

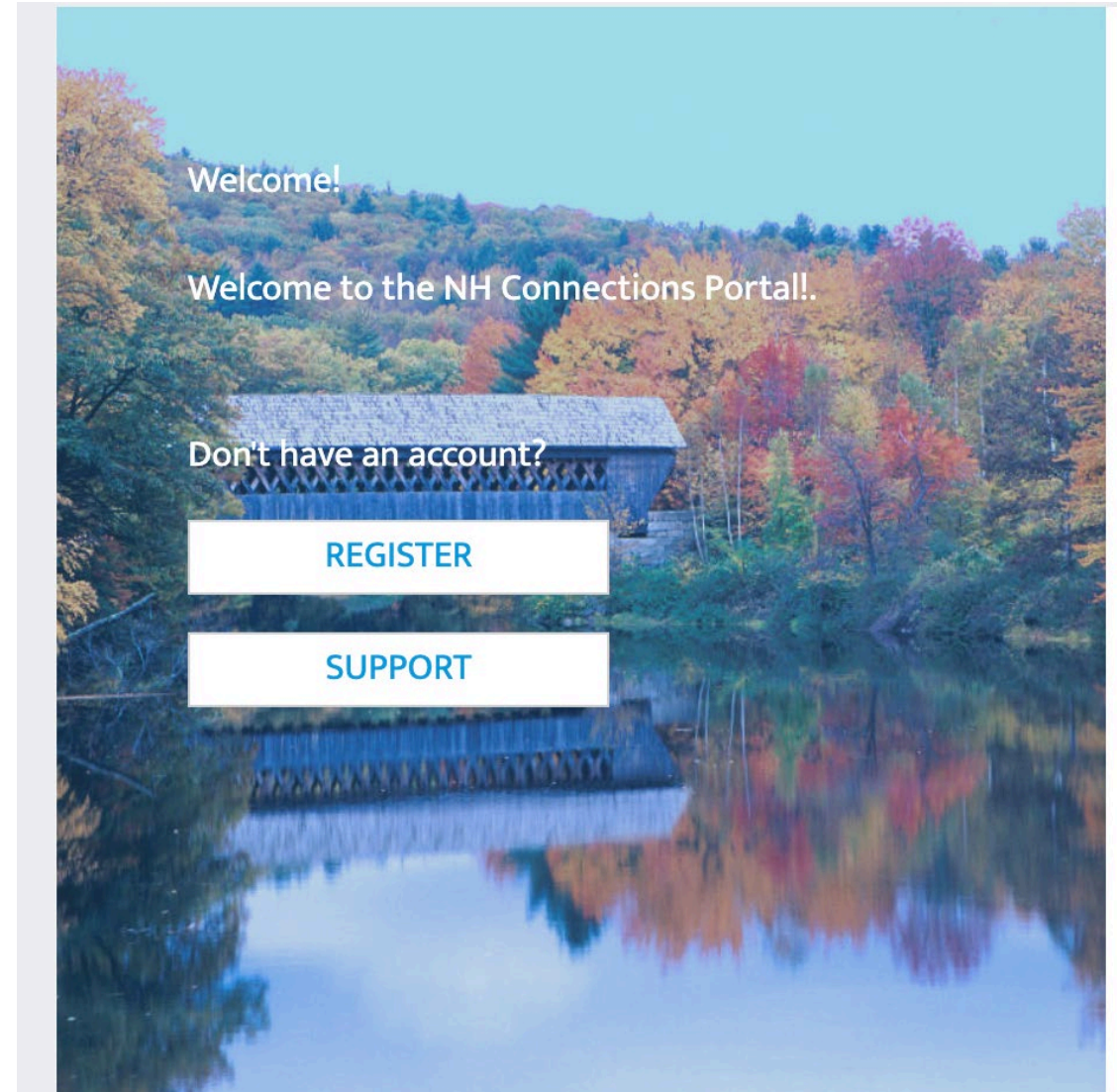


Initiating a BRC with new staff,  
household members, and  
“other” staff

It's best to have your new staff person register on the [NHCIS](#)

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- Once they register they can link to your program and complete a BRC through the portal, print the forms and complete the process.
- You will be able to track the process of their BRC eligibility determination.



Start by clicking on the Background Record Checks (BRC) tile



### Professional Registry

View and update important information for your Registry profile and more.

CURRENT STATUS

**Complete**



[Add details →](#)



### Credentialing

Apply for, Renew and Manage your Educator Credentialing activities and more.

CURRENT CREDENTIAL



[Add new credential →](#)



### Training

Search for, Register and Complete trainings, Download your training transcripts and more.

[Take new training →](#)



### Child Care Profile

View, update or manage child care profile page information.

LAST UPDATED

9/30/2020



### Licensing

Apply for, Renew and Manage your program licensing activities and more.

CURRENT STATUS

**Licensed**



### Granite Steps For Quality

Apply for, Renew and Upgrade your Program's QRIS ratings and more.



### Scholarship

Apply for and Manage your Scholarship Applications




### Background Record Checks

Apply for, Renew and Manage your Background Record check activities.

CURRENT STATUS

**Eligible**

- 
- A large orange circular graphic with a white outline, partially visible on the left side of the slide.
- If you are a family child care provider who needs a background check for a household member OR have staff who would not need a registry account and do not require professional development (cooks, bookkeepers), you can initiate a background check within the system for that individual. For 'Role' you would choose "Other" or "Household Member", and then be able to print out the required documents for them.
  - If your new staff is in the NHCIS you can simply find their name when adding new staff through the "Staff Roster."

From this screen, if you are adding an individual that already has an account in the NHCIS portal, choose “Staff Roster”

**PROFESSIONAL TOOLS**  
Eligibility Transfer Requests

**DEPARTMENT**  
**Staff Roster**

**INITIATE BRCs**  
Initiate BRCs for Staff

0  
Active Staff with Expired BRC

3  
Upcoming BRC Expiration

0  
Staff With BRC Renewal in Progress

14  
Pending Hire Requests

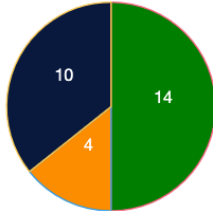
0  
Pending Eligibility Transfer Requests

7  
Active Staff with Current BRC

Eligibility Transfer Requests

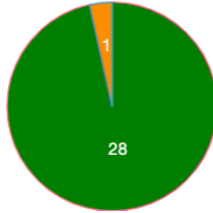
Sorry! No data available to display here.

**BRC staff by BRC status**



BRC Status	Count
Pending	14
Eligible	10
Ineligible	4

**BRC Staff by Employment status**



Employment Status	Count
Active	28
Inactive	1

**My Applications** NEW APPLICATION +

In Progress Submitted Under Review Processed

**Quick links**

My Training Professional Roster

From “Staff Roster”, click on “Add New Staff”

**APPLICATIONS**

My Applications

Document Library

**PROFESSIONAL TOOLS**

Eligibility Transfer Requests

**DEPARTMENT**

Staff Roster

**INITIATE BRCs**

Initiate BRCs for Staff

[« Back to Dashboard](#)

## Staff Roster

Browse, search and view staff members using the filters and fields below.

[Add New Staff](#)

∨ **BRC Testing Program Center Based**

Eligibility Transfer Requests

Pending Hires

Active

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

🔍 Search to filter...

Name	BRC Expiration Date	Hire Date	Start Date	Eligibility	Employment Status
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The system identifies people by matching First Name, Last Name, Date of Birth, and Email address. What you enter here must match what your new staff used to register their NHCIS account.

### Add New Staff

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\*First Name

\*Last Name

\*Email

\*Date of Birth

\*Role

Program Name

---

Cancel

Save

---



If you are adding a household member OR staff who does not need a registry account and are not required to complete professional development (cooks, bookkeepers), you would choose "Other" or "Household Member" when selecting their 'Role'.


- ✓ Please select
- Afterschool Assistant Group Leader
- Afterschool Group Leader
- Afterschool Project Leader
- Afterschool Site Coordinator
- Afterschool Site Director
- Applicant/Owner
- Center Assistant Teacher
- Center Associate Teacher
- Center Director
- Center Lead Teacher
- Child Care Assistant
- Family Child Care Assistant
- Family Child Care Provider
- Family Child Care Worker
- Household Member
- Institution Direct Care Staff
- Institution Program Director
- Jr Helper
- Other**
- Program Admin

- ✓ Please select
- Afterschool Assistant Group Leader
- Afterschool Group Leader
- Afterschool Project Leader
- Afterschool Site Coordinator
- Afterschool Site Director
- Applicant/Owner
- Center Assistant Teacher
- Center Associate Teacher
- Center Director
- Center Lead Teacher
- Child Care Assistant
- Family Child Care Assistant
- Family Child Care Provider
- Family Child Care Worker
- Household Member**
- Institution Direct Care Staff
- Institution Program Director
- Jr Helper
- Other
- Program Admin



If your new staff person is in NHCIS you will receive the following screen, you will add a Tentative Hire Date (which must be a date in the future, it cannot be the day you are adding them to your staff roster or any day prior), then select “Use this contact.”

The screenshot shows a software interface with a dark grey header. On the left, it says 'PROFESSIONAL TOOLS' and 'Eligibility Transfer Requests'. On the right, there is a dropdown menu with 'BRC Testing Program Center Based' selected. A white modal window titled 'Add New Staff' is open in the center. It contains a table with two columns: 'Name' and 'Tentative Hire Date'. The 'Name' column has the text 'Ally Grubbs'. The 'Tentative Hire Date' column has a text input field with a blue border containing the placeholder 'mm/dd/yyyy' and a calendar icon to its right. To the right of the input field is a button labeled 'Use this contact'. At the bottom right of the modal window is a 'Cancel' button. Below the modal, a portion of a user profile for 'Mychelle' is visible.

Name	Tentative Hire Date
Ally Grubbs	<input type="text" value="mm/dd/yyyy"/> 

Use this contact

Cancel

Mychelle

Now choose “Initiate BRCs for Staff”, then click on “Applications” to the right of the persons name that you just added, who will not have an account in NHCIS. You will complete the New Application, and then print the required forms for them.

**APPLICATIONS**

My Applications

Document Library

**PROFESSIONAL TOOLS**

Eligibility Transfer Requests

**DEPARTMENT**

Staff Roster

**INITIATE BRCs**

Initiate BRCs for Staff




[← Back to Dashboard](#)

### Other Staff

Other staff such as driver, chef etc.,

▼ [Redacted Name]

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Name	BRC Expiration Date	Hire Date	Start Date	Eligibility	Employment Status	
	[Redacted]		2/16/2022		Pending	Active	<b>Applications</b>
	[Redacted]		2/16/2022		Pending	Active	<b>Applications</b>
	[Redacted]		2/16/2022		Pending	Active	<b>Applications</b>