

OBTAINING THE CHILD CARE CRIMINAL BACKGROUND CHECK (CCCBC)

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

- Local public 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

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 (CC-CBC) User Manual**.

1. Access your account or Request an account on the CC-CBC System:

***** All providers, new and existing, will need to maintain two separate emails. To register for an account in the CC-CBC 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 CC-CBC System. You may visit the <https://CCCBCLDOE.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. Please be sure to use your **business email address** to create your provider account. If you do not have a business email address, you will need to create one in order to access the system. An email notification will be sent to this address with your username, a temporary password, a system generated Entity ID number and a link to the CC-CBC system. The system will prompt you to update your temporary password with a new password. You may then begin submitting applications.

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://CCCBCLDOE.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. You will need to enter a different email address than one that already exists in the System. Select NO to the question "Are you the first User to register for your facility". Enter your facility's System Entity Number in the fields. *This number is on your provider dashboard in the top right corner.* Check the email provided for a notification with

information regarding the new User account. The system will prompt you to update your temporary password with a new password. You may then begin submitting applications.

2. **Complete an application form:** Complete an application via the CC-CBC 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.
3. **Pay fees:** Fees are paid using the CC-CBC system as part of the application submission process. The CC-CBC system will guide you step-by-step through the process. The system currently 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.
2. Fingerprinting fees are paid after completing payment of LDOE fees at the time of fingerprint appointment.

LDOE fees will be payable directly after submitting the application.

4. **Pre-Enroll and Schedule a Fingerprint Appointment:** Once an application is complete in the CC-CBC 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.
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.

The Eligibility Notification for yourself will provide you with a username, a temporary password and a link to the CC-CBC system portal. You will use this information to access your newly created applicant portal.

The Eligibility Notification for an employee will provide you with the applicant ID number and a link to the CC-CBC system portal. In order to view the determination, you will need to login to your provider dashboard and use the search function to locate the applicant using the applicant ID number.

Should you have any further questions or need any assistance in using the CC-CBC System to obtain the CCCBC, please contact LDECCBCprocessing@la.gov.

