



Abandoned or Incomplete BRC Request Removals (2025)

Policy Number: BRC-25-01
Release Date: March 5, 2025
Effective Date: March 5, 2025
Applicability: All Licensed and Funded Programs

BACKGROUND

The Department of Early Education and Care (EEC) establishes the following policy regarding the removal of abandoned or incomplete Background Record Check (BRC) requests from the BRC Navigator Program Portal to ensure that the list of pending BRC applicants is current.

Presently, programs do not have the ability to cancel or remove a BRC request once submitted in the BRC Navigator Program Portal. BRC staff cannot continue the BRC process for un-fingerprinted candidates, so these BRCs become abandoned or incomplete requests in the BRC Navigator Program Portal.

This policy is being amended to now include ALL candidates (New, Renewal and Resubmissions) with BRC requests:

- that are over forty-five (45) days old, and
- where the candidate did not schedule a fingerprint appointment or provide fingerprints.

AUTHORITY

- MGL 15D (sec. 7-8)
- 606 CMR 14

POLICY STATEMENT

EEC will remove abandoned or incomplete BRC requests from the BRC Navigator Program Portal after forty-five (45) days.