

What is the Process for Completing a Child Care Background Check?

The licensee is responsible for entering all information into the Child Care Background Check (CCBC) System to begin the background check process. Each person who is put into the CCBC System must complete the Consent and Disclosure form, and provide all necessary information, forms, and fees necessary to complete the comprehensive background check.

Step 1: The child care licensee is responsible for providing all applicants (licensee, licensee designee, adult member of household, child care staff member, unsupervised volunteer) under their license with a [Consent and Disclosure](#) form.

Step 2: The applicant must accurately complete the Consent and Disclosure form and return it to the licensee. A copy of the applicant's Consent and Disclosure form shall be provided to the applicant so that they are aware of their rights and responsibilities. Refusing to consent to the background check or knowingly making a materially false statement in connection with a background check must result in a finding of ineligible (**CFR 98.43**).

Step 3: A copy of the Consent and Disclosure form must be retained by the licensee and made available to the department upon request.

Step 4: The licensee or the appointed representative (the Primary User of the background check account) will enter the applicant's information into the Child Care Background Check (CCBC) System accurately.

Step 5: The applicant will either be scheduled for fingerprinting by the licensee or may be allowed to self-schedule.

Step 6: The applicant will go to the Idemia location to be fingerprinted at the scheduled appointment time. A valid form of government identification with a photo must be presented at time of fingerprinting. Examples include, but are not limited to a valid Driver's License, State Identification Card, Permanent Resident Card, or Passport.

Step 7: Once the applicant has been fingerprinted, Idemia will send the prints to the Michigan State Police (MSP) for processing, and the fingerprints are then forwarded to the Federal Bureau of Investigation (FBI). Once the FBI returns the results to MSP, the NCIC NSOR search will be processed by MSP and submitted along with the criminal history record. The timeframe for turn around can be as quickly as the same day, or a few weeks. Reasons for delays may be due to an individual having poor quality prints. Individuals sometimes have smooth fingertips which can impact MSP and the FBI's ability to read the fingerprints. Therefore, it may take longer to get these results.

Step 8: Once the fingerprint results are received by the CCBC system, the criminal history checks for MSP, FBI and the NCIC NSOR will be reviewed and analyzed for any exclusionary offenses. Then the Disciplinary Action Registry, Michigan Public Sex Offender Registry and Michigan Child Abuse/Neglect Registry will be reviewed for any disqualifying registry check.

Step 9: If a person has not lived outside of Michigan during the past 5 years, they will then be found eligible, or ineligible based upon the registry and criminal history checks.

If the person has lived outside of Michigan during the past 5 years, they will be mailed an **Additional Information** Letter. This letter gives specific instructions for submitting all forms and fees required to complete the out of state background checks. A person who does not submit all required forms and fees will be found ineligible. A person who returns **all** required information will be reviewed by the department and be found eligible, or ineligible.

Step 10: The final step in the background check process is for the Licensee to make a final hiring or connection decision. Licensees must log into the CCBC system and make one of three final decisions:

1. **Connected** is a final stage in the Child Care Background Check System. It means that the individual has completed their comprehensive background check and been found eligible, and the provider has finalized their hiring decision by connecting them to their facility. This is used for individuals hired or moving into the home.
2. **Disconnected** is a final stage in the Child Care Background Check System. If an applicant passed the comprehensive background check and was hired by the facility, the provider should Disconnect the individual when the applicant is no longer working there or moves out. If the applicant is found ineligible and was working at the facility supervised or had moved into the home, the provider should Disconnect the applicant immediately upon notification that the applicant was found ineligible.
3. **Withdrawn** is a final stage used to describe an applicant who the provider no longer wishes to hire or have move into the home. It should be used for individuals who have never worked in the facility or never moved into the home.

A person shall not linger in an eligible or ineligible stage. Licensing rules require a final action by the licensee. A person receiving an updated finding of ineligible must immediately be disconnected in the CCBC system and move out of the home if they are a member of the household. Licensing rules prohibit an ineligible person from being on the premises in the child care facility or having contact with children in care.