



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

**EEC Background Record Check Unit**

**POLICY STATEMENT: Recommendation from Employer during the Review Process for all Program Types**

**DATE: September 10, 2019**

**EEC BRC UNIT POLICY NUMBER: 19-011**

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**Recommendation from Employer during the Review Process**

Under the background record check (BRC) regulations of the Department of Early Education and Care (EEC), EEC BRC Unit Reviewers may receive and consider the recommendation from current or prospective employers within the candidate's discretion (optional). *See* 606 CMR 14.12(2)(c)9. Candidates applying for Discretionary Review from EEC through the Background Record Check (BRC) process, may request that their potential/current employer provide input to EEC on their behalf. Recommendations from a program may not be provided by individuals related to the candidate. Program input may include letters of recommendation, performance reviews, evidence of training or other materials that the candidate would like to be considered as part of their discretionary review application.

In order to maintain confidentiality, any request for program input is voluntarily and must be made within the candidate's own discretion, and the request may only be made by the candidate. EEC will never ask a candidate's potential or current employer for any of this information. EEC will not disclose any criminal or child welfare support information to a candidate's potential or current employer unless the candidate has provided explicit written authorization to EEC.

Upon receipt of a recommendation, EEC will consider the evidence during the assessment of the factors and while weighing whether the candidate has provided clear and convincing evidence demonstrating the candidate's suitability for licensure, employment or affiliation in light of the concern for children's safety. *See* 606 CMR 14.12(2)(e). A candidate's decision not to include a recommendation letter will not weigh against a candidate. No assumptions will be made by the EEC BRC Reviewer if the candidate does not provide a recommendation letter from their employer.