



Dear Group and School Age program,

The Department of Early Education and Care (EEC) is updating our background record check system on **Thursday, January 9, 2025**, in order to meet certain federal guidelines. This update will affect the BRC renewal date of a small number of educators and staff by requiring them to complete a new fingerprint-based Background Record Check (BRC).

As a result of this update, the following educator(s)/staff at your program will be required to submit a new fingerprint associated with your program by **Friday, March 14, 2025**:

- EDUCATOR 1
- EDUCATOR 2

After **January 9th**, you should submit a renewal request in BRC Program Portal for each candidate to begin the process of completing an updated BRC for these candidates. Please note this **will require** a new fingerprint.

Educator(s) and staff identified above can continue working in your program while they submit their new fingerprint by the date above.

If you have a question about this notice, please contact EEC's BRC Call Center at (617) 988-7841 or submit a ticket at [BRC Request Form - BRC Portal \(service-now.com\)](#).