




# New Employee Checklist

## BEFORE EMPLOYMENT:

- Fill out the SFQCC Employee Application. Do not leave any blanks.
- Complete the application for the Childcare Background Check for North Carolina
  - Go to <https://ncchildcare.ncdhhs.gov/> Click on the Child Care Background Check (ABCMS).
  - Click on "CLICK HERE TO CONTINUE"
  - Click- 
    - To register for an **INDIVIDUAL NCID**
    - Complete the entire Application
  - Then go back to page: **The Child Care Background Check Portal** <https://ncabcms.nc.gov/DCDEE/Applicant/ProviderSearch> (Provider Number/Code: **Appinitapp**) and complete the application using your newly created NCID and password. The application will create a PDF that includes information required for LiveScan or traditional fingerprinting. This printed PDF must be taken to your fingerprinting appointment and has information necessary for the CBC Unit to complete your background check.
  - Individuals who have lived **OUT OF NORTH CAROLINA** within the past 5 years, must complete the "OUT OF STATE" requirements within the **Child Care Background Check Portal**.
    - Tip: Some states require additional fingerprint cards
    - Tip: Some states require additional fees and paperwork
 If the **OUT OF NORTH CAROLINA** background checks are not completed, you will receive a **PROVISIONAL** letter from the CBC Unit.
- Fingerprinting:** The LiveScan Fingerprinting service provided by Onslow County Sheriff's Department located at 206 Marine Blvd. Jacksonville. **Call for an appointment** (910) 455-1472
  - Be sure to bring identification (picture ID) and **electronic fingerprint release** (from the **Child Care Background Check Portal**).
  - Make sure to bring cash to pay for prints. They may not take credit cards or checks.
 Additional Fingerprinting locations are listed here:

**Cape Carteret Police Department**  
 204 W.B. McLean Drive  
 Cape Carteret, NC 28584  
 Phone: (252) 393-2183  
 Fax: (252) 393-6126

**Holly Ridge Police Department**  
 PO Box 145  
 Holly Ridge, NC 28445  
 Phone: (910) 329-4076  
 Fax: (910) 329-1331  
[www.townofhollyridge.com](http://www.townofhollyridge.com)

**Jacksonville Police Department**  
 206 Marine Blvd  
 Jacksonville, NC 28540  
 Phone: (910) 455-1472

**Surf City Police Department**  
 305 N New River Drive  
 Surf City, NC 28445  
 Phone: (910) 328-7711  
 Fax: (910) 328-3308  
[surfcity.gov/office.com/index.asp?Type=B...](http://surfcity.gov/office.com/index.asp?Type=B...)

**Swansboro Police Department**  
 502 Church Street  
 Swansboro, NC 28584  
 Phone: (910) 326-5151

**Topsail Beach Police Department**  
 812 South Anderson Blvd  
 Topsail Beach, NC 28445  
 Phone: (910) 328-4851  
 Fax: (910) 328-1666

**Find Out More**

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[Search for Child Care](#)

[CCDF Health and Safety Trainings](#)

[Child Care Background Check \(ABCMS\) ↗](#)

[Out of State Registry Check](#)

[Get an Individual NCID](#)

[Get a Business NCID](#)

[North Carolina DHHS ↗](#)

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 Director of Child Development and Early Education

ROY COOPER • Governor  
 MARY COOPER, MD, MPH • Secretary  
 ABRAHAM PEREZ • Treasurer

August 06, 2021

SHANNON POPE  
 129 WILD BERRY LANE  
 HAMPSTEAD NC 28443

**QUALIFICATION EXPIRES:** August 06, 2024      **DOB:** March 2, 1987

RE: Applicant's Name: SHANNON POPE

Based on a review of your criminal history, the Division has determined that:

**You are QUALIFIED under the North Carolina Child Care Act, N.C.G.S. § 110-90.2.**

Qualification under child care law only refers to criminal background check requirements. This qualification letter expires three (3) years from date of issuance, unless you are subsequently disqualified. If you are subsequently disqualified, this letter becomes voided.

This qualification letter is valid at any licensed or regulated child care facility in North Carolina. If you change employment during the three (3) years the letter is valid, please submit a Change of Information Form to the Department of Health and Human Services Criminal Background Check (DHHS CBC) Unit.

Any arrests, charges, indictments or convictions during the time this letter is valid must immediately be reported to the DHHS CBC Unit at DHHS.CBC.Unit@dhhs.nc.gov or (919)14-6401.

You must renew your criminal background check (CBC) qualification in advance of the expiration. If your CBC qualification expires, you may not work in child care.

If you wish to obtain the information DHHS received from the State Bureau of Investigation (SBI) and/or the Federal Bureau of Investigation (FBI) regarding your criminal history, please contact the SBI directly at (919)852-6660 or the FBI directly at (304)625-5596.

If you have any questions, please feel free to contact the DHHS CBC Unit at (919)814-6401 or (800)859-0829 (in state calls only) or by email at DHHS.CBC.Unit@dhhs.nc.gov.

PLEASE RETAIN A COPY OF THIS LETTER FOR YOUR FUTURE USE.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION  
 10007005 001 Use Only For Printing, Not For Reproduction  
 MAIL ADDRESS: 201 S. TOWN ST. RALEIGH, NC 27602  
 MAILING AND PHONE NUMBERS: (919) 733-2900  
 AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER

You should receive an email when you are **PROVISIONAL** OR **QUALIFIED** and will be asked to log in to your NCID account to print the letter (see example).

4. **Go to the doctor** and complete the **Tuberculosis/TB Test and Health Assessment/Medical Report**. Results need to be STAMPED by your doctor and received by our facility **prior to employment**.

**On or before your first day of employment, bring and/or complete:**

- **CBC Provisional or Qualification Letter (cannot start without this)**
- **Negative TB Test result and Health Assessment/Medical Report (cannot start without this)**
- Picture ID and social security card
  - A copy of both are required for your I-9 form
- Emergency and Health Questionnaire forms completed
- Orientation will begin
  - 6 hours are required within the first two weeks of employment
  - Remaining within the first six weeks of employment
- Receipt of job description signed
- Receipt of Employee policies and benefits signed
- Tax information W-4 & NC-4
- A voided check or checking account information for payroll direct deposit

**Required Trainings:**

- **\*\*Due by 30<sup>th</sup> day of employment\*\***
  - **Take the Recognizing and Responding to Child Abuse and Neglect Training**  
<https://preventchildabusenc-lms.org/>
    - This is a 3<sup>rd</sup> party site and will require a new username and password.
    - Print and provide certificate to Administration for your file.
- Must receive CPR and First Aid training (in-person trainings only)
  - FREE training provided by SFQCC/HRQCC administration monthly.
- [NCRLAP.org](http://NCRLAP.org) Training Videos for instruction on best practice.
- **Due by your 6<sup>th</sup> Month of employment-**
  - **Complete the Health and Safety Training required by NC DCDEE MOODLE** (using your newly created NCID and password to log in) <https://www.dcdee.moodle.nc.gov/>
    - Log in
    - Click on “My Courses”
    - **Search for and ENROLL in “[Current Year] CCDF Health and Safety in Child Care” and “Medications in Child Care” to take these trainings.**
  - Print or email certificates to [sfqcc@outlook.com](mailto:sfqcc@outlook.com) /Administration for your file.
- **Due by your 1<sup>st</sup> year of employment-**
  - **NC Foundations (NC FELD) by Southwestern Child Development Commission (self-paced)**  
<https://reg.learningstream.com/view/cal3a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=42&wp=490&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=SWCDC&rf=&pn=>
  - **Fire Safety by Southwestern Child Development Commission (self-paced)**  
<https://reg.learningstream.com/view/cal3a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=42&wp=490&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=SWCDC&rf=&pn=>