



Early Childhood
IMPROVING SCHOOL READINESS

Updates to the Child Care Civil Background Check System April 2019

Agenda

Here is what you can expect from today's webinar.

- Year one overview
- List of updates in the CCCBC System
- Detailed tutorial of each update
- LDOE-designated fingerprint locations reminder
- Resources

This webinar will be recorded and posted in the next newsletter and on the Louisiana Believes CBC page.

Year one overview

Overview of the First Year of Implementing the CCCBC

LDOE began implementing the CCCBCs March 1, 2018 with a transition period through September 30, 2018.

Year One Snapshot

- 36,471 applications were processed;
- 229 applicants were determined ineligible;
- January 1, 2019 there was a slight fee increase (FBI increase of \$1.25);
- There are currently 27 LDOE-designated fingerprint locations; and
- There have been minor CCCBC System updates, with the largest update this month.

Updates to the Child Care Civil Background Check System (CCCBC System)

Changes to the CCCBC System

LDOE has made changes to the CCCBC System based on provider and entity feedback and to increase processing accuracy and efficiency.

Providers/Authorized Entities will notice the following changes:

1. Visitors can now be checked using Applicant ID;
2. There is a check eligibility log available to providers and Licensing Specialist;
3. Providers can upload attachments after the application is submitted, if necessary;
4. Applicants that require other state checks may submit the forms through the CCCBC System, depending on the person's former state; and
5. The position "Lead Teacher" has been added to position categories.

Provider dashboard

DEPARTMENT of EDUCATION Louisiana Believes

CCCBCS Child Care Civil Background Check System

Welcome, OLLIE

Entity: BROCHARD'S CHILD CARE CENTER - (▼)
[Click here to view Fingerprint locations](#)

My Account | Notifications | Outstanding Invoices | New Application | Check for Eligibility | Case Log | Licensing Report

NOTICE: **Be sure to complete the entire CCCBC application process within 30 calendar days or applicants will be made "Indeterminable", the fingerprint registration will cancel and your application payment may be retained by the Department. ** Always click on the fingerprint location link above for the current listing.

Application ID: Last Name: First Name: Search Clear

STATUS	Records	ID	Name	Position	Status	First Submitted	Date Issued	Expiration Date	Fingerprint Fees
INCOMPLETE	0	244	TEACHER, LEAD CERTIFIED I	LEAD TEACHER	PENDING PAYMENT				0
PENDING SUBMIT	0	250	SMITH, JOHN P JR	DIRECTOR	IN PROGRESS	3/12/2019			0
PENDING PAYMENT	1	226	TEST TWO, MANDATORY ID DCFS	OWNER	IN PROGRESS	7/27/2018			0
IN PROGRESS	3	3	GAUTHER, SALLY	EMPLOYEE	IN PROGRESS	1/16/2018			0
AWAITING FINGERPRINTS	0								0
CORRECTIONS REQUESTED	0								0
INDETERMINABLE	0								0
ELIGIBLE FOR CHILD CARE PURPOSES	3								0
INELIGIBLE FOR CHILD CARE PURPOSES	0								0
EXPIRED	0								0

Callouts:

- User information, Password changes, Security Questions
- View Invoices, pay applications in a batch
- Add to roster or start a new application
- Check Eligibility of infrequent visitors (e.g. CLASS Observers)
- UPDATE: Licensing Report shows dates a person had a certain status and when a visitor's eligibility was checked.
- Entity Name, System ID, and dropdown to select another center/entity, if applicable.
- Click here to view Fingerprint locations
- Application Status
- UPDATE: Upload additional attachments, when necessary
- Pay fingerprint fees
- Status Bar

Check Eligibility - Updated Search Field

Infrequent visitors, such as CLASS® Observers, can now be searched by providing their Application ID.

Check Eligibility

Check eligibility for Entity

Date of Birth (MM/DD/YYYY)

ID Type

ID Number

Last Name

First Name

Show Identifying Information

Visitors can now be checked by App ID; SSN; driver's license; or state-issued identification.

Check Eligibility - Updated Search Field

Infrequent visitors, such as CLASS® Observers, can now be searched by providing their Application ID.

Check Eligibility Check Eligibility Audit Log

Check Eligibility

ONLY A TEST DAYCARE - 001809

Check eligibility for Entity

Date of Birth (MM/DD/YYYY)

ID Type

APPLICATION ID ▾

ID Number

Last Name

Smith

First Name

John

Search Clear Dashboard

As of 4/2/2019

Date of Birth and ID Number fields were blanked for security purposes

Show Identifying Information

No results found.

Visitors can now be checked by App ID; SSN; driver's license; or state-issued identification.

Check Eligibility Log

The Check Eligibility Log allows providers to keep track of infrequent visitors and their status.

Check Eligibility **Check Eligibility Audit Log**

Search for All Applicants Eligible Applicants Only

Date Range 03/03/2018 TO 03/15/2019

View Clear

1 of 1 100% Find | Next

Child Care Civil Background Check System
Louisiana Department of Education
1201 N 3rd St
Baton Rouge, LA 70802
Check Eligibility Audit
Date Searched During 3/3/2018 to 3/15/2019

Searched	Results	Date Searched	Searched By	Provider Name	System Entity ID
LAST NAME: BUSH, FIRST NAME: BELLA	NO RECORD FOUND	2/27/2019	OWNER, OLLIE	BROCHARD'S CHILD CARE CENTER	001786
LAST NAME: CEASER, FIRST NAME: DONALD	ELIGIBLE FOR CHILD CARE PURPOSES	2/27/2019	OWNER, OLLIE	BROCHARD'S CHILD CARE CENTER	001786
LAST NAME: KNOPE, FIRST NAME: LESLIE	NO RECORD FOUND	2/27/2019	OWNER, OLLIE	BROCHARD'S CHILD CARE CENTER	001786
LAST NAME: SHADY,	ELIGIBLE FOR CHILD	2/27/2019	OWNER, OLLIE	BROCHARD'S CHILD	001786

Upload Attachments

Providers/Authorized Entities can upload attachments, if necessary, after a determination has been made.



Status	Records	ID	Name	Position	Status	First Submitted	Date Issued	Expiration Date	Fingerprint Fees
INCOMPLETE	0	244	TEACHER, LEAD CERTIFIED I	LEAD TEACHER	PENDING PAYMENT				0
PENDING SUBMIT	0	250	SMITH, JOHN P JR	DIRECTOR	IN PROGRESS	3/12/2019			0
PENDING PAYMENT	1	226	TEST TWO, MANDATORY ID DCFS	OWNER	IN PROGRESS	7/27/2018			0
IN PROGRESS	3	3	GAUTHIER, SALLY	EMPLOYEE	IN PROGRESS	1/16/2018			0
AWAITING FINGERPRINTS	0								0
CORRECTIONS REQUESTED	0								0
INDETERMINABLE	0								0

Upload additional attachments, if needed

This update allows LDOE and partner agencies to get updated information directly into the CCCBC System.

Lead Teacher Category

The position category “Lead Teacher” has been added to the CCCBC System.

ID	Name	Position	Status	First Submitted	Date Issued	Expiration Date	Fingerprint Fees
244	TEACHER, LEAD CERTIFIED I	LEAD TEACHER	PENDING PAYMENT				0
250	SMITH, JOHN P JR	DIRECTOR	IN PROGRESS	3/12/2019			0 
226	TEST TWO, MANDATORY ID DCF	OWNER	IN PROGRESS	7/27/2018			0 
3	GAUTHIER, SALLY	EMPLOYEE	IN PROGRESS	1/16/2018			0

Providers should categorize new applicants as lead teachers and email LDECCBCprocessing@la.gov to update the position of current employees. Please include the person's name and Application ID.

Collecting Forms for Out of State Checks

One of the biggest changes to the CCCBC System is the updated out of state process.

Applicant Residence History

Residential Addresses in the Past Five (5) Years
 Copy Current Address

Date From (MM/YYYY) / Date To (MM/YYYY) /

Residence Address:
Enter the Street Address and then ZIP Code to look up City and State: Out of Country

Street Address:

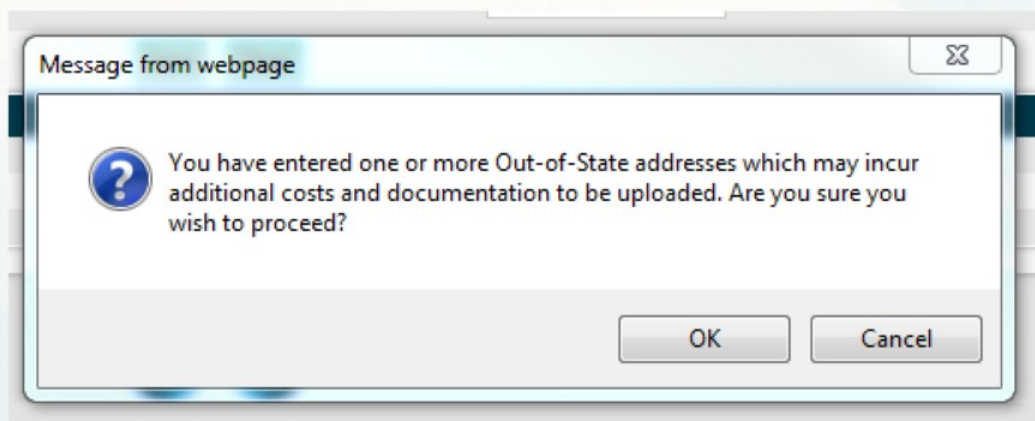
ZIP Code: Parish/County: City: State:

Address	Period of Residence	
501 TEST DR, BATON ROUGE, LA 70801	From 02/2017 To 02/2018	Edit Delete
NEW YORK, NEW YORK, NY 10010	From 01/2016 To 02/2017	Edit Delete
ALASKA, ANCHORAGE, AK 99518	From 02/2000 To 02/2016	Edit Delete

The process was previously outside of the System, utilizing fax machines, mail, and email.

Collecting Forms for Out of State Checks

Updated pop up reminds you that there are additional charges for out of state residents *and* now you may need to upload additional documents.



Remember, only list the legal residence of the applicant within the last 5 years.

Collecting Forms for Out of State Checks

Many state forms will now be given during the application submission process.

 You will also be required to upload the forms shown below for the Out of State residences. Click the corresponding State form link to download the form and print it. Complete the form and then upload the scanned form using the Browse and Upload buttons shown below for the form.

Out of State Forms

[Click here to Download and Print the CHRI form for the state of ALASKA](#)

Browse

Upload ALASKA CHRI

[Click here to Download and Print the CAN form for the state of ALASKA](#)

Browse

Upload ALASKA CAN

You must follow the specific LDOE instructions for the state of ALASKA. [Click here to download and print instructions specified.](#)

[Click here to Download and Print the CAN form for the state of NEW YORK](#)

Browse

Upload NEW YORK CAN


You must follow the specific **LDOE instructions** for the state of NEW YORK. [Click here to download and print instructions specified.](#)

The LDOE instructions must be read and followed. The state forms often have different instructions that DO NOT apply for the CCCBC process.

Collecting Forms for Out of State Checks





Applicant Attachments

i Marriage Certificate, Divorce Decree and, Miscellaneous attachments are optional.
System will only accept attachments of type .pdf, .tif, .png, .jpeg and .jpg with a maximum file size of 10MB.

[Click here to Print the Consent Form](#) 

Upload Documentation from the Document Type list below

Document Type: Upload File:

Attachments	Type	Uploaded By	Uploaded On	Delete
CONSENT FORM COMPLETED.JPG	Applicant's Consent and Disclosure Form for Initial CCCBC	OWNER, OLLIE	4/2/2019 12:19:00 PM	
CLEAR DRIVERS LICENSE.JPG	Applicant's Driver's License or other Approved forms of Identification	OWNER, OLLIE	4/2/2019 12:19:00 PM	
SAMPLE ALASKA CHR.JPG	Out of State CHR (ALASKA)	OWNER, OLLIE	4/2/2019 12:18:00 PM	
SAMPLE ALASKA CAN.JPG	Out of State CAN (ALASKA)	OWNER, OLLIE	4/2/2019 12:17:00 PM	

i You will also be required to upload the forms shown below for the Out of State residences. Click the corresponding State form link to download the form and print it. Complete the form and then upload the scanned form using the Browse and Upload buttons shown below for the form.

Out of State Forms

[Click here to Download and Print the CHR form for the state of ALASKA](#)

[Click here to Download and Print the CAN form for the state of ALASKA](#)

You must follow the specific LDOE instructions for the state of ALASKA. [Click here to download and print instructions specified.](#)

[Click here to Download and Print the CAN form for the state of NEW YORK](#)

New York Signed CAN.jpg

You must follow the specific LDOE instructions for the state of NEW YORK. [Click here to download and print instructions specified.](#)

LDOE Instructions for Out of State Checks



INSTRUCTIONS FOR FORMER KENTUCKY RESIDENTS

1) Kentucky Child Abuse and Neglect (CAN) Form Instructions

Please do the following:

1. Complete all required fields on the CAN form
2. **Sign and date** the CAN form
3. Have a **witness sign and date** the CAN form in the designated space
4. Return the **original signed** CAN form to La. Dept. of Education **by mail** to:
La. Dept. of Education
Office of Early Childhood
ATTN: Erin Coker, 4th floor
1201 N. 3rd St.
Baton Rouge, LA 70802
5. **Upload** a copy of the signed CAN form to the CCCBC System under the applicant's name

***** NOTE: You MUST forward these documents back to LDOE by mail and upload a copy into the CCCBC System in order for your application to be completed. Failure to do so will result in delays in the processing of your CCCBC and/or a change in your eligibility. *****

2) Kentucky Criminal History Record Information (CHRI) Instructions

Please do the following:

LDOE-designated fingerprint locations

LDOE-designated Fingerprint Locations



Entity: ONLY A TEST DAYCARE - 001809

[Click here to view Fingerprint locations](#)



Child Care Criminal Background Check Fingerprint Locations

Some locations may be closed for holidays. Please call and confirm hours of operation

Fingerprint Locations				
Parish	Name	Physical Address	Phone Number	Hours / Website
Ascension	UPS 6934	104 N. Airline Hwy Gonzales, LA 70737	(225) 644-8771	website
Bossier	Bossier Office of Community Services	700 Benton Rd. Bossier City, LA 71111	(318) 747-1045	
Bossier *NEW*	ABC Insurance Agencies	1520 Barksdale Blvd. Bossier City, LA 71111	(318) 222-0123	website
Caddo **TEMPORARILY CLOSED**	ABC Insurance Agencies	502 Stoner Ave Ste A **STONER CLOSED while moving to 6116 Line Ave**	(318) 425-0689	website
Calcasieu	UPS 5128	630 W. Prien Lake Rd. Ste. B Lake Charles, LA 70601	(337) 478-0691	website
Concordia	Concordia Community Development Center	107 EE Wallace Blvd. Ferriday, LA 71334	(318) 757-9213	
East Baton Rouge	UPS 3236	7350 Jefferson Hwy Ste 485 Baton Rouge, LA 70806 *NOTE: Louisiana State Police is NOT a location for CCCBCs*	(225) 927-6245	website
East Baton Rouge	UPS 2070	5261 Highland Rd. Baton Rouge, LA 70808	(225) 766-8810	website M-F 8am-7:00pm Sat 9am-4:00pm

Resources

Resources on Louisiana Believes CBC page

Updated documents:

- Initial Request Form
- Consent Forms
- Fingerprint sites
- User Manual
- Quick User Guide

DEPARTMENT of EDUCATION
Louisiana Believes

HOME ABOUT US BESE NEWSROOM

EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRANTS

ACADEMIC APPROVAL
ADMINISTRATIVE SUPPORT
CHILD CARE ASSISTANCE PROGRAM
CHILD CARE FACILITY LICENSING INFORMATION
CLASS OBSERVATIONS
CLASSROOM RESOURCES AND INITIATIVES
CONTINUING PROFESSIONAL DEVELOPMENT
COORDINATED ENROLLMENT AND FUNDING
PERFORMANCE PROFILES
PUBLICLY-FUNDED PROVIDERS
PREPARING AND CERTIFYING TEACHERS
PRESCHOOL EXPANSION GRANT
UNDERSTANDING REVOKED LICENSES AND UNLICENSED CENTERS

EARLY CHILDHOOD EDUCATION

Quality Providers: Act 3 (2012) called for the establishment of it to unify the state's early childhood education programs. This state community networks that include every publicly-funded Pre-K, CE

Lead Agencies: Every Early Childhood Community Network has functions for the community. Lead Agencies coordinate local CLJ coordinated enrollment process, conduct community meetings, a

Classroom Supports: Early Childhood Community Networks im experiences for children and increase support for programs.

Families: By empowering families with choice and raising the ba every child prepared to enter and succeed in kindergarten.

Families
Find an Early Learning Site
Child Care Assistance Program (CCAP)

Quality Providers
Licensed Centers Library
Publicly-Funded Providers
Understanding Revoked Licenses & Unlicensed Centers
Criminal Background Checks

CRIMINAL BACKGROUND CHECKS

Criminal background checks are required for staff working in child care and family child care settings. This process begins on the Department's Child Care Civil Background Check System and includes a fingerprint-based criminal history check.

LOUISIANA CHILD CARE CIVIL BACKGROUND CHECK SYSTEM

View a list of prohibited offenses that prevent individuals from serving as child care providers.

INFORMATIONAL LINKS

[Family Home & In-Home Provider CBC Instructions](#)
[CCDF Bulletin 137 – Early Learning Site Provider Certification Regulations](#)
[CCDF Bulletin 139 – Early Learning Site Provider Certification Regulation](#)
[Out-of-State Authorization Form for Louisiana Criminal History for Former Louisiana Residents](#)
[Out-of-State Criminal Background Check Information for Former Louisiana Residents](#)

INITIAL CONSENT AND DISCLOSURE FORM FOR CCCBC APPLICANTS

CONSENT AND DISCLOSURE FORM TO ADD EXISTING APPLICANT CCCBC DETERMINATION

File	Download
CCCBC Determination Request for Appeal	Download
CCCBC for CLASS Observers	Download
Child Care CBC FAQs	Download
Consent and Disclosure Form to Add Existing Applicant CCCBC Determination	Download
Initial Consent and Disclosure Form for CCCBC Applicants	Download
Louisiana CCCBC Initial Request Form	Download

HOT TOPICS
Overview of Child Care Criminal Background Check Requirements
Quick User Guide for the CCCBC System

FOR YOUR INFORMATION
CCAP Provider Library
CCCBC for CLASS Observers

YOU MIGHT ALSO LIKE
Fingerprint Locations for Child Care CBCs
CCCBC System User Manual
Important Update for Searching the State Central Registry for the CCCBC

CCCBC Tutorial Webinar

There will be another webinar, same content, to review the CCCBC System updates.

Tuesday, April 16th from 12:00 pm to 1:00 pm

URL to join: <https://ldoe.zoom.us/j/334103042>

Dial-in: (646) 876-9923

Meeting ID: 642-366-809

Questions can be sent to LDECCBCprocessing@la.gov or LDEchildcareCBC@la.gov.