



The Commonwealth of Massachusetts

Department of Early Education and Care

Policy	
Order of Background Record Checks in BRC Navigator for all Program Types	Field Operations – All Licensed and Funded Programs
Effective Date: August 22, 2023	

Order of Background Record Checks in BRC Navigator

When a candidate is the subject of a background record check (BRC) through the Department of Early Education and Care (EEC), the submission is initiated in the BRC Program Portal (Navigator system). A fingerprint notification letter is issued to the candidate by e-mail (containing a unique enrollment ID) and instructs the candidate to get fingerprinted.

After the candidate has been fingerprinted, the remaining BRC checks will all run simultaneously:

- Criminal Offender Record Information (CORI),
- Sex Offender Registry Information (SORI), and
- Department of Children and Families (DCF).

When applicable, the following additional checks will run:

- National Sex Offender Registry (NSOR) for certain candidates (those under CCDBG authority), and
- Each state's Criminal Offender Registry, Child Welfare Registry, and Sex Offender Registry cross-check for any candidate that lives or has lived out of state during the past five (5) years.
 - Residential program employees who live or have lived out of state during the past 5 years will only complete a Child Welfare check.

All candidates must set up the fingerprint appointment as soon as possible to expedite this process. Any candidate who is not fingerprinted within four (4) months will automatically be cancelled out of the EEC BRC system and will need to be re-entered by the program and complete a new consent form.

Supervised, provisional status for GSA and Funded Program

For Group and School Age (GSA) and Funded Program candidates, after the candidate is fingerprinted and completes the required sex offender checks, EEC completes its preliminary screening process and may authorize a program to hire certain candidates in a supervised, provisional status.

When a candidate is provisionally hired, the program may utilize this candidate in their program only when supervision is direct and constant. Any employee of the program who has a current EEC suitability can perform this supervisory function. EEC initially notifies only the program when a candidate is eligible for provisional status. Once the program changes the candidate's hiring status to "provisionally hired," the candidate is also notified (via email). The candidate may work in a supervised, provisional status until the candidate's remaining checks are completed, up to 120 days, and the Program receives a final suitability determination for that candidate from EEC.

The following candidates **are not** eligible for supervised, provisional status under any circumstance: licensees, family child care candidates, residential and placement candidates, relative caregivers, in-home non-relative caregivers, agency personnel, transportation personnel, affiliated programs and persons, temporary agency staff, and contracted/service providers. These candidates must be deemed fully "suitable" by EEC prior to working in any EEC-licensed or funded program in any capacity.