

Dear Licensees and BRC Program Administrators,

We are pleased to offer the next BRC Program Portal training sessions. We request new Licensees and BRC Program Administrators attend these sessions (or review the previously recorded sessions). The desired outcome of this effort is to ensure that programs have the knowledge and skills to better manage their rosters and stay in compliance with EEC BRC regulations.

### **Training sessions**

EEC offers a series of live sessions that addresses topics related to BRC Policy and use of the BRC Program Portal.

#### **Session 1: February 4, 2025**

##### **Audience: All programs**

- Overview of policies
- Candidate's responsibilities for background record check
- Program responsibilities while candidate is in process
- How to enter a candidate into the BRC Program Portal

Click here to register for above session. <https://www.mass.gov/event/brc-program-portal-training-session-1-02-04-2025>

#### **Session 2: February 25, 2025**

##### **Audience: Residential and Placement Programs**

- Introduction to the BRC Program Portal Dashboard
- Introduction to the Submission Index/Roster Management
- Orientation regarding suitability determinations
- Overview of request statuses

Click here to register. <https://www.mass.gov/event/brc-program-portal-training-session-2-for-rp-programs-02-25-2025>

#### **Session 2: February 26, 2025**

##### **Audience: GSA, Agency Affiliate and Funded Program**

- Introduction to the BRC Program Portal Dashboard
- Introduction to the Submission Index/Roster Management
- Orientation regarding suitability determinations
- Overview of request statuses



MASSACHUSETTS

## Department of Early Education and Care

Click here to register. <https://www.mass.gov/event/brc-program-portal-training-session-2-for-gsa-affiliated-funded-programs-02-26-2025>

### **Session 3: March 11, 2025**

#### **Audience: All programs**

- Types of submissions for candidates who already exist in BRC Program Portal
  - Suitability transfers
  - Resubmissions
  - Renewals
- Why and when a candidate cannot be entered by a program

Click here to register. <https://www.mass.gov/event/brc-program-portal-training-session-3-03-11-2025>

If you are unable to attend a live session or need a refresher, please visit our Training website where recorded training sessions can be found in eight (8) languages.

#### **Pre-recorded Live Training Sessions:**

- Training for [Residential and Placement Programs \(R&P\)](#)
- Training for [Group and School Aged Programs \(GSA\), Funded Programs and Agency Affiliates](#)

If you have any questions, please call our EEC Contact Center at 617-988-7841.

Sincerely,

EEC Background Record Check Unit