

Rules regarding Central Background Registry enrollment for certified centers:

* The facility must receive confirmation from OCC that staff who are 18 years of age or older are enrolled or conditionally enrolled in the CBR before they may be on-site of the child care premises during child care hours.
* Staff conditionally enrolled in the CBR may function in their staff position but shall not have unsupervised access to children until the center has confirmed with OCC the individual is enrolled.
* All caregivers and other individuals that are required to be enrolled in the CBR and are on-site must maintain current enrollment in the CBR at all times while the center license is active.

**Description of how it’s different from previous rules:**

A significant change in the new rules affects conditional enrollment in the Central Background Registry (CBR).

* Federal law requires completion of a fingerprint background check.
* Once an individual has submitted their fingerprints to Office of Child Care, the individual may be conditionally enrolled in the CBR while the Office of Child Care waits for the results of the fingerprint based check. The individual will be notified of conditional enrollment.
* During conditional enrollment, an individual may function in their staff position, but they may not have any unsupervised access to children.
* It is the director’s responsibility to ensure that unsupervised access does not occur.

’Unsupervised Contact with Children’ means contact with children that provides the person opportunity for personal communication or touch when not under the direct supervision of a child care provider or staff with supervisory authority”.

Additional information:

For programs licensed as a Certified Child Care Center, individuals on-site who may have an opportunity to have unsupervised contact with children are required to be in the Central Background Registry.

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| ***Type of Individual*** | ***Required to Be Enrolled in the******Central Background Registry?*** |
|  | **YES** | **NO** |
| Director or staff members working in the child care setting | X |  |
| Operator or employee of Head Start (all types of employees) | X |  |
| Volunteers counted in adult/child ratio | X |  |
| Practicum student teachers included in adult/child ratio | X |  |
| **The individuals below must be *under the direct supervision* of a staff member**  |
| Individuals conditionally enrolled in the CBR | X |  |
| ***Type of Individual*** | ***Required to Be Enrolled in the******Central Background Registry?*** |
|  | **YES** | **NO** |
| Parents dropping off or picking up their children, etc. |  | X |
| Parents assisting in the provision of child care not counted inadult/child ratio |  | X |
| Volunteers not counted in adult/child ratio |  | X |
| Student observers and practicum student teachers not included inadult/child ratio |  | X |
| Contracted services such as portable gym, specialty instruction,music, yoga, etc. |  | X |
| Consultants working with providers or staff members during childcare for mentoring, technical assistance or educational purposes |  | X |
| Professionals who provide specialized services to children or staff members such as child care resource and referral staff; USDA Child and Adult Care Food Program staff; and staff members from Educational Service Districts providing Early Intervention services with parental waiver. |  | X |
| Professionals who work on the premises for purposes other than childinteraction like repair/service technicians, church pastors, housekeeping services, administrative staff |  | X |
| Visitors and adults that are not enrolled in the CBR. Visitor log required. |  | X |

# Remember, it is a serious rule violation for an individual who is not enrolled in the Central Background Registry to have unsupervised access or contact with a child.

*This document is designed to assist programs in understanding some of the revised regulations. Please refer to the revised rule book for a complete set of regulations and specific rule language.*