

## **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 Prek programs 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
- 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.

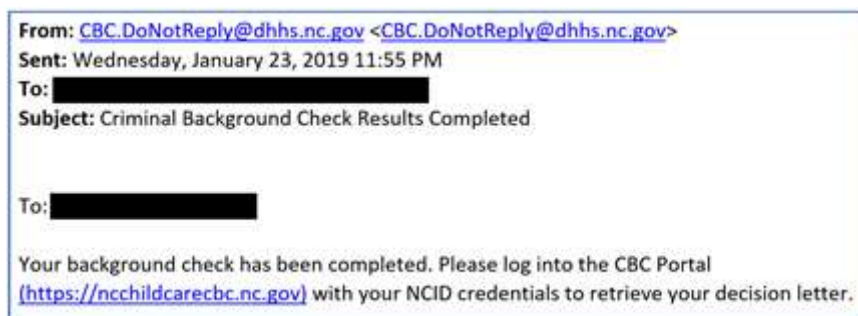
#### **STEP-BY-STEP:**

- Impacted employees complete the [CBC application](#) at <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 (to be reimbursed by DPS) which must be paid by a credit or debit card. We have asked DHHS if DPS can pay for employees upfront, but unfortunately, this is not an option. See reimbursement section below.
- 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.




- **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 you printed from the CBC application**.
- **There is \$15 fee at the time fingerprinting.** (to be reimbursed by DPS)
- *It would be a good idea to make an appointment with the Sheriff's Department for fingerprinting then complete your application since the fingerprinting process must be completed within seven days of the application.*
- 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 Franchesca Daye, [franchesca\\_daye@dpsnc.net](mailto:franchesca_daye@dpsnc.net) , Administrative Assistant for the Office of Early Education a scanned copy of this letter (Example):**



NC DEPARTMENT OF  
HEALTH AND  
HUMAN SERVICES  
Division of Child Development and Early  
Education

ROY COOPER • Governor  
MANDY COHEN, MD, MPH • Secretary  
ANNA CARTER • Director

January 23, 2019

██████████

**QUALIFICATION EXPIRES: January 23, 2022**

RE: Applicant's Name: ██████████ DOB: ██████████

Based on a review of your criminal history, the Division has determined that:

**You are QUALIFIED under the North Carolina Child Care Act, N.C.G.S. § 110-90.2.**

Qualification under child care law only refers to criminal background check requirements.

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.

This qualification letter is valid at any licensed or regulated child care facility in North Carolina. If you change employment

- This will have to be repeated every 5 years. DPS will pay/reimburse costs for this initial time and the renewals.
- You should also keep a copy of this letter for your records.

### **Reimbursement Procedures**

#### **Instruction on how to complete the reimbursement process**

1. Complete reimbursement request form (**BD-03**) [BD -03 Reimbursement Form](#)
2. Form must be filled out completely
3. **Vendor Number** is the **Employee ID number** from payroll & in HR it is the payroll ID number
4. Attach the receipt from the Sheriff Office
5. Form must be signed by Principal or DPS Supervisor

**Thank you for your attention to this critical matter, to ensure we are in compliance with the law.**