

Division of Child Development and Early Education (DCDEE) (Enhanced Fingerprinting and DCDEE Works Account)

All staff working with preschool students must have enhanced fingerprinting completed. This includes principals, assistant principals, teachers, instructional assistants, related services personnel, and substitutes before they begin working with preschool children. As a reminder, enhanced fingerprinting must be renewed every five years. Newly hired staff will be given this information by the DPS Human Resources Department. Building administrators must verify that staff members have this requirement completed. In addition, enhanced fingerprinting must be verified, if there is any shift of preschool staff in the building. DPS staff will need to make an appointment with a law enforcement agency and complete the application in the DCDEE portal. Only the applicant can apply or fill out the information. There is a fee for both the fingerprinting and the Works account. Copies of fingerprint letters must be kept on file at HR and each person should keep a personal copy to produce as needed.

Applicants must submit the report(s), along with the Fingerprint Submission Release form to the Criminal Background Check Unit via mail, within seven (7) days from the date the N.C. application is completed in the DCDEE Portal.

The North Carolina Child Care Law (General Statute 110-90.2) requires a criminal background check (CBC) to be conducted and a determination of fitness to be made on all persons who work or provide child care in a licensed or regulated childcare facility.

Directions for enhanced fingerprinting may be accessed here: [Enhanced Fingerprinting Memo with Directions](#). **If you have questions or concerns to share, please contact Karen Thompson, Director of Early Learning via email at Karenc_thompson@dpsnc.net or by phone at 919-560-3505.**