



CPR Tipsheet

Top Tips for Getting CPR Check Results Back Quickly



1. USE THE CORRECT APPLICATION

CFSA staff updates the CPR application generally once a year. The latest application is provided on the DCPS portal and posted on the CSFA website at <https://cfsa.dc.gov/publication/cpr-request-application-dcps-pcs> to get a copy of the most current application.



2. TYPE THE APPLICATION

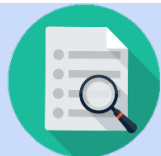
The applications are fillable forms that can be downloaded and typed into. The application should be typed, not handwritten. If you must print it and handwrite it, print clearly in block lettering. If the handwriting is not clear, results may be delayed.



3. CHECK THE BOX FOR NEW OR RENEWAL APPLICATION

Check the right box:

- **NEW REQUEST** (the applicant does not have a CPR clearance on file with the employer)
- **RENEWAL REQUEST** (the applicant has a CPR clearance on file with this employer)
- Be sure to include the employment start date or expiration date of the last CPR clearance



4. DOUBLE-CHECK THE APPLICATION

Make sure the application is filled out completely – don't leave anything blank. Forms are returned if incomplete, incorrect or the handwriting is not clear. Forms don't have to be notarized anymore, but the applicant must sign it and provide a photo ID (front only).



5. ADD THE REQUIRED NUMBER OF YEARS OF ADDRESSES

DC law requires applicants for employment to provide the past five (5) years of addresses (lived, worked, received mail). If you complete the application in July 2021, include addresses going back to July 2016. If you do not live in DC now, but you did over 5 years ago, please provide the former DC address.



6. NAME THE FILE CORRECTLY

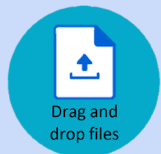
CFSA receives thousands of applications each month, tracked by applicant name. It's very important that the form is saved with the correct filename format:

- Name the application as "firstname_lastname_app"
- Name the photo ID as "firstname_lastname_ID"
- Do not put periods, punctuation or special characters in the file name.



7. SUBMIT THE APPLICATION BEFORE THE PRIOR CLEARANCE EXPIRES

Be aware of how often CPR clearances must be renewed. In DC, it's generally every three (3) years for childcare providers and two (2) years for educators. Be sure to submit your renewal request at least 45-60 days prior to the expiration date of the last clearance.



8. SUBMIT THE APPLICATION ONLINE

- Submit to DCHR at https://dcgov.seamlessdocs.com/f/dchr_cpr_form
- If the link is not working, contact dchr.compliance@dc.gov for instructions. *Do not email applications to this address.*



9. RESULTS

Results are provided within 14 days (new hires) or 45 days (renewal checks) from submission date. If results are late, please check your email to see if the application was returned for missing information or there was a file upload error. If so, you will be asked to re-submit.

Requestors may contact the CPR Unit at 202-727-8885 or email cfsa.cpr@dc.gov for a status check. Calls and emails will be monitored and responded to within 24 hours or the next business day.