

A day in the life: *Background Check Specialist*

We run background checks to determine whether individuals will be permitted to work in child care facilities and other programs with children. Processing applications in a timely manner means an applicant can start work sooner, facilities can hire efficiently, and child care slots are available for families to safely enroll their children.



Background Checks Ensure Safety:

We review applicants for child care roles to enable safe and efficient hiring, helping families access child care quickly.



New Applications: I process 9–15 daily, running criminal, child abuse, court, and sex offender registry checks before providing fingerprinting instructions.

Starting my day: I prioritize tasks by urgency: new applications, conditional enrollments, and final approvals.



Fieldprint Reports: I verify eligibility for conditional enrollment, finish pending applications, and update applicant records.



Final Approvals: I clear applicants for work, complete files, and forward them for compliance review.



End-Of-Day Wrap-Up: I tackle overdue items while responding to emails, calls, and voicemails throughout the day.