EARLY CHILDHOOD
AN OFFICE OF LDOE

Obtaining the Child Care Criminal Background Check

BESE Bulletin 139 requires all CCAP certified family child care providers and in-home child care providers to provide fingerprint based Child Care Criminal Background Checks (CCCBCs) for certain individuals. 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 User Manual.**

1. Access your account or request an account on the CCCBC System

All Providers, new and existing, will need to maintain two separate email addresses. Use a business email address to create the user account on the CCCBC system, and use a personal email address for your personal CCCBC.

New Providers:
If you are a new family care or in-home child care provider seeking to obtain a new CCCBC for yourself, new and/or existing employees, and other residents in your home, you must first request an account by completing registration within the CCCBC System.

Once on the webpage, select the **"New Provider/Entity User Register Here"** link and begin the account request process. Once the required information is entered and the required documents are uploaded, you'll submit the request for back office review. Please be sure to use your business email 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 the address with your username, a temporary password, a system generated Entity ID number, and a link to the CCCBC System. The system will prompt you to change your password from the temporary password. Once completed, you may begin submitting applications.

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. Applications must be completed for the following individuals:

Family Care Provider:
- Provider
- All Adults living at the location where care is being provided
- All adults employed in and on the property where care is being provided

In-Home Child Care Provider:
- Provider
- All non-caregiver* adults living at the location where care is being provided.

- All adults employed in and/or on the property where care is being provided.

**A caregiver is any person legally obligated to provide or secure care for a child, including a parent, legal custodian, foster home parent, or other person providing a residence for the child.*

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 currently only accepts credit card payments–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 after submitting the application.

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/27N6NF.

5. Check email for eligibility notification:

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 applications for resident(s) or any employee(s) will be sent to your business email.

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

The Eligibility Notification for a resident or employee will provide you with the applicant ID number and a link to the CCCBC 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.

If you need additional assistance or have any further questions, please contact the CCCBC team at LDECCCBCProcessing@la.gov.