



**Department of  
Early Education and Care**  
THE COMMONWEALTH OF MASSACHUSETTS

**EEC Background Record Check Unit and Field Operations**

**POLICY STATEMENT: Order of Background Record Checks in BRC  
Navigator for all Program Types**

**DATE: September 10, 2019**

**EEC BRC UNIT POLICY NUMBER: 19-003**

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**Order of Background Record Checks in BRC Navigator**

When a candidate's background record check (BRC) through the Department of Early Education and Care (EEC) is initiated in the new BRC Navigator, a fingerprint notification letter is issued to the candidate by e-mail. The candidate will be instructed via e-mail to get fingerprinted. After the candidate has been fingerprinted (touched the glass), the remaining BRC checks, which are Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), and Department of Children and Families (DCF), will all run simultaneously. The candidate must set up the fingerprint appointment as soon as possible to expedite the process.

Programs will receive a separate notification from EEC when a candidate can be hired in a supervised provisional status.<sup>1</sup> The Program is the only one notified that the candidate is eligible for supervised provisional status – candidates are not initially notified of this status. The candidate will only be notified of their status when the program changes the hiring status to “provisionally hired.” When that happens, a candidate will receive a “provisionally hired” letter by e-mail.

For Group and School Age and Funded Program (excluding relative caregivers and in-home non-relative caregivers) candidates, after the candidate completes the required sex offender checks, has been fingerprinted, and EEC completes its preliminary screening process, EEC may authorize the Program to hire the candidate in a supervised provisional status. When a candidate is provisionally hired, a Program may utilize the candidate so long as they are in direct visual supervision of ANY program employee that has already been found “suitable” after an EEC

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<sup>1</sup> Note that unsupervised conditional status is available for residential programs and placement agencies until September 30, 2020. Thereafter, those programs will only be able to hire provisionally.

BRC. The candidate may work in a supervised provisional status until the candidate's remaining checks are complete and the Program receives a final suitability determination from EEC.

The following candidates are not eligible for supervised provisional status: licensees, family child care 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 as fully "suitable" by EEC prior to working in any capacity.