

## **DPS PreK** **EMPLOYEE BACKGROUND CHECKS**

Due to recent changes in [state legislation](#), the NC Division of Child Development and Early Education is now requiring all licensed programs (Pre-K) to meet **DHHS Criminal Background Check** requirements (in addition to Durham Public Schools background check process). The detailed process is listed below.

### **\*NEW CBC REQUIREMENT IS FOR:**

- PreK Teachers
- PreK TA's
- Substitutes
- Related services staff that work with PreK (such as OT/PTs, SLPs, psychologists)
- Principals and AP's of schools with PreK
- Before/Afterschool program staff
- Bus drivers who transport PreK students

\*This is not the entire listing, but includes the majority of employees impacted.

### **STEP-BY-STEP:**

- Impacted employees complete the application using the link provided: <https://ncabcms.nc.gov/DCDEE/Applicant/> using your **NCID to login** (see next bullet point if you need to create a NCID account). Be sure to print fingerprinting instructions form and receipt from CBC application.
- There is a \$26.50 fee which must be paid by a credit or debit card.
- You must create an NCID which is required to login to the CBC application... *Recommended that you "Register" and create a new "Individual" NCID using a personal email. Once you create the "Individual" NCID account, you will receive an email with a verification code you have to enter in NCID to complete the process. Then you can use the NCID to login to the CBC portal.*

NCID

NCID

Username

Password

NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register

North Carolina Iden

New User Re

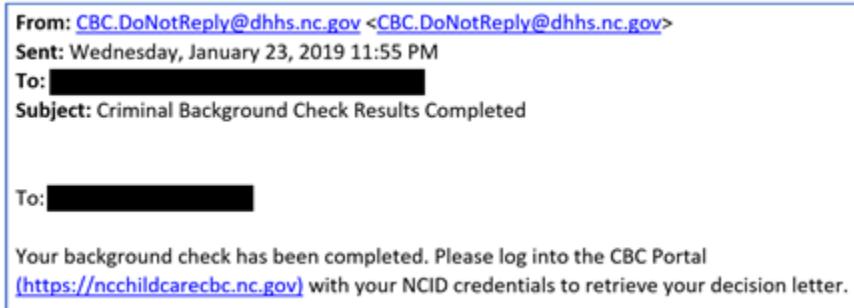
Please indicate your user type from one of the following categories:

Individual	Request access to I
Business	Request access to I
State Employee	Currently employed
Local Government Employee	Currently employed

- **Within 7 days of submitting the CBC application**, you must get fingerprinted at the sheriff's office through their LIVESCAN system. **YOU MUST TAKE THE FORM YOU PRINT OFF FROM THE CBC APPLICATION WITH YOU!!**
- **If you do not complete the LIVESCAN fingerprinting session within the 7 days, you will have to complete another CBC application and pay the fee again.** Any additional fees for not completing the fingerprinting session within 7 days will not be reimbursed.
- You must bring a **photo ID** with you that includes your physical address, and the **form from the CBC application**.

**Durham County Sheriff's Office**  
**510 S. Dillard St.**  
**Durham, NC 27701**  
**919-560-0899**  
**Fee: \$15.00**

- If you have any questions about the CBC application, you can call the DHHS Criminal Background Check department at **919-814-6401**.
- If you have lived out of state you will receive additional instructions from DHHS after submitting the initial CBC application. You will be required to submit an additional online application for each state you lived in but will only have to do fingerprints once.
- Once submitted, within 7-10 business days of submitting your fingerprints, you will receive an email from DHHS (looks like this):



- When you get the letter, you'll need to **login to the CBC Portal using your NCID and retrieve your "QUALIFIED" Letter**.

**Please email your supervisor, HR and the Office of early Education a scanned copy of this letter (Example):**

 <p>NC DEPARTMENT OF HEALTH AND HUMAN SERVICES Division of Child Development and Early Education</p>	<p>ROY COOPER • Governor MANDY COHEN, MD, MPH • Secretary ANNA CARTER • Director</p>
<p>January 23, 2019</p> <p>[Redacted]</p>	
<p><b>QUALIFICATION EXPIRES: January 23, 2022</b></p>	
RE: Applicant's Name: [Redacted]	DOB: [Redacted]
<p>Based on a review of your criminal history, the Division has determined that:</p>	
<p><b>You are QUALIFIED under the North Carolina Child Care Act, N.C.G.S. § 110-90.2.</b></p>	
<p>Qualification under child care law only refers to criminal background check requirements.</p>	
<p>This qualification letter expires three (3) years from date of issuance, unless you are subsequently disqualified. If you are subsequently disqualified, this letter becomes invalid.</p>	
<p>This qualification letter is valid at any licensed or regulated child care facility in North Carolina. If you change employment</p>	

- This will have to be repeated every 5 years.