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IMPORTANT! THIS NOTICE SHOULD BE TRANSLATED IMMEDIATELY.

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## MEMORANDUM TO PROGRAMS FOR FINGERPRINT SCANS DURING LICENSE RENEWAL

Dear Program,

The Department of Early Education and Care (“EEC”) will be enforcing fingerprinting requirements during your license renewal. This will ensure that all individuals associated with your program have been fingerprinted in compliance with Federal and State Law. This memorandum will explain the process, and will also provide you with ways to get more information during your license renewal.

### **What is changing?**

All licensees will be required to ensure that everyone in their program has received a fingerprint scan in the last three years.

In addition, the licensee and all family child care assistants will be required to be found fully suitable after a CORI, DCF, SORI, and fingerprinting check before the license can be renewed.

### **Why now? I thought EEC was already fingerprinting?**

EEC background record check process has been requiring fingerprinting of child care workers and residential and placement staff since 2014. However, in order to demonstrate compliance with the Child Care Development Block Grant, EEC must ensure that all program staff and family child care individuals have had their fingerprints scanned. In the past, not all individuals have gone to get their fingerprints scanned after receiving EEC’s fingerprint notification letter.

### **Who does this affect?**

#### Family Child Care Providers:

Family child care licensees are required to ensure that all household members and persons regularly on the premises have had their fingerprints scanned before the family child care license will be renewed.

#### Family Child Care Assistants:

Family child care assistants are required to have been found fully suitable after a CORI, DCF, SORI, and fingerprint check before their certificate or registration is renewed.

#### Group and School Age Child Care Programs:

Group and school age licensees are required to ensure that all program staff members have their fingerprints scanned prior to their license being renewed.

Residential and Placement Programs:

Residential and placement licensees are required to ensure that all program staff members have their fingerprints scanned prior to their license being renewed.

**What are the requirements for me, the licensee?**

Licensees for all programs types are required to have full background record check suitability (CORI, DCF, SORI, and fingerprinting) before the license can be renewed.

**What happens if not everyone is fingerprinted by the time my license expires?**

You could be putting your license, certificate, registration, or approval in jeopardy and you will not be in compliance with Federal and State law.

**How do I know if everyone is fingerprinted?**

Group and School Age and Residential and Placement Programs:

You can log into BRC manager to view whether your staff has had their fingerprints scanned in the last three years.

For guidance please refer to the user guide which is available in BRC Manager.

Family Child Care Programs:

Hopefully you will know whether your household members or persons regularly on the premises have had their fingerprints scanned in the past three years, but if you are not sure, you can contact the BRC Unit (contact information provided below) to obtain information about your program's fingerprint status.

Family child care assistants should contact the BRC Unit (contact information provided below) to obtain information about their background record check suitability.

**How will I be reminded of this requirement?**

EEC's Licensing and Education Analytic Database ("LEAD") will issue notifications via e-mail to all programs that have not yet completed fingerprinting during their license renewal period. In addition, LEAD's license renewal reminder e-mails are updated with text informing all programs that fingerprints will be required prior to license renewal.

**Ok, so I'm sure that all of my staff/household members have been fingerprinted in the past three years, what do I do now?**

Once you feel confident that all of your staff (for Group, School Age, Residential, and Placement programs), and household members/persons regularly on the premises (for Family Child Care programs) have had their fingerprints scanned in the past three years, you should **contact your licensor to verify**. Your licensor will then run a report to determine your compliance, and will contact you if there are still individuals that need a fingerprint scan.

**Who should I contact with any questions?**

Please check the Fingerprint status and/or Suitability disposition for your staff in BRC Manager. The fingerprint “print” date could take up to 48 hours to update. If your staff or prospective candidates have been fingerprinted and BRC Manager has not been updated to show the fingerprint “print” date, please contact the BRC Unit. The BRC Unit can be contacted by phone at (617) 988-7841 or by e-mail [EEC.BRC@mass.gov](mailto:EEC.BRC@mass.gov).

Once you feel confident that all fingerprints have been scanned, you may then contact your licensor to validate and update your record in LEAD.