

OBTAINING THE CHILD CARE CRIMINAL BACKGROUND CHECK (CCCBC) (REV. 2/18)

BESE Bulletin 139 requires all CCAP certified family child care providers and in-home child care providers to provide fingerprint based CCCBCs for certain individuals. Below are brief instructions on how to obtain the required CCCBCs. For full details and a step- by- step guide to obtaining the CCCBC, please see the **Child Care Civil Background System (CC-CBC) User Manual**.

1. **Access your account or Request an account on the CC-CBC System:**

***** All providers, new and existing, will need to maintain two separate emails. To register for an account on the CC-CBC System, you will need a business email address. To complete your own CCCBC application, you will need a personal email address.*****

New providers:

If you are a new family or in-home child care provider seeking to obtain the new CCCBC for yourself, new and/or existing employees, and other residents in your home, you **must** first request an account by completing registration within the CC-CBC System. You may visit the <https://CCCBCLDOE.la.gov> website and select **New Provider/Entity User Register Here** to begin the account request process. Complete the request forms and registration process to submit for back office approval. Please be sure to use your **business email address** to create your provider account. If you do not have a business email address, you will need to create one in order to access the system. An email notification will be sent to this address with your username, a temporary password, a system generated Entity ID number and a link to the CC-CBC system. The system will prompt you to update your temporary password with a new password. You may then begin submitting applications.

Existing Providers:

If you are an existing family or in-home child care provider seeking to obtain the CCCBC for yourself, new and/or existing employees, or residents, you will **not** have to request an account. An account has been created for you using your provider number. A username and password will be issued to you prior to the March 1st, 2018 go-live date. You may visit the <https://CCCBCLDOE.la.gov> website and enter the provided username and password into the appropriate fields. The system will prompt you to update your temporary password with a new password. You may then begin submitting applications.

2. **Complete an application form:** Complete an application via the CC-CBC System Provider dashboard. See the **Child Care CBC System User Manual** for detailed instructions. If you are requesting a CCCBC for yourself, you will need to provide your **personal email address** when completing an application. Applications must be completed for the following individuals:

Family Child Care Provider	In-Home Child Care
Provider	Provider
All adults living at the location where care is provided	All non-caregiver adults living at the location where provided (A caregiver is any person legally obligated to provide or secure care for a child, including a parent, legal custodian, foster home parent, or other person providing a residence for the child.)
All adults employed in, and all adults employed on the property where care is being provided.	All adults employed in, and all adults employed on the property where care is being provided

3. **Pay fees:** Fees are paid using the CC-CBC system as part of the application submission process. The CC-CBC system will guide you step-by-step through the process. The system currently only accepts credit card payments. Accepted credit cards are Visa, MasterCard, American Express, and Discover.

You will pay fees at two different instances:

1. LDOE fees paid after submission of application.
2. Fingerprinting fees paid after completing payment of LDOE fees.

LDOE fees will be payable directly after submitting the application. Fingerprinting fees may be paid thereafter by selecting the Fingerprint icon on the provider dashboard. Choose this icon to continue to pay for the fingerprinting fees. Follow the instructions/steps on each site to complete the payment process. Refer to the **CC-CBC System User Manual** for additional guidance.

4. **Submit fingerprints:** Once payment has been submitted for the LDOE fees as well as the fingerprinting vendor fees via the CC-CBC System portal, the required individuals must go to the nearest LDOE approved fingerprinting location to submit fingerprints. Upon payment of the fingerprinting fees, the applicant will be issued a Transaction Control Number (TCN). **The individual must provide the fingerprinting location with the TCN.**

NOTE: You will no longer submit fingerprints to your local sheriff's office. Please submit fingerprints at the nearest LDOE approved fingerprinting location.

A list of LDOE approved fingerprinting locations is available [here](#). This list is also available at all times on the CC-CBC Provider's dashboard.

****Appointments are NOT necessary. Please DO NOT send applicants to the fingerprinting location with any form of payment. Fingerprinting fees MUST be paid through the CC-CBC System in advance.****

5. **Check email for eligibility notifications.** You will receive an email notification when an eligibility determination has been issued by LDOE. Eligibility notifications concerning your own application will go to your personal email. Notifications concerning resident(s) or any employee(s) applications will go to your business email.

The Eligibility Notification for yourself will provide you with a username, a temporary password and a link to the CC-CBC system portal. You will use this information to access your newly created applicant portal.

The Eligibility Notification for a resident or employee will provide you with the applicant ID number and a link to the CC-CBC system portal. In order to view the determination, you will need to login to your provider dashboard and use the search function to locate the applicant using the applicant ID number.

Should you have any further questions or need any assistance in using the CC-CBC System to obtain the CCCBC, please contact LDEchildcareCBC@la.gov.