

CHILD CARE CRIMINAL BACKGROUND CHECK (CCCBC) REQUIREMENTS

The Louisiana Department of Education is designated by federal law to process child care criminal background checks (CCCBCs) in an effort to reduce the risk of children being harmed. The Department determines a person's eligibility for child care purposes based upon the results of an individual's criminal background check every five years.



What is included in the child care criminal background check:

- A fingerprint-based search of the Louisiana criminal history record information (CHRI);
- A fingerprint-based search of the Federal criminal history record information;
- A request to DCFS to search the State Central Registry of Child Abuse and Neglect;
- A search of the Louisiana Sex Offender and Child Predator Registry;
- A search of the National Sex Offender Registry; and
- A request for a search of the name-based state criminal history information record, state sex offender registry, and state registry of child abuse and neglect in each state where such person resided in the past five years.



Below are brief instructions on how to obtain the required CCCBCs. For full details and a step-by-step guide to obtaining the CCCBC, please see the [Child Care Civil Background System \(CCCBC\) User Manual](#).

Step 1: Access your account or Request an account on the CCCBC System

*** All providers, new and existing, will need to maintain two separate emails. To register for an account in the CCCBC System, you will need a business email address. To complete your own CCCBC application, you will need a personal email address.***

New providers:

If you are a new child care provider seeking to obtain the new CCCBC for yourself, new and/or existing employees, or contractors, you must first request an account by completing registration within the CCCBC System. You may visit the <https://CCCBC.LDOE.la.gov> website and select:

New Provider/Entity User Register Here to begin the account request process. Complete the request forms and registration process to submit for back office approval.

New System User for existing providers in the CCCBC System:

If you are a new System User for an existing child care center seeking to obtain access to the center's portal, you may visit the <https://CCCBC.LDOE.la.gov> website.

Select **New Provider/Entity User Register Here**. The System will navigate you to the **User Information** page. Complete the fields with the new Users information.

Step 2: Complete an application form

Complete an application via the CCCBC System Provider dashboard. See the **Child Care CBC System User Manual** for detailed instructions. If you are requesting a CCCBC for yourself, you will need to provide your **personal email address** when completing an application.

BESE Bulletin 137 expressly authorizes the following entities to apply for CCCBCs:

- Local schools that provide services to children in early learning centers (ELC)
- Resource and referral agencies that are approved by BESE and under contract with the Department
- Entities approved by BESE and under contract with the Department to provide mental health consultations
- Teacher preparation programs approved by BESE, for their employees, contract employees and enrolled students
- Accredited Louisiana universities for therapeutic program faculty and enrolled students that are required to be in ELCs
- Lead agencies approved by BESE and under contract with the Department
- Louisiana Department of Health, which provides IDEA, Part C services for children in ELCs
- 3rd party contractors approved by BESE and under contract with the Department to provide services in ELCs
- Entities approved by the Department that provide services in early learning centers
- The Department, which provides services in ELCs, for its employees and contract employees

Step 3: Pay fees

Fees are paid using the CCCBC system as part of the application submission process. The CCCBC system will guide you step-by-step through the process. The system only accepts credit card payments. Accepted credit cards are Visa, MasterCard, American Express, and Discover.

You will pay fees at two different instances:

1. LDOE fees paid after submission of application: \$40 (+\$15 per prior out-of-state residence listed on CCCBC application)
2. Fingerprinting fees are paid after completing payment of LDOE fees at the time of fingerprint appointment: \$55.75 or \$60.75 (Sheriff's Office locations)

Step 4: Pre-Enroll and Schedule a Fingerprint Appointment

Once an application is complete in the CCCBC System, the applicant will receive an email with a link from IDEMIA to pre-enroll and schedule a fingerprint appointment. If the link is not received, please visit:

<https://uenroll.identogo.com/workflows/27N4H8>. Confirm Louisiana Early Learning Centers service code: **27N4H8** is used when scheduling a fingerprinting appointment.

Step 5: Check email for eligibility notifications

You will receive an email notification when an eligibility determination has been issued by LDOE. Eligibility notifications concerning your own application will go to your personal email. Notifications concerning any employee(s) applications will go to your business email.

Contact LDECCCBCprocessing@la.gov for questions or assistance using the [CCCBC System](#) to obtain a CCCBC.