



NONPUBLIC SCHOOL SPECIAL EDUCATION RESOURCE SHEET

Criminal Background and Child Protective Service Registry Checks

	CRIMINAL BACKGROUND (CB) CHECK	CHILD PROTECTIVE SERVICES (CPS) REGISTRY CHECK
What is this?	A CB check is a process used to determine if a person has a criminal record, such as felony convictions. This process can be completed by the police or FBI or through the use of a national crime database.	A CPS registry check is a process used to determine if a person has any involvement in incidents of child abuse, neglect, or abandonment in a specific jurisdiction.
Why is this check required for nonpublic special education schools?	CB checks are required by the District of Columbia regulation. (5 DCMR §§A-2823.4-2823.5)	CPS checks are required by the District of Columbia regulations. (5 DCMR §§A-2823.4-2823.5)
Who does the check apply to?	<p>The check applies to the following school staff:</p> <ul style="list-style-type: none"> Full/part-time school staff Administrative staff Transportation staff (if employed by the COA-holder) Medical and nursing staff Residential staff Contracted staff who may come in direct contact with students. Verified documentation of CB check clearance must come from their employer. Student-teachers, related service and medical trainees and graduate students. Verified documentation of CB check clearance must come from their training program. 	<p>The check applies to the following school staff:</p> <ul style="list-style-type: none"> Full/part-time school staff Administrative staff Transportation staff (if employed by the COA-holder) Medical and nursing staff Residential staff Contracted staff who may come in direct contact with students. Verified documentation of CPS registry check clearance must come from their employer. Student-teachers, related service and medical trainees and graduate students. Verified documentation of CPS registry check clearance must come from their training program.
When does OSSE need to be notified of the completion of the checks?	Annually- by July 31. Updated CB check information must be submitted with to OSSE along with the Annual Assurance Document Request material.	Annually- by July 31. Updated CPS check information must be submitted with Annual Assurance Document Request material.





NONPUBLIC SCHOOL SPECIAL EDUCATION RESOURCE SHEET

Criminal Background and Child Protective Service Registry Checks

What is the frequency of the checks?	<ul style="list-style-type: none"> Teachers- every four (4) years Related service providers- every two (2) years All other school staff¹- every two (2) years² 	<ul style="list-style-type: none"> Teachers- once at the time of hire Related service providers- once at the time of hire All other school staff- once at the time of hire
Additional Checks	At its discretion, OSSE can request additional CB checks be conducted (e.g., in instances of a reported or suspected incident of inappropriate interaction with a student).	At its discretion, OSSE can request additional CPS registry checks be conducted (e.g., in instances of a reported or suspected incident of inappropriate interaction with a student).
What if the results of the check are positive?	Nonpublic schools should provide a copy of the CB check report and an explanation of the rationale for hiring the staff member to OSSE. ³ OSSE will review and, on a case-by-case basis, inform the school on the outcome of its review.	Nonpublic schools should provide a copy of the CPS registry check report and an explanation of the rationale for hiring the staff member to OSSE. OSSE will review and, on a case-by-case basis, inform the school on the outcome of its review.
For additional guidance please contact:	<p>Schools should contact OSSE Nonpublic Monitoring Team with questions pertaining to: preparing for monitoring, completing annual assurance documents, correction of noncompliance, COA regulations, challenges to demonstrating compliant practice per the COA regulations, COA applications, or other technical assistance needs.</p> <ul style="list-style-type: none"> Dr. Edgar Stewart, Supervisory Monitoring Specialist, Edgar.Stewart@dc.gov, (202) 741-0259 Sharon Powell, Supervisory Education Program Specialist, Sharon.Powell@dc.gov, (202) 727-8193 Alison Losey, Nonpublic Program Monitor, Alison.Losey@dc.gov, (202) 654-6110 Erik Lund, Nonpublic Program Monitor, Erik.Lund@dc.gov, (202) 741-7625 	

¹ All other school staff in this document refers to employees of the COA entity not a teacher or related service provider, including but not limited to administrative, transportation (if employed by the COA-holder), medical, and residential staff. It also includes contracted staff coming in direct contact with students, as well as student-teachers, trainees, and graduate students.

² If there is a change in CB or CPS status for any of the nonpublic school staff previously referenced in this document, the nonpublic school or program should submit an updated NP Staff Info Table with the new information highlighted within 30 calendar days.

³ OSSE will consider a number of factors, including but not limited to the nature and seriousness of the CB or CPS information, the employee's job duties and responsibilities, elapsed time since offense/incident, frequency and seriousness of the offense/incident, and the age of staff member at the time of the offense/incident.

