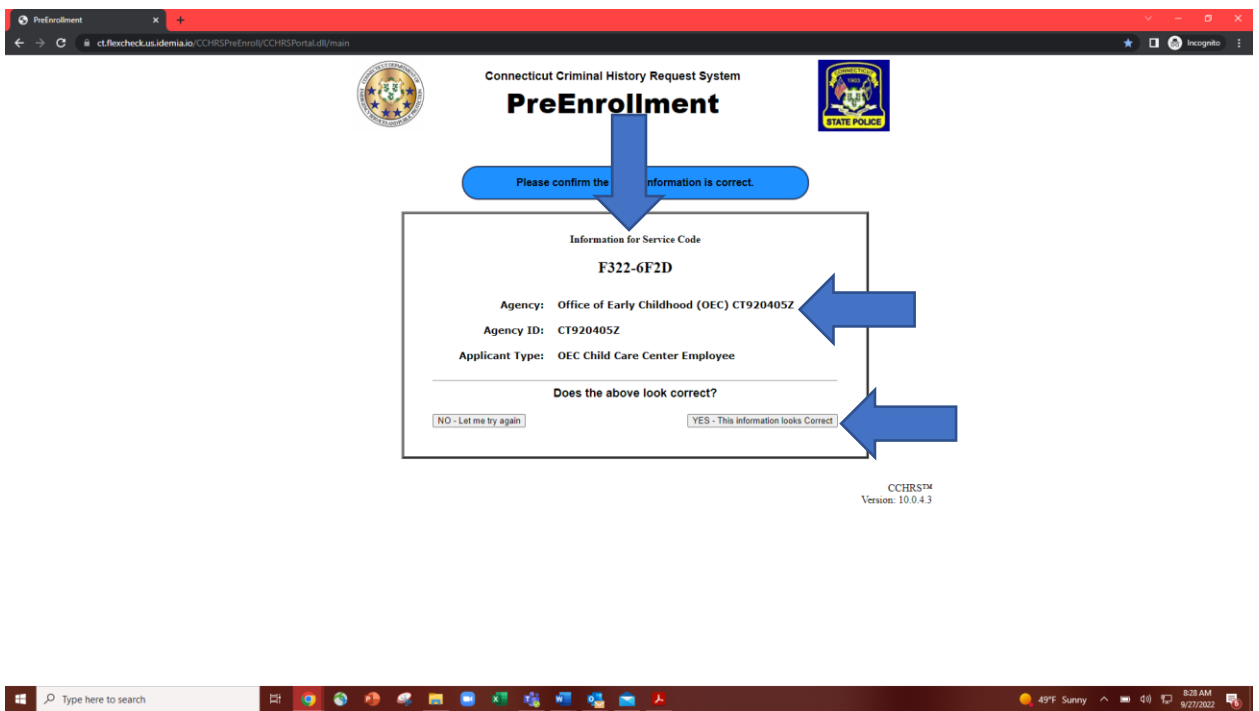
- This will take you to the CCHRS Website. Once you arrive you will enter the **OEC Service Code** you previously wrote down for OEC Youth Camp Employee



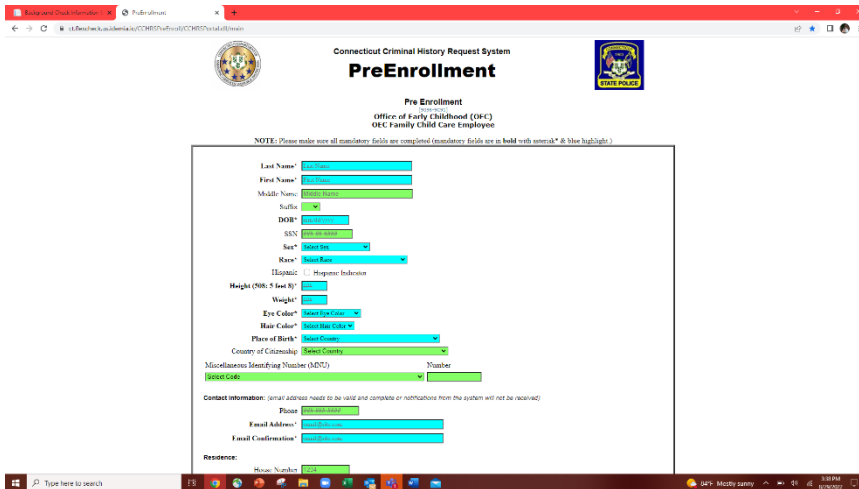
- Once you have entered the Service Code, click 'Submit Service Code'



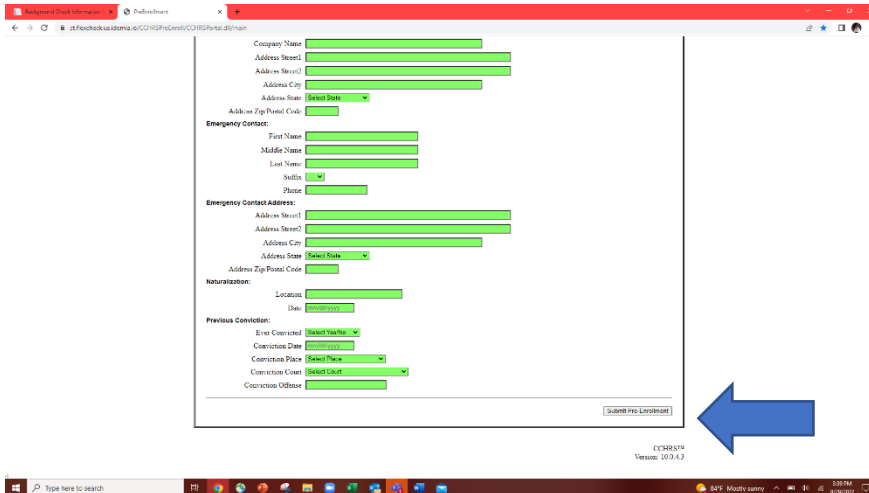
11. If your screen displays the OEC Youth Camp Employee Service Code click the YES button.



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.



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: 21T003

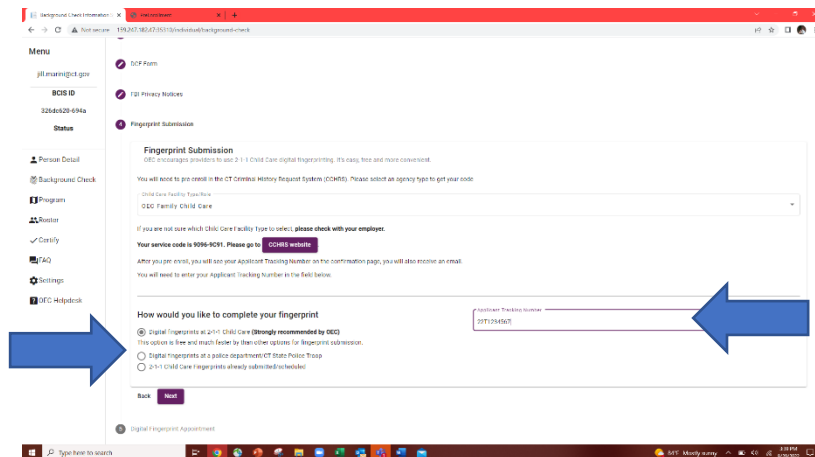
TEST, TEST
DOB: 1/1/1980



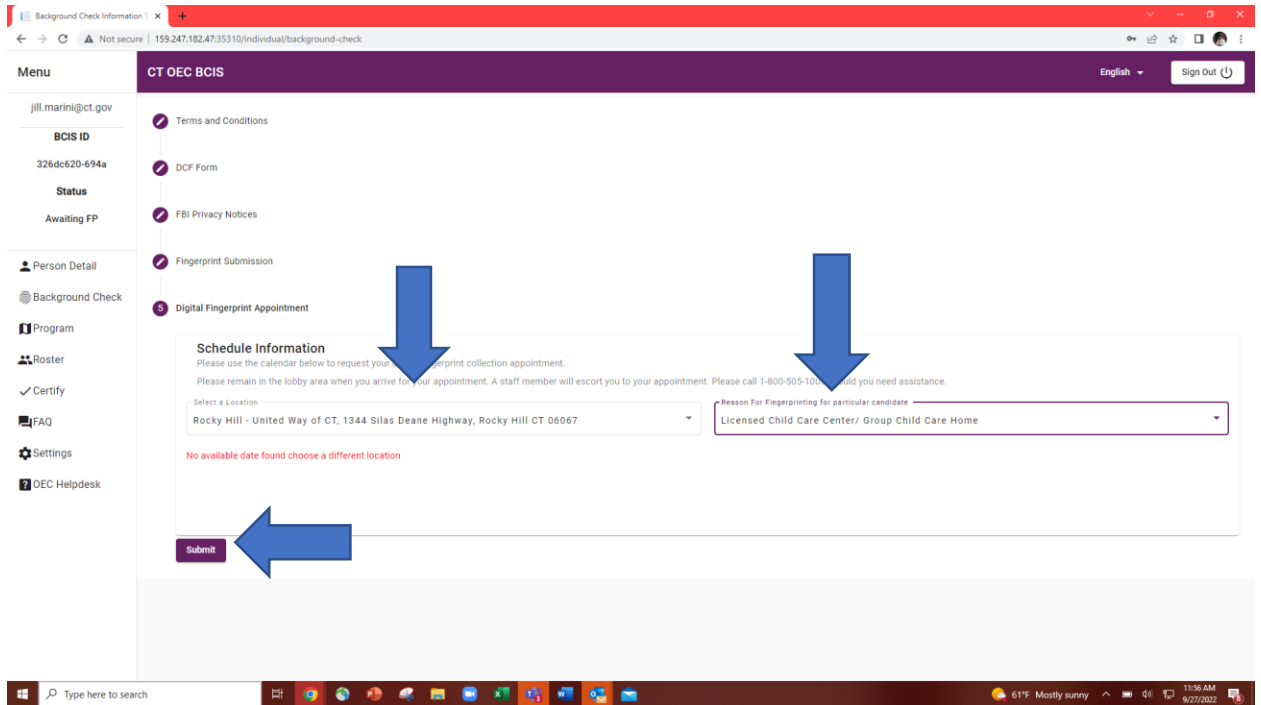
It is required to have the applicant tracking number (above) at the time of fingerprinting.
Submission date/time: 03/19/2023 10:32

[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 site, this means that your Camp Administrator has coordinated for an onsite fingerprint clinic.



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 an appointment.
 - a. You will select the location you would like to use from the drop-down menu. Then you will select OEC 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.



- d. Once you complete your fingerprints and OEC receives notification of favorable results the results will be entered into your profile and your status will update to CURRENT.
- e. If the results show a conviction of an OEC Disqualifying Crime, you and your Administrator will be notified that additional steps will be required to address the finding. Your administrator will only be made aware that additional information is required, the OEC will not disclose the any information about the finding.

MANAGING INVITATIONS SENT FROM YOUR ROSTER

All program **administrators**, **program managers**, and **family childcare providers** now have access to the newly added 'Invitation Lookup' screen which allows administrators to monitor all invitations sent from a roster.

The Invitation Lookup screen will display information for each invitation sent from your roster such as, the email used for the invitation, the invitation type, the date the invitation was sent, the invitation status, and the invitation accepted date.

In this screen you are also able to **cancel**, **edit**, and **resend** an invitation as necessary.

Note - Only invitations which have not been accepted can be edited.

Managing Invites:

- **Resend Invite** – The 'Resend Invite' button is available **only** if the invitation has **not** been accepted yet.
- **Editing** – If an invitation contains an error, clicking the "✎" icon will allow you to make corrections and resend.
- **Canceling** – If an invitation is no longer needed, clicking the "✖" button will allow you to cancel that invitation.

| Email | Invitation Type | Invitation Sent Date | Invitation Status | Invitation Accepted Date |
|----------------------|-------------------------|----------------------|-------------------|--------------------------|
| example1@myemail.com | Background Check Invite | 10/07/2024 | Invited | |
| example2@myemail.com | Background Check Invite | 10/04/2024 | Invited | |
| example3@myemail.com | Roster Invite | 09/27/2024 | Accepted | 10/07/2024 13:13:46 |
| example4@myemail.com | Background Check Invite | 08/01/2024 | Accepted | 08/02/2024 12:01:12 |
| example5@myemail.com | Account Missing Invite | 08/08/2024 | Accepted | 08/11/2024 09:05:08 |
| example6@myemail.com | Program Manager Invite | 07/01/2024 | Invited | |
| example7@myemail.com | Background Check Invite | 07/07/2024 | Invited | |

Types of Invitations:

- **Program Admin Invite:** An invitation sent to program administrators and providers upon the licensing application reaching a 'Pending' status which grants the administrative access to manage a program roster via BCIS.
- **Program Manager Invite:** An invitation sent to an appointed staff member that allows the individual to assist in managing the roster. (**Note:** Only Program Administrators may invite Managers).
- **Roster Invite:** An invitation sent to an individual to join a program roster specified by the program administrator or manager. (**Note:** If the individual already has an existing BCIS account and profile, they will be immediately added to your roster. If the person does not have an account, an invitation will be sent to their email).
- **Background Check Invite:** A request sent via the BCIS roster by the program roster administrator or manager to existing roster members requesting that they start a background check.
- **Account Missing Invite:** An invitation sent to an individual when they have an existing BCIS profile but have not yet created an account username & password.