Background Check Process Tip Sheet for
Background Check-Only Entities Exempt from Regulation

This tip sheet is for Background Check Only Entities that have been identified as exempt from regulation by Child Care Licensing (CCL) and require background checks for certain employees and contracted service providers. This includes businesses that provide substitute care services and/or special skills classes at a licensed child care operation.

The Centralized Background Check Unit (CBCU) processes background checks for Background Check-Only Entities Exempt from Regulation because they provide these services to child care operations that are subject to regulation, and conduct these services at the regulated operation's location.

Requesting a Background Check Only Exemption

To request an exemption, please refer to the Licensing Exemption FAQs web page.

Complete and return the Exemption Request form to your local CCL office, along with supporting documentation that your program is not subject to regulation or exempt from regulation based on law, administrative rule, or both.

CCL will notify you in writing once they have reviewed and completed the exemption determination and will provide you with an operation number if your exemption request has been verified.

Once you receive exemption verification and your assigned operation number from CCL, you must follow the instructions to Create a Child Care Licensing Account.

> **Note:** When creating a Child Care Licensing Account, approved Background Check Only Entities Exempt from Regulation do not enter an issuance date.

If you have additional questions, contact your Local Child Care Licensing Office.

Submitting Background Checks for Background Check Only Entities Exempt from Regulation

After CCL verifies your request for an exemption, background check requests may be submitted using two options:

Option 1: Submit background checks through your Child Care Licensing Account
Option One is the preferred method for approved Background Check-Only Entities to submit background checks.

1. Login to your Child Care Licensing Account at [Child-Care Licensing Account Login](#).
2. Submit the person's information as requested.
3. The CBCU will process the background check request and provide eligibility notices to you and to the person. Visit the [General Licensing FAQs](#) web page for more information about background checks.
4. For information about background check notifications, refer to the [Notifications FAQs](#) web page.

Option 2: Submit background checks through the licensed child care operation.
If you do not have an approved request for exemption, you must use option 2.

1. Complete [Form 2971](#) (Background Check Request form) for **each** employee or contracted service provider who will have direct access or provide direct care to children in care of the licensed operation.
2. Provide the completed Form 2971 directly to **each** licensed child care operation at which the person will be assigned.
3. The child care operation will initiate the background check request electronically through their Child Care Licensing Account.
4. The CBCU will process the background check request and provide the results directly to the child-care operation and the subject of the background check.

Completing the Fingerprinting Process

If the person requires a Federal Bureau of Investigations (FBI) fingerprint check, the CBCU emails a notification to the person that includes the service code and a Universal Enrollment Identification (UE ID) number for the person. If the person reports they have not received a notification, advise them to check their junk and spam folders. If unable to locate the notification, contact the assigned CBCU Inspector. The assigned CBCU Inspector can be found at [Centralized Background Check Unit Contacts](#) web page.

Please visit the [Fingerprinting](#) web page for detailed information regarding this process, including:
- Instructions for scheduling a fingerprinting appointment,
- Required documents to prove the person's identity, and
- Fingerprinting fees.

The FBI fingerprint check results are generally received by CBCU within ten days after the person has been fingerprinted.

Background Check Processing

- Information for background checks for Special Skills Vendors and Background Check-Only Entities are on the [Day Care Operations FAQs](#) web page.

- The [Child Care Licensing Background Checks](#) web page gives descriptions of each type of background check. The background check types requested are determined based on the information submitted for the person; submitting complete and correct information ensures the correct background check types are requested.

- If a person requires any out-of-state background checks, they must work with the assigned CBCU Inspector to complete the checks.

- Background Check results are communicated with the person and the Background Check-Only Entity or the Licensed Operation that submitted the request.

- Providing the person's email address in the background check submission allows notifications to be sent via email, which results in quicker processing.

- If emails are not found in the inbox, check the spam and junk folders.

- Check the *Online Background Check History* section of the Child Care Licensing Account to find a status of a background check.

- Training videos and other information is on the [Child Care Licensing Account Registration and Login](#) web page.

Contacting the CBCU

For more question about background checks, contact your assigned CBCU Inspector. This information is on the [Centralized Background Check Unit](#) web page.

Summary of Resources:

Link to Web Page	Description
[Background Check FAQs](#)	FAQs for Background Checks
[Centralized Background Check Unit](#)	CBCU Contact Information
[Day Care Operations FAQ](#)	FAQ page which includes information relating to vendors and Background Check-Only Entities.
[Child Care Licensing Account Registration and Login](#)	Page containing links to Login or Create a Child Care Licesning account, Tutorial Videos, and related FAQs.
[Child Care Licensing Background Checks](#)	Overview of Child Care Licensing Background Checks
[Contact Child Care Licensing](#)	Child Care Licensing Contact Information
[Fingerprinting](#)	Information for completing fingerprinting
[General Licensing](#) – Background Checks FAQ	FAQ page for General Licensing Background Checks

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