

Guide for Completing Background Checks for Child Care Facilities

Licensed child care facilities, including nursery schools, are responsible for completing background checks on all employees and volunteers, with the exception of the owner and director. The Department completes the owner and director's background check upon applying for the license.

There are three kinds of background checks required by the Rules for the Licensing of Child Care Facilities (10-148 CMR Chapter 32) and the Rules for the Licensing of Nursery Schools (10-148 CMR Chapter 36) at the beginning of employment or volunteer status:

- State Bureau of Investigations (SBI)
- Department of Motor Vehicle (DMV)
- Child Protective Services (CPS)

Results of these back ground checks need to be obtained prior to the employee or volunteer working directly with children.

The SBI will summarize any adult criminal offenses that have occurred in the State of Maine. SBI checks can be completed online by going to the following website: <http://www5.informe.org/online/pcr/>.

The DMV check will list any and all driving violations. This check is only required for individuals transporting children enrolled, or at the discretion of the owner/director. This check can be completed at <http://maine.gov/informe/subscriber/services.htm>.

The CPS checks will notify the employer if an individual has been substantiated for child abuse or neglect. Substantiation means the individual is responsible for abusing, neglecting, or placing a child at high risk for abuse and neglect while in their care. Findings of actions resulting in low to moderate risk to children will not be shared in this background check due to existing confidentiality laws. The CPS check can be completed by contacting Child Protective Records Research at 800-452-1999; press option 2 and someone will assist you. If you are a new provider you will need to complete a registration form to verify you are entitled to the information released in the CPS background process. If you are already established as an individual/program entitled to receive the results of background checks, the individual at option 2 can begin the submission process for you.

A One Stop Background Check at the following link will allow providers to get results for the SBI, DMV, Sex Offender Registry, and vehicle crash history:
https://www1.maine.gov/cgi-bin/online/dps/background_check/index.pl.

If you choose to use this option you will also need to complete a CPS check separately.