

## Criminal Records Check Requirements for CCLC and FCCLH Staff

### **Definitions:**

Director: On-site manager designated by the owner who is responsible for the supervision, operation and maintenance of the child care program.

Provider: Person who is license to operate a Family Child Care Learning Home and who also primarily provides care to the children in the Home.

### Employee:

- 17 years of age or older and
- Is employed by the child care program to perform duties which involve personal contact with children in the child care program or
- Is an independent contractor who offers consistent supplemental educational or physical activities for the children (examples: karate, dance, foreign language instructor) or
- Is a student-in-training or
- Who volunteers and performs consistent services for the child care program or
- Is person who lives at the child care program or
- Is employed by the child care program and may also have a child in care at the program.

### Provisional Employee:

- Person other than director or employee and
- Whose duties involve personal contact with children in care and
- Who has received a satisfactory preliminary local records check determination and
- Is hired for a limited period of time (21 days)

### Student-in-Training:

- Student enrolled in an educational course of study which requires the student to observe and participate in the care of children and
- Whose training is for a limited period of time, semester, etc. and
- Who must be under the direct supervision of child care program personnel.
- If 16 years of age or younger, no criminal records check is required.

Fingerprint: an inked fingerprint card or an electronic image of a person's fingerprint.

Fingerprint Records Check Application: a document created by Bright from the Start which is to be completed by every actual and potential Director and Employee and then submitted to Bright from the Start. The application includes the Director's or the Employee's name, Center type (CCLC or FCCLH), and any other information Bright from the Start has requested on the form. This application must be signed by the person completing the application and authorizes Bright from the Start to receive criminal history information about the person. Bright from the Start CRC staff will make a criminal record satisfactory or unsatisfactory determination based on this information.

Fingerprint Records Check Determination: a satisfactory or unsatisfactory determination made by Bright from the Start CRC staff that is based on a national fingerprint criminal history record.

Preliminary Records Check Determination: a written satisfactory or unsatisfactory determination by a child care program based on an examination of an individual's Georgia Crime Information Center (GCIC) information (such as found on a RAP sheet) which is obtained solely from a law enforcement agency.

Satisfactory Records Check Determination: a written declaration that a person for whom either a preliminary or a fingerprint records check was performed was found to have no Criminal Record as defined in these rules. (The employing child care program makes the determination for preliminary records checks and Bright from the Start CRC staff make the determination for fingerprint records checks.)

Unsatisfactory Records Check Determination: a written declaration that a person for whom either a preliminary or fingerprint records check was performed was found to have a Criminal Record as defined in these rules. (The employing child care program makes the determination for preliminary records checks and Bright from the Start CRC staff make the determination for fingerprint records checks.)

## Criminal Records Check Requirements for CCLC and FCCLH Staff

Director/Administrator/Provider	Employee hired before 1/1/14	Employee hired 1/1/14 or after	Provisional Employee hired on or after 1/1/14
<ul style="list-style-type: none"> <li>Satisfactory Fingerprint Records Check Determination by Bright from the Start completed before director begins work.</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Preliminary local Records Check Determination by child care program. OR</li> <li>Satisfactory Fingerprint Records Check Determination by Bright From the Start</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Fingerprint Records Check Determination by Bright from the Start.</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Preliminary local Records Check Determination by child care program.</li> <li>May only work 21 calendar days</li> </ul>
By 1/1/17	By 1/1/17		To Become a Permanent Employee "Employee"
Same as above continues.	<ul style="list-style-type: none"> <li>Employee must have a Satisfactory Fingerprint Records Check Determination by Bright From the Start</li> <li>Must be re-fingerprinted every 5 years from the date of original Finger prints (Example: If employee FINGER PRINT determination is dated 12/31/16, new FINGER PRINT determination must be dated by or before 12/31/21)</li> </ul>		<ul style="list-style-type: none"> <li>Employee must submit:                             <ol style="list-style-type: none"> <li>Fingerprint records check application to Bright From the Start</li> <li>Fingerprints to an authorized fingerprint processing site.</li> </ol> </li> </ul>
By 1/1/19	By 1/1/19	By 1/1/19:	
<ul style="list-style-type: none"> <li>If determination was done <b>on or before 1/1/14</b>—new Satisfactory Fingerprint Records Check Determination must be completed.</li> <li>Must have a Satisfactory Fingerprint Records Check Determination on file, <b>issued every 5 years</b>.</li> </ul>	<ul style="list-style-type: none"> <li>If finger print was done <b>before 1/1/14</b>, a new Satisfactory Fingerprint Records Check Determination must be completed.</li> <li>Must have a Satisfactory Fingerprint Records Check Determination on file, <b>issued every 5 years</b> starting January 1, 2019</li> </ul>	<ul style="list-style-type: none"> <li>If FINGER PRINT was done <b>on or before 1/1/14</b>, a new Satisfactory Fingerprint Records Check Determination must be completed.</li> <li>Must have a Satisfactory Fingerprint Records Check Determination on file, <b>issued every 5 years</b>. (Example: If employee FINGER PRINT determination is dated 2-1-14, new FINGER PRINT determination must be dated by or before 2-1-19)</li> </ul>	
Portability			Portability
<p>CCLC Directors, FCCLH Providers and all child care employees (excluding approved Students-in-Training)- Satisfactory Fingerprint Records Check Determination letter from Bright From the Start must be issued within the immediate preceding 12 months from hire date.</p> <p>Approved Students-in-Training- Satisfactory Fingerprint Records Check Determination letter from Bright From the Start must be issued within the immediate preceding 24 months from hire date.</p>			<ul style="list-style-type: none"> <li>GCIC-based criminal history information (RAP sheet) can be used by more than 1 child care program if issued within immediate preceding 10 days.</li> <li>A written declaration should be made by each facility.</li> </ul>