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.

10:01 AM (6 minutes ago) 🌱	7 4
register in BCIS if you need to submit an OEC	backgro
	register in BCIS if you need to submit an OEC

The email will come from <u>oecbcis@ct.gov</u> 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

BCIS Account Registration		BCIS Account Registration
3942495-c42e-4ff0-a34f-31dbb18bb27a		A valid e-mail address is required to use this service.
		If you are already registered, go to the log-in screen.
hone		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 d.
mail		
Show Password Detail		
assword	ø	
	0 / 30	
contains at least one lower chara	ecter	
contains at least one upper chara	acter	
contains at least one digit character on the contains at least one special character on the special character of the contains at least one special character one	ter racter	
contains at least 12 characters		
onfirm Password		

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."



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 <u>Traditional BCIS Background Check</u> (skip to page 7) **OR** the <u>Youth Camp</u> <u>Specific Background Check</u> (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:

Menu	CT OEC BCIS			English 👻	Sign Out ()
yctstfirst19.yvtestlast 19@yc.com	Demographic Information	Alia	35	Address Information	
BCISID	Demographic Information				
	First Name		Middle Name		
Status	Last Name		Suffix		
8					
Person Detail	Choose a DOB		Gender		•
Background Check	ID Type				•
FAQ	Do you hold any of the following specific visa types:				•
Settings					
? OEC Helpdesk	Clear Save				

a. Clicking on the <u>PERSON DETAIL</u> button 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)

ho Do you hold any of the follow	ring specific visa types:	 	
H1-B			
J1			
R1			
N/A			
Visa type is is required			

c. Once you verify your demographics click the purple SAVE button.

Menu	CT OEC BCIS		English ▾ Sign Out ()
yctstfirst19.yvtestlast 19@yc.com	Demographic Information	Alias	Address Information
BCIS ID Status	Demographic Information First Name VCTestLast19	Middle Name Suffix	
Person Detail	Choose a DOB 1/1/2001	Cender Male 55N 12345-6789	-
FAQ Settings	Do you hold any of the following specific visa types: H1-B Clear Save	Visa Expiration Date	Ē

d. This will bring you to the alias page. Please enter any other names you have used. When done click the purple <u>CONTINUE TO ADDRESS</u> 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	
	Add Continue to Address Clear

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. <u>IMPORTANT</u>, 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.

Menu	CT OEC BCIS						English 🛩	
DemoTestBCUser1@	Demogra	phic Information			Alias		Address Information	
BCIS ID 9fc29b32-5756 Status Needs BC	Address Information Please enter your address information, including of Enter your current address first, then use the 31 Once you have addrest the address history (Ywa currently entered) 78 modified Is Phila address is outside of US	resultures you have load for at least the past flow y	eara. addreas history with no gap in time t the required forma.	to proceed with your	background check.			
Person Detail	Yes No Address Line 1							
🕲 Background Check	Address Line 2							
 Settings OEC Helpdesk 	City / Town							
	State				✓ Zip Code			
	Current Address							
	Start Date				2/1/2016			
	Clear Add Back to Alias Start a	Background Check						
	Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date		
	addressline1		ellington	СТ	06029	Feb 1, 2016 - Current		

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

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Menu	CT OEC BCIS						English - Sign Out ()
DemoTestBCUser1@ xyz.com	Dem	ographic Information			Alias		Address Information
BCIS ID 9fc29b32-5756 Status Needs BC	Address Information Please enter your address lifermation, including Enter your current address first, then use the AD Oner you have added the address listoy for par You surrently entered 78 months In this address is outside of US or you.	p all the places where you have lived for at least D button to enter former addresses. You must er It 5 years, please click the background check bu	the past fire years. nter 5 years of address history with no gap in tion to submit the required forms.	time to proceed with your	background check.		
🚊 Person Detail	 No 						
Background Check	Address Line 1						
Settings	Address Line 2						
OEC Helpdesk	City / Town						
	State				▼ Zip Co	de	
	Current Address						
	Start Date				2/1/201	6	۲
	Clear Add Back to Alias St	tart a Background Check					
	Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date	
	addressline1		ellington	СТ	06029	Feb 1, 2016 - Current	0
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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'

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 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
I have read and agree to the Terms and Conditions

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

NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related backg I do hereby authorize the Connecticut Denartment of Children and Families (DCF) to research their records for any and all in	kground 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 in		
named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comp which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for years of age or older who resides in my household that is used as a family child care houre. I release the DCF and OEC from Information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unl	information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been mprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect r purposes of determining my eligibility for employment, OR assessing my household environment based on an individual an il liability for any damages I may incur, which may result from the release or use of this information. I submit the nless rescinded in writing.	16
I do hereby Authorize		
r Full Name	Today's Date	
Test Test	9/27/2022	
Back Submit		_
	which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for 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 information below to assist DCF in their research. This release is valid for a term of five years from the date of signature u I do hereby Authorize Full Name Test Test Back Submit	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 T years of age or older who resides in my household that is used as a family child care home. I release the DCF and QEC 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 rescribed in writing. I do hereby Authorize Full Name Test Test 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		$\checkmark lacksquare$
DCF Form		$\checkmark igle$
	e 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 <u>PERSON DETAIL</u> image on the left-hand side.

Menu	CT OEC BCIS		English 👻 Sign Out 🔱
visatestfirst4.visatest last4@visa.com	Demographic Information A	las	Address Information
BCIS ID	Demographic Information		
	First Name	Middle Name	
Status	Last Name	Suffix	
8			
Person Detail	Choose a DOB	Gender	•
 Background Check	ІД Туре		
FAQ	Do you hold any of the following specific visa types:		
Settings	a ya maa ay a maa amaa ay ahaa ahaa yaa		
? OEC Helpdesk	Clear Save		

- 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)

ر Do you hold	any of the following spec	cific visa types: —		
H1-B				
J1				
R1				
N/A				
Visa type is is	a required			
Visa type is is	required			

c. Once you verify your demographics click the purple SAVE button.

Menu	CT OEC BCIS		English ▾ Sign Out ()
visatestfirst4.visatest last4@visa.com	Demographic Information	Allas	Address Information
BCIS ID Status	Demographic Information First Mars VisaTestFirst4	Middle Name	
8	VisaTestLast4	Suffix Gesser Male	·
▲ Person Detail	ID TJ98 SSN	* ^{55N} 127-65-4342	
FAQ	Do sou hold any of the following specific vias types: H1-8	Visa Epiration Date 5/5/2024	Ĕ
OEC Helpdesk	d This will bring you to the alias par	a Plassa antar any ath	

d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple <u>CONTINUE TO ADDRESS</u> 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 Middl	le Name		
Alias Last Name					
Add	Continue to A	Address	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.

Menu	CT OEC BCIS						English
DemoTestBCUser1@ xyz.com	Demographic Information		Alia			Address Information	
BCIS ID 9fc29b32-5756 Status Needs BC	Address Information Please enter you address infrantion, including of the sease where you have Enter you cancer address finites the use of the Once you have addre the address histes of You cancer address of Zenotifies In the address in pusciele of US On we	e lived for at least the past five years. If address history with no page it the required forms.	p in time to proceed with your background	check.			
Person Detail	 No 						
Background Check	Address Line 1						
FAQ	Address Line 7						
Settings	AUGIESS LITE 4						
7 OEC Helpdesk	City / Town						
	State		*	Zip Code			
	Current Address						
	Start Date		۲	2/1/2016			
	Clear Add Back to Alias Start a Background Check						
\neg	Address Line1 Address Line2	City	Stata ZipCode	Start Date - En	Date		
	address[re]	ellington	CT 04020	Feb 1, 2016 -		0	

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

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Menu	CT OEC BCIS						English	Sign Out ()
DemoTestBCUser1@ xyz.com	Demo	graphic Information			Alias		Address Information	
BCIS ID 9fc29b32-5756 Status Needs BC Person Detail Background Check	Address Information Please are your address information, including Emer your current address first yet are use the ADD Once you have address the address information Once you have address in autority for part Vex ourservice devices? It another Is this address is outside of US O Yes O No Address Line 1	all the places where you have lived for at least the button to erter former addresses. You must enter 5 years, please click the background check button	part fire years. 5 years of address history with no ga to submit the required forms.	o in time to proceed with yo	ar background check.			
EFAQ	Address Line 2							
2 OEC Helpdesk	City / Town State				• Zip Code			
	Current Address				2/1/2016			Ē
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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

enu	CT DEC BCIS	English 👻	Sign Out (
jill.marini@ct.gov	Terms and Conditions		
BCIS ID	Terms and Conditions		
326dc620-694a	Terms and Conditions		
Status	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 unsufficiency use of this system is prohibited.		
Person Detail	 The data you access in this system as an individual user is ability your own. If you have accessed any other data in error, dop immediately and contact your employer and GED 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 the full years of address hadrory 		
Background Check	 If you have lived in any state outside of Connectiout in the past Thre years, you may be contacted to provide additional information that is required to complete background checks in that state. Be use all compositive information is entered context by plouding the courtest pathing of your full legal name, any allos or other name you have used legals, and you correct date of bith. 		
Program			
Roster			
Certify	Next		
FAQ	O DCF Form		
Settings			
DEC Helpdesk	TOI Privacy Notices		
	Fingerprint Submission		
	Digital Properprint Appointment		

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

E Background Check Informa ← → C ▲ Not sec	etror : × + etro : 19247.18247.35310/individual/badground-check etro : 19247.18247.35310/individual/badground-check	
Menu	CT OEC BCIS English	- Sign Out ()
jill.marini@ct.gov BCIS ID 326dc620-694a	Terms and Conditions	
Status	Authorization for Release of Information from DCF	
Person Detail Background Check Program KRoster Certify EtfAQ Settings D 000 Listenteeb	NCE: 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 information concerning charges, finding, dispositions, etc., relating to child abuse and/or neglect, in while or develops the information in whole to the Office of Early Childhood (DCC) for the pappee of completing as comprehensive background check. I three authorize the OCE relates mit find the Office of Early Childhood (DCC) for the pappee of completing as comprehensive background check. I three authorize the OCE relates mit find the Office of Early Childhood (DCC) for the pappee of completing the childhood (DCC) for the pappee of completing as comprehensive background check. I three authorize the OCE relates mit find the OF subat Attaining to represent the information. I submit the information is the office of a string in the data of a simple of the OFF and OCE in their research. This release is valid for a term of from the data of a jupnature unless rescinded in writing. I do hereby Authorize Full Name Treat Back Next	b I have been named, eglect which resulted I 16 years of age or mation below to assist
CC Helpuesk	FBI PTivacy Notices Fingerprint Submission	
	Digital Fingerprint Appointment	
P Type here to se	search Lit 🧕 🔕 🐽 🙁 🗃 📾 🕫 💼 👘 👘	(1) 6 3:34 PM

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

Background Check Information 1	× (att)	X 7 4
-> C A Not secure	159.247.182.47:35310/individual/background-check	e 🖈 🖬
enu	adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Priv Regulations (CFR), 50.12, among other authorities.	acy Act of 1974, Title 3, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal
ill.marini@ct.gov	You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated and your your your your your your your your	when you submit your fingerprints and associated personal information. This Privacy Act- tion will be searched, shared, or retained.
	You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CPI	116.34.
BCISID	You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a	ecord).
326dc620-694a Status	If you have a criterian history record, you should be adhaped a nasonalise amount of time to correct or complete the record (or decline to do so barlow contrain history record. If you have a similar history record, you should be afforded a reasonable amount of time to correct or complete the record (or on information in the PEI criminal history record.	t the officials dany you the employment, license, or other benefit based on information in the FB decline to do so) before the officials dany you the employment, license, or other benefit based
	If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency polic submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.tbi.gov/services/cito/identity-history-second	y does not permit it to provide you a copy of the record, you may obtain a copy of the record by ummary-checks and https://www.edo.cjis.gov
Person Detail Background Check	If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contribu- tive FB by submitting a request via https://www.eco.cis.gov/. The FBI will fleen forward your challenge to the agency that contribute in chickal communication from that agency, the FBI will make any accessars of undergo for the opcontance with the internation tago	ated the questioned information to the FBL Alternatively, you may send your challenge directly to formation and request the agency to verify or correct the challenged entry. Upon receipt of an alled by that agency, (See 28 CFR 16.30 through 16.34.)
Program	You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not procedure or standard established by the National Crime Prevention and Privacy Compact Council. If you need additional information or assistance, pl	retain or disseminate it in violation of federal statute, regulation or executive order, or rule, case contact:
loster	1. Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club F	load Middletown, CT 06457 860-685 8480
Dertify	 Out-of-State Records: Agency of Record OR FBI CLIS Division-Summary Request 1000 Duster Hollow Road Clarksburg, West Virginia 26306 Written netification includes electronic antification, but excludes onal netification. See https://www.fbi.agv/aerwcens/clarksburg. 	statement
FAQ	See 5 U.S.C. 552a (b); 28 U.S.C. 554(b); 34 U.S.C. § 40516 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c); 20.35(c); 50 12(b) and	906.2(d).
Settings	Litter that Have real the 'TBI Privacy Act Statement', "Agency Privacy Requirements for Noncriminal Justice Applicants", and "Noncriminal Justice Topologicants" and "Noncriminal Justice Applicants", and "Noncriminal Justic	tice Applicant's Privacy Rights' above and agree to the terms thereof for using my lingerprints
	Full Name Today's Date	
	test 0/20/2022	e
	Back Next	
	Fingerprint Submission	
	Stigital Fingerprint Appointment	

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

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Menu	CT OEC BCIS	English + Sign Out	U
jill.marini@ct.gov	Terms and Conditions		
BCIS ID			
326dc620-694a	C UCH Form		
Status	El Diusey Method		
Person Detail	To Privacy Notices		
Background Check	Fingerprint Submission		
CI Program	Fingerprint Submission		
Roster	OEC encourages providers to use 2-1-1 Civito Care digital fingerprinting. It's easy, free and more convenient.		
✓ Certify	You will need to pre-enroll in the CT Criminal History Request System (CC-HRS). Please select an agency type to get your code		
F AQ	Child Care Facility Type/Role	-	
Settings	Child Gave Leolity Type: Thule in required. If you are not sure which Child Gare Facility Type to select, please check with your employer.		-
7 OEC Helpdesk			
	How would you like to complete your fingerprint Applicant Tracking Number		
	(b) Digital Ingerprints at 2-1-1 Child Care (Strongly recommended by OEC) this option is free and much faster by then other options for fincerprint submission.		
	O Digital fingerprints at a police department/CT State Police Troop		
	2-1-1 Child Care Fingerprints already submitted/acheduled		
	Back Next		_
	Digital Engerprint Appointment		
🗄 🔎 Type here to se	arch ER 🔽 🍪 🤌 🤻 🖬 😑 💶 🍓 🍓 📲 💼	ту л на 60 «б <u>альри</u>	Ų

- Child Care Facility Type/Bole
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)** OE C Youth Camp Employee United imperformed as a poince uppartment or state Poince more
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.

Background Check Informat	der S 🗙 🕂	~ - Ø
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jill.marini@ct.gov	Tarms and Conditions	
BCIS ID	Tellina and voi haldens	
326dc620-694a	OLCF Form	
Status		
	FBI Privacy Notices	
Person Detail		
Background Check	Tingu jum Saumonan	
Program	Fingerprint Submission	
Roster	See since age ported a solar of the AT Administration of the second seco	
<pre>Certify</pre>	You will need to prevention in the or childran notion's negleck system (comes), mease series on agency type to get your code P offid one kealing typeRole.	
FAQ	OEC Family child Care	•
	If you are not sure which Child Care Facility Type to select, please check with your ployer.	
	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.	
	How would you like to complete your fingerprint Applicant Traction Number	
	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.	
	2-1-1 Child Care Fingerprints already submitted/scheduled	
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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.

Background Check Informatic	ton) x +	v - ø
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Status	Fingerprint Submission	
	Eingerwint Submission	
Person Detail	OEC encourages providers to use 2-1-1 Child Case digital fingerprinting. It's easy, free and more convenient.	
Background Check	You will need to pre-enroll in the CT Criminal History Request System (CCH)	
Program	Child Gar Facility Typerflote Beckground Check Beckground Check Beckground Check Beckground Check Beckground Check	
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un a a a a a a a a a a a a a a a a a a a	Your service code is 9096-9091, Please go to CCHRS wobsite the fingerprint option of your choice and will be used to track your fingerprints. You will need to return to	
(raq	After you pre-encel, you will see your Applicant Tracking Number on the cor You will need to enter your Applicant Tracking Number in the field below.	
Settings		
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	Digital fingerprints at a police department/CT State Police Troop	
	2-1-1 Child Care Fingerprints already submitted/scheduled	
	Book Heat	
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9. 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

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	Connecticut Griminal History Request System PreEnrollment	
	Welcome to the Connecticut Criminal Induxy Request System (CCHRS)) Your use of this site implies that you acconveloping that you are submitting a pre- enrollment request for a Integrotrot-based criminal hardware check for an authorized recipient within the State of Connecticut.	
	Pre Earollanset The space/ (or earlier) fails is a solid group to be fingerprised shared have group a Service Code. Preserved that cools have Preserved th	
	NOTE: If you have a CCHRS account, you can sign in here.	
	CCHBSTW Version: 10.0.4.3	
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10. Once you have entered the Service Code, click 'Submit Service Code'

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Connecticut Criminal History Request System PreEnrollment	
Your session has ended, please log in to continue working an	
Welcome to the Connecticut Criminal History Request System (CCHRS) Your use of this site implies that you acknowledging that your submitting a pre- emplication request for infiguritrin bead criminal history check for an authorized recipient within the State of Connecticut.	
Pre LensBaseni The genres (or enrol) that is adding you to be fingerprinted abried have given you a Service Code.' Pense entro that code here:	
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11. If your screen displays the OEC Youth Camp Employee Service Code click the YES button.

	 ✓ - Ø × ★ □ 💮 Incognito :
Connecticut Griminal History Request System PreEnrollment	
Please confirm the normation is correct.	
Information for Service Code F322-6F2D	
Agency: Office of Early Childhood (OEC) CT920405Z Agency ID: CT920405Z	
Applicant Type: OEC Child Care Center Employee	
Does the above look correct? NO - Lat me try again YES - This Information looks Correct	
CCHRS™ Venion: 10.0.4.3	
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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 PreEnrolIment	er 🗙 🖬 🦷
Pre Enrolisient Office of Vary Stätistood (OFC) OEC vanity Child Care Employee	
NOTE: Please make suce all mandatory fields are completed (mandatory fields are in bold with asterials* & blae highlight.)	
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13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on SUBMIT MY PRE-ENROLLMENT

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

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- 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.

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OEC Helpdesk Submit	Settings	No available date found choose a different location		
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- 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.

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 form 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 " ²" button will allow you to cancel that invitation.

Menu	CT OEC BCIS						English 👻	Sign Out ()	
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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.