

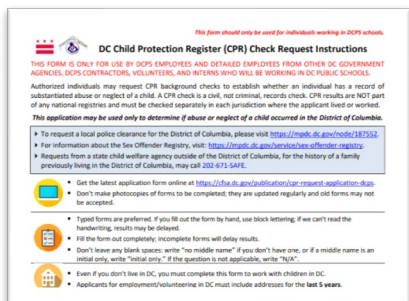


FAQs

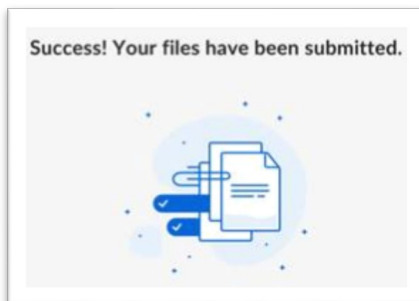
DC Child Protection Register (CPR) Checks

For individuals who will be working in DCPS facilities

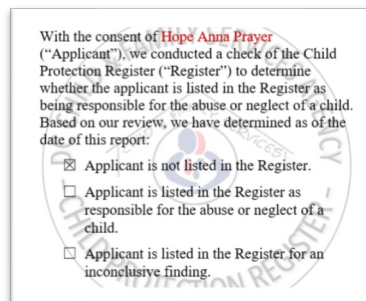
These Frequently Asked Questions (FAQs) outline some key considerations and provide tips to ensure quick processing of the CPR check request for a new job applicant, contractor, volunteer or intern; a current employee, contractor, volunteer or intern; a health professional; or any other individual in a position which requires a child protection clearance for work with the DC Public Schools (DCPS).



Download and complete the application



Upload and submit the application



Receive the result letter



TIP: Be sure to fill out the correct application and submit it in the correct portal on this page ONLY - <https://cfsa.dc.gov/publication/cpr-request-application-dcps>.

I already submitted my fingerprints, why do I need to submit another application for a CPR check?

Both criminal and civil background checks must be done for work with children. Fingerprints are used for criminal background checks that include the Federal Bureau of Investigation (FBI), the National Sex Offender Registry, and local police departments. The CPR check is a civil record check to see if an individual has been substantiated for the abuse or neglect of a child. The results can only be obtained from a state or local child welfare agency – there is no national database that contains this information.

If the DC Child and Family Services Agency building is closed to the public, how do I submit my CPR check application? The Child and Family Services Agency (CFSA) building is currently closed to the public and no in-person or mailed applications are being accepted. However, the CPR check process is continuing virtually. The applications are now fillable forms that are available online on the CFSA website. Visit this link <https://cfsa.dc.gov/publication/cpr-request-application-dcps> to get the new application and submit it. Be sure the application is complete, legible and signed and that a government-issued photo ID is submitted with the application.



TIP: Be sure to name the application and ID per these instructions before you upload it:

- Name your application "firstname_lastname_app_mm-dd-yy"
- Name your photo ID "firstname_lastname_ID_mm-dd-yy"
- Name a combined application and ID "firstname_lastname_app_ID_mm-dd-yy"
- The mm/dd/yy is the application submission date, not the applicant date of birth
- **Do not put periods, punctuation or special characters in your file name**
- Do not submit any other files here, only the application and photo ID



TIP: You will not receive a confirmation email when the application and ID are uploaded. You can screenshot the message on the website that says “Success! Your files have been submitted” as verification of submission.

My co-worker gave me a photocopy of a blank CPR check request form. Can I submit that form? CFSA has a form specifically for DCPS use. Applicants must complete the correct form to ensure that the application is prioritized and processed quickly. The online forms are “fillable” so you can type into the form, add an electronic signature and submit through a button on the website. No printing needed.

Do I have to provide my social security number on this form? All applicants who have a social security number, or a USCIS/Alien Registration #, must provide it on the form. If the background check is for employment purposes, your application will not be processed without it.

How long does it take to receive the results of a CPR check? CFSA normally processes requests within 45 days of receiving a complete application. As a courtesy, applications for new hires are processed within 14 days. Applications for DCPS Term 2 Reopening will be expedited. Please note: an application may be returned, resulting in a delay, if it is incomplete, illegible, or not signed.

Can my results be mailed back to me personally? No. CPR check results for employment purposes must be sent back directly to the employer. Individuals who want to know if they are on the register may request a self-check using a different form available on the website. Self-check results are mailed back directly to the applicant and CANNOT be used for employment purposes.

I had a CPR check done for my previous employer. Can I give that result letter to my new employer? No, an employer may not accept CPR results directly from the employee/applicant. The results must be provided directly to the official requester, which would be the employer in this case. CPR check results may not be transferred from one agency or employer to another.

Who do I contact if I submitted an application more than 14 days ago and I haven’t gotten the results? Requestors should send an email with “Status Check” in the subject line and with the following information in the body of the email:

- Applicant name
- Date of birth
- Last four digits of the SSN
- Application type (e.g., new hire, current employee, CARE classroom)
- Date application was submitted

For all applications submitted for Term 2 Reopening, send the email to Rosalie.David@dc.gov. For all other CPR applications, send the email to cfsa.cpr@dc.gov.



TIP: If the results were sent by encrypted email, be sure to open the email as soon as possible. The email will expire after 30 days and the results will have to re-sent.

If you have further questions about CPR checks, contact the Child Protection Register Unit at cfsa.cpr@dc.gov or (202) 727-8885 between 8:30 am and 4:30 pm Monday through Friday. Calls and emails will be responded to within 24 hours or the next business day.