

BCI Card Process

1. Register at Child Care Licensing Website

- a. Submit Application to Child Care Licensing using this link: (must have email to register). <https://childcarelicensing.utah.gov/>

Steps to register:

- Click Childcare licensing tab
 - Click Child Care Providers
 - Click Approval and Exemptions
 - Scroll all the way to the bottom and click APPLY under License Exempt Registrations
 - Complete ALL area in BLUE and select HOME-BASED
 - Select EXEMPT HOME for facility type
 - Check Food Program under Certification of Understanding (all others are not necessary)
 - Check Box that you agree to all information on applications
 - SUMBIT
- b. Wait for email from Child Care Licensing Program.

2. Submit background checks through Child Care licensing Website

(You will complete this page for each individual living in the household 12 years and older.)

Go to childcarelicensing.utah.gov

- Click the Background Checks tab
- Click "Background Check Form".
- Complete all areas in blue. When you get the line titled "Enter facility name, provider names or facility ID etc..." enter the providers name.
- When you get to the line titled "Name of individual completing form" be sure to have the person completing the form write their name on this line. (please know that each individual should be completing their own form)
- Complete this form for all household members 12 and older.

3. Once you have completed this step please let a CMA staff member know. You will have to wait 1 to 3 days to approve the background checks.

4. Authorize the Background Check form in Child Care Licensing Portal

Go to careaboutchildcare.utah.gov and log in.

- The username is the provider's email address. When a password is needed, click "Reset your password"
- Click "Providers" and then click "Child Care Licensing Portal".
- In the Child Care Licensing Portal, click "Background Checks".
- In the Pending Checks for Covered Individuals section, click "Authorize" after the name of the covered individual.

5. Payment Methods

Use any of the payment method listed below.

- Make a secure online credit card payment by going to childcarelicensing.utah.gov and clicking "Payments". A \$2.00 processing fee will be charged per transaction. Payments will be processed on the following CCL business day.
- Make a phone credit card payment by calling 801-273-2903, 801-374-7688, 801-273-6617, or 801-273-2904. Please leave a message if no one answers.
- Mail or hand-deliver a check or money order payable to the "Utah Department of Health" to a **CCL office**. 3760 South Highland Drive, SLC 84106 or 50 E. Center Street, Suite 3200 Provo, UT 84606
- Hand-deliver cash in the exact amount to a **CCL office**.

6. Submit a "10 finger" Fingerprints- One Time for all household members 18 and older which can be done for FREE at CARE ABOUT CHILDCARE office. Call first to schedule appointment for "10 finger" fingerprints. (Attached is a list of all Care About Childcare locations). Must tell them "B code 2161"

Background Check Additional Information/Troubleshooting

- ❖ Submit background checks for all household residents 12 years of age and older annually. If a person living in the home turns 12 years old, the provider must submit a background form for him/her within 10 days of turning 12 years old.
- ❖ Submit background checks for all household residents 18 years of age and older annually. If a person in the home turns 18 years old, the provider can wait until their renewal month to submit their fingerprints.
- ❖ The 10 day rule also applies to anyone who has moved into the home and anyone staying at the home for 2 weeks or longer.
- ❖ Cannot be logged into Care About Childcare website and Child Care Licensing website at the same time. Be sure to log out of one when you use the other
- ❖ Do not use Internet Explorer or Safari.
- ❖ If the error Apache 500 shows, this means there is a linking problem between Care About Childcare and Child Care Licensing Contact Care About Childcare
- ❖ Phones/Tablets don't work very well to authorize background checks.
- ❖ Provider is considered a "Facility" on the background check form
- ❖ Contact CMA if you need help

Live Scan Fingerprints

- Alternative Program
 - B Code 2161
- Reason for Fingerprints: NCPA/VCA
- CCL Background Checks—866-320-0513