

New CRC Requirements

Preservice Requirement

CRC qualification must be issued prior to:

- Being hired by a child care facility
- Receiving a license to own or operate a child care facility
- Living in a FCCH or center in a residence
- Moving into a FCCH or center in a residence

More Comprehensive Check

- Federal fingerprint check **prior** to employment and every 3 years thereafter for all providers (even if they stay at the same facility)
 - \$25 payable online to DHHS
- Statewide Administrative Office of the Courts (AOC) check completed by DHHS (no cost)
- Responsible Individual List check (no cost)
- Sex Offender Registry check (no cost)
- Volunteers counted in staff/child ratio or who have unsupervised access to children will complete a statewide AOC (no cost) prior to assuming care of children.
- Mandatory reporting requirement
 - Any charge, indictment or conviction received after qualification must be reported to DHHS by email at DHHS.CRC.Unit@dhhs.nc.gov or by phone at (919)773-2856.

Procedural Change

- When an applicant is qualified prior to employment, licensure or residency, the applicant can work/live in any facility in North Carolina while the qualification is valid without having to complete a new fingerprint check.
- If an applicant changes facilities while the qualification is valid, the applicant must fill out a "Change of Information" form to notify the DHHS Criminal Record Check Unit of their change of employment/residency. The owner/director is responsible for ensuring the Unit is in receipt of the form. The required change form is the same form used by the Workforce Education Unit.
- Applicants currently qualified may continue to work or have residency under their current qualification letter until it expires.
 - For applicants who have already received a requalification as of March 4, 2013, the expiration date or next recheck date is printed in bold on the letter.
 - For those applicants who **have not** received a requalification letter as of March 4, 2013, the letter will expire three years from the date of qualification printed on the letter.
 - Going forward, the CRC letters will expire three years from the date of qualification.
- Applicants may submit their renewal requests (DHHS-004 form and fingerprint impressions) up to six months prior to the expiration date.