

New Criminal Record Check (CRC) Law Requirements Effective January 1, 2013

Preservice Requirement

CRC qualification must be issued prior to:

- Being hired by a child care facility
- Receiving a license to own or operate a child care facility
- Living in a FCCH or center in a residence
- Moving into a FCCH or center in a residence

More Comprehensive Check

- Federal fingerprint check **prior** to employment and every 3 years thereafter (even if they stay at the same facility)
 - \$25 payable online to DHHS
- Statewide Administrative Office of the Courts (AOC) check completed by DHHS (no cost)
- Responsible Individual List check (no cost)
- Sex Offender Registry check (no cost)
- Volunteers counted in staff/child ratio or who have unsupervised access to children will complete a statewide AOC (no cost) prior to assuming care of children.
- Mandatory reporting requirement
 - Any charge, indictment or conviction received after qualification must be reported to DHHS by email at DHHS.CRC.Unit@dhhs.nc.gov or by phone at (919)773-2856.

Procedural Change

- When an applicant is qualified prior to employment, licensure or residency, the applicant can work/live in any facility in North Carolina while the qualification is valid without having to complete a new fingerprint check.
- If an applicant changes facilities while the qualification is valid, the applicant must fill out a "Change of Information" form to notify the DHHS Criminal Record Check Unit of their change of employment/residency. The owner/director is responsible for ensuring the Unit is in receipt of the form. The required change form is the same form used by the Workforce Education Unit.
- Applicants currently qualified may continue to work or have residency under their current qualification letter until it expires.
 - For applicants who have already received a requalification as of January 1, 2013, the expiration date is printed in bold on the letter.
 - For those applicants who **have not** received a requalification letter as of January 1, 2013, the letter will expire three years from the date of hire printed on the letter (next to the date of birth and above the facility ID#).
 - Once automation changes are made, the expiration date will be printed on all notification letters. Going forward, the CRC letters will expire three years from the date of qualification.
- Applicants may submit their renewal requests (DHHS-004 form and fingerprint impressions) up to six months prior to the expiration date.
- If the qualification letter is expired, applicants must leave the facility immediately.