

Background Checks for Child Care Facilities and Nursery Schools

Child Care facilities and licensed nursery schools are responsible for completing their own background checks on all employees and volunteers except for the owner/Director. The Department completes the owner/Director's background check upon receipt of an application for licensure.

There are three kinds of background checks required by the child care licensing rules and regulations at the beginning of employment or volunteer status. They include the State Bureau of Identification (SBI), Child Protective Services (CPS) and Bureau of Motor Vehicle (BMV).

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 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. Low to moderate risk involvement with Child Protective services will not be shared in this background check, due to the client confidentiality laws. The CPS check can be completed by contacting [child abuse hotline at 800-452-1999, press option 2](tel:8004521999) and someone will assist you. If you are a new provider, you will need to complete a registration form to prove 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.

The BMV will list 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 found at <http://www.maine.gov/informe/subscribers/services.html>