



CPR Tipsheet

Top Tips for Getting CPR Check Results Back Quickly



1. USE THE CORRECT APPLICATION

CFSA updates the CPR application generally once a year. The latest application is always posted on the CFSA website. Go to <https://cfsa.dc.gov/service/child-protection-register-cpr> 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

It's important to check the right box: either *NEW REQUEST* (the applicant does not have a CPR clearance on file with this requestor) and include the employment start date/date needed or *RENEWAL REQUEST* (the applicant has a CPR clearance on file with this requestor) and include the 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 government-issued photo ID.



5. ADD THE REQUIRED NUMBER OF YEARS OF ADDRESSES

DC law requires applicants for employment, back-up caregivers, adult household members, and subsidy recipients to provide addresses going back five (5) years. Applicants for foster care or adoption must list District of Columbia addresses going back to 2002.



6. NAME THE FILE CORRECTLY

CFSA receives thousands of applications each month and we track them by applicant name. It's important that the form is saved with the correct filename format including the submission date:

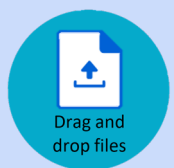
- Name the application as "firstname_lastname_app_date" and "firstname_lastname_ID_date"
- Name a combined application and photo ID as "firstname_lastname_app_ID_date"

Do not put periods, punctuation or special characters in the file name.



7. SUBMIT THE APPLICATION BEFORE THE PRIOR CLEARANCE EXPIRES

Submit renewal requests 45-60 days prior to the expiration date of the last clearance. Know your renewal period. DC renewal terms are: three (3) years for childcare providers, two (2) years for educators and youth workers, one (1) year for adoption, foster care and subsidy recipients, or as otherwise designated by law, regulation or contract terms.



8. SUBMIT THE APPLICATION ONLINE

CFSA no longer accepts mailed, faxed or hand delivered applications. Submit applications and a copy of a photo-ID by uploading them to a secure portal at <https://cfsa.dc.gov/service/child-protection-register-cpr>.

Results are sent to the requestor by encrypted email. The encrypted email link will expire 30 days after it is sent. Please check the email junk or spam folder if you have not received the results within 14 days for new hires or 45 days of the request date for others.

For questions, call the CPR Unit main number at 202-727-8885 or email cfsa.cpr@dc.gov. Calls and emails will be monitored and responded to within 24 hours or the next business day.