



Background Checks

Employee List Validation

Overview of Changes

To support Child Care Licensing's (CCL) participation in the FBI National Rap Back service, the rules that become effective on January 13, 2019 require each operation to validate that the list of persons associated with your operation is accurate. This requirement ensures that CCL only receives the National Rap Back service information for persons who are still actively employed by or otherwise associated with a child care operation.

How Often Do Operations Have to Validate the Employee List?

You may validate your list at any time, but at a minimum, you must validate the list:

- Every 3 months, if you are a licensed operation (other than a licensed child care home);
- Every year, if you are a licensed child care home, registered child care home, or listed family home.

How Will an Operation Know when the Employee List Validation is Due?

CCL's Centralized Background Check Unit (CBCU) will send a notification to the operation 30 days before the Employee List Validation is due. If you have an online Child Care Licensing Account, you will also receive a message in the Message Board that the Employee List Validation is coming due.

How Does an Operation Validate the Employee List?

You may complete the Employee List Validation process using your online Child Care Licensing Account and following the steps below:

- View your Online Background Check History page;
- Verify all persons requiring background checks are on the list;
- If a person is not on the list, submit a background check for the person;
- Ensure all persons associated with the operation have a status of "active" or "pending;"
- Verify that anyone who is no longer associated with the operation is "inactive" (You may need to inactivate a person whose status still says "active" or "pending."); and
- Once the list is accurate, validate the list.