

Criminal History Check No Livescan Fingerprint Instructions

MCL 722.115d	Offer of employment to person at child care organization; criminal history check and criminal records check
	(1) Before a child care organization makes an offer of employment to a person or allows a person to regularly and continuously work under contract at the child care organization, the child care organization shall perform a criminal history check on that person using the department of state police's internet criminal history access tool (ICHAT) or equivalent check on that person from the state or province of residence.
MCL 722.119	Child care organization; documentation that individual not named in central registry
	(5) Staff members or unsupervised volunteers in children's camps or children's campsites who are 21 years of age or older may not have contact with a child who is in the care of a children's camp until the staff member or volunteer provides the children's camp with documentation from the department that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect.

The purpose of this instructional is to assist child care organizations, specifically camps, with achieving compliance with MCL 722.115d (1) and 722.119 (5) regarding criminal history checks (CHC) of statutorily identified staff and volunteers associated with either the original or renewal camp site and/or program application. **Staff and volunteers are equally considered employees without regard to compensation.**

The organization must complete the following steps for employees, **18 years of age or older**, prior to their employment start date:

- 1) The organization must ensure the completion of a Michigan State Police (MSP) *Internet Criminal History Access Tool* (ICHAT) search or an equivalent from the state or province of their residence. ICHAT requires the organization to register at the MSP website. ICHAT is located at Michigan.gov/msp
- 2) The organization must review each employee's ICHAT or equivalent record and determine employment eligibility. The organization must consider disqualifying employment crimes listed within the *Good Moral Character-CWL-PUB-673* document found in the titled *Publications* section at Michigan.gov/laracamps. In addition, the organization may contact their assigned licensing consultant for assistance.

- 3) The organization must maintain the employees CHC records within the employees personnel file.

In addition to the ICHAT or its equivalent completion and record retention, the organization must complete the following steps for employees, **21 years of age or older**, prior to their employment start date:

- 1) The organization must ensure the completion of central registry clearance or an equivalent form from the state or province of employee's residence. Organizations can offer two options for an employee to complete this clearance.

Option A. *Request for Central Registry Clearance-BCHS-Camps 001*

- This document is listed in the area titled *Forms* at Michigan.gov/laracamps
- The organization must submit the completed *Request for Central Registry Clearance Request – BCHS-Camps 001* form and supporting documentation to:

LARA/BCHS
P.O. Box30664
Lansing MI 48909

Option B. *Central Registry Clearance Request DHS-1929*

- This document is available at your local County Department of Health and Human Services (DHHS) office.
 - The *Central Registry Clearance Request DHS-1929* and supporting documents form must be submitted to your local DHHS office for processing.
- 2) Results of the employee's Central Registry Clearance will be provided to the organization to make an employment eligibility decision.
 - 3) The organization must maintain the employees CHC records and Central Registry documentation within the employee's personnel file.

If you have questions, please contact your assigned licensing consultant or the licensing unit at (866)685-0006.