



The Commonwealth of Massachusetts

Department of Early Education and Care

Policy	
Closing Abandoned Requests in BRC Manager	Background Record Checks – All Licensed and Funded Programs
Effective Date: February 1, 2024	

EEC has established the following policy regarding the closure of abandoned Background Record Check (BRC) requests from the BRC Manager system to ensure that the list of pending BRC applicants is current and includes only those applicants who have been fingerprinted.

Currently, programs do not have the ability to cancel or remove a BRC request once it is submitted in the BRC Manager. BRC staff cannot continue the BRC process for un-fingerprinted candidates, so applicants who abandon their BRC without being fingerprinted remain indefinitely in the BRC Manager system.

EEC will close BRC requests in BRC Manager 120 days after submission if the candidate has not provided fingerprints by that time.

This policy will affect BRC requests for all existing candidates, including those existing candidates who are in a conditional or renewal status. Candidates in conditional or renewal status whose BRC is closed pursuant to this policy must be removed from the program within 14 days.