

Child Care Criminal Background Check Requirements:
Guidance for Directors on Picard CLASS Observers

1. Who are Picard CLASS® observers?

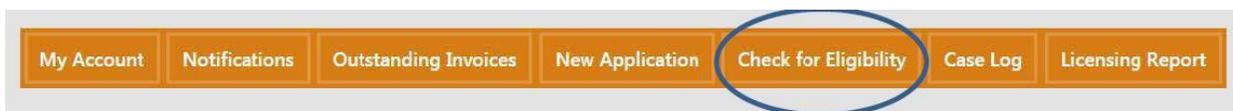
Picard CLASS® observers are trained and certified CLASS® observations who conduct third-party observations in every type III child care center in the state. Because every type III child care center in Louisiana is required to participate in the statewide unified quality rating system, each type III center will receive observations conducted by local observers in your community network as well as third-party observers from the ULL Picard Center.

2. In order to comply with CCCBC requirements, what should I do when a Picard CLASS® observer comes to my center?

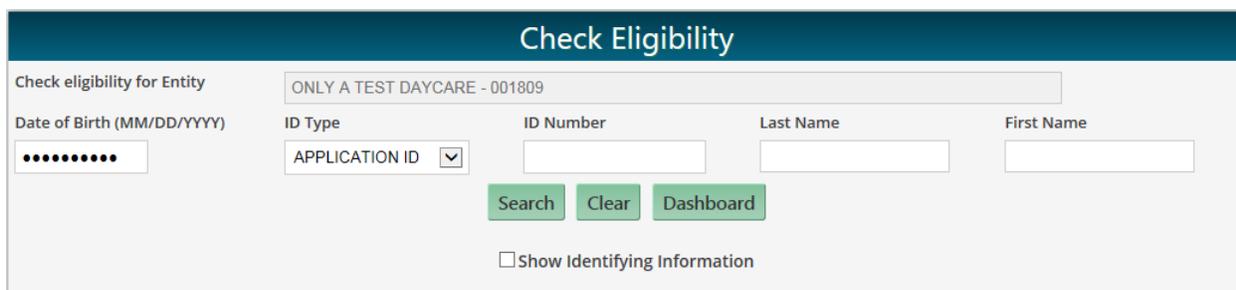
When a Picard CLASS® observer visits your center, you should use the CCCBC System to check the eligibility of the observer. Because Picard CLASS® observers are not regular visitors at your center, you do not need to add these individuals to your roster. Instead, you need to use the CCCBC System to check the eligibility of the Picard CLASS® observers.

3. How do I check the eligibility of Picard CLASS® observers?

First, you should click the 'Check for Eligibility' tab.



Second, type in the name, date of birth, and ID number (social security number, driver's license number, or application ID number) for the Picard CLASS® observer.



Check Eligibility

Check eligibility for Entity: ONLY A TEST DAYCARE - 001809

Date of Birth (MM/DD/YYYY): [Masked field]

ID Type: APPLICATION ID [Dropdown]

ID Number: [Text field]

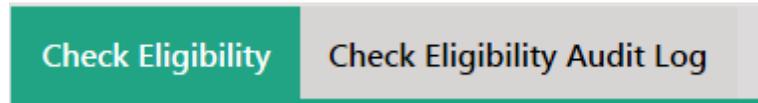
Last Name: [Text field]

First Name: [Text field]

[Search] [Clear] [Dashboard]

Show Identifying Information

Once found, you will see their eligibility on the bottom of the screen. This eligibility check will be logged in the “Check Eligibility Audit Log” tab, which can be used as evidence that the checks for eligibility were performed.



For more detailed information on how to check a visitor’s eligibility or for other questions related to the CCCBC system, please refer to the [CCCBC System User Manual](#).

4. What if the driver’s license number does not pull up their eligibility?

If the driver’s license number does not pull up the Picard CLASS® observer’s eligibility, ask them to provide the number to you exactly as it was entered when the individual submitted the application. For example, some driver’s license numbers were entered with zeros in front of the numbers and some were not. If the individual’s record is not found after multiple attempts, you should have the Picard Observer call the Child Care Criminal Background Check staff at (225) 342-2716 for immediate assistance or send an email to LDEchildcareCBC@la.gov.

5. Do Picard CLASS® Observers need to sign in?

Yes, all visitors need to sign in on your visitor log, including Picard CLASS® observers.