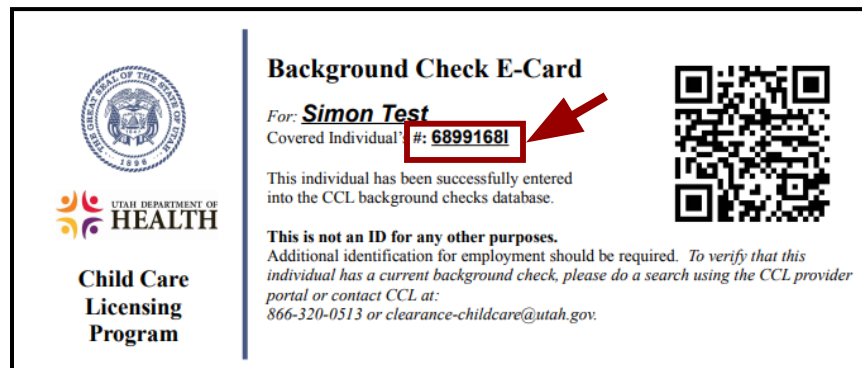


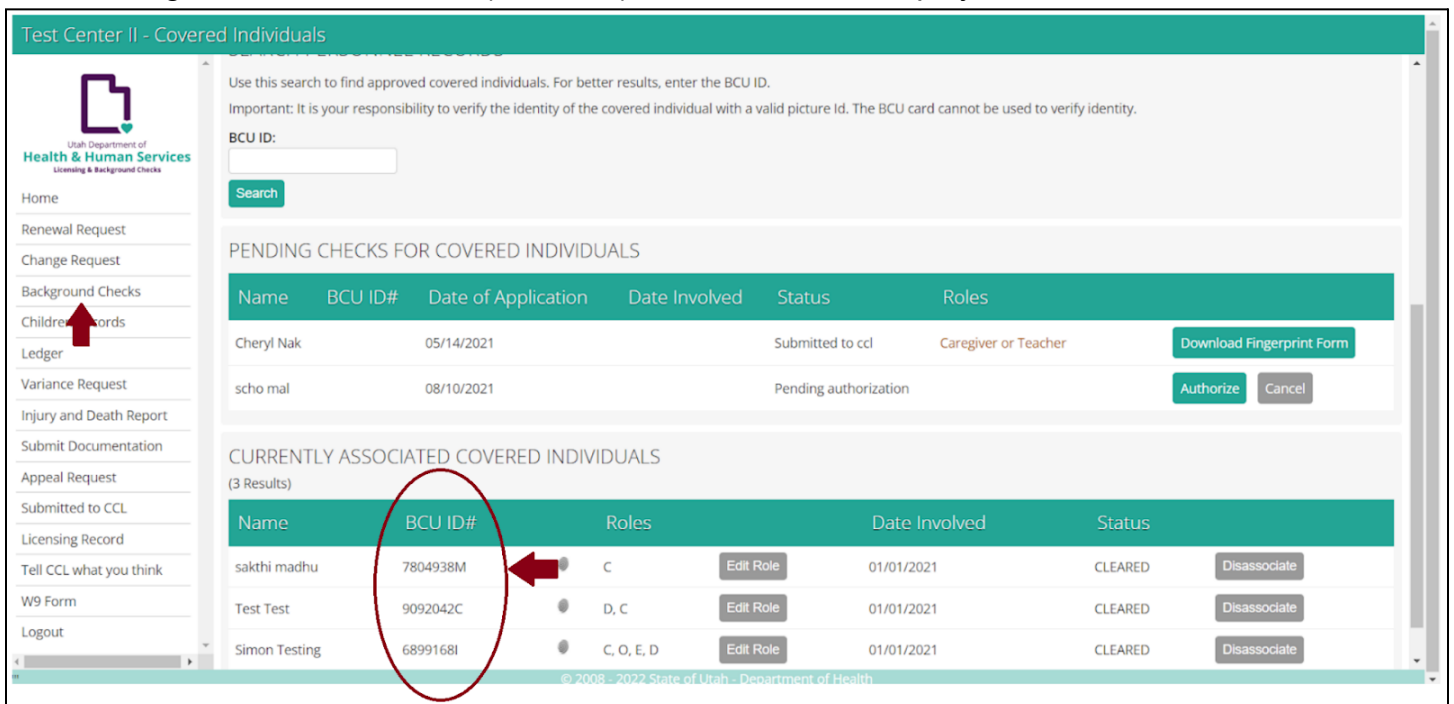
## Youth and Early Care Workforce Bonus How to Locate your Child Care Licensing Background Check Number

There are **two** ways you may access this number:

1. Your number may be found on your Background Check E-Card issued by the Utah Department of Health and Human Services, Child Care Licensing Program via email.



2. Your program administrator(s) (Owner, Director, Licensee) who has access to log in to the Child Care Licensing Portal at <https://ccl.utah.gov> may look up the background check numbers for individuals associated with your program. The "Background Checks" page lists the background check number (BCU ID#) for each current employee.



The screenshot shows the 'Test Center II - Covered Individuals' page in the Child Care Licensing Portal. The page has a sidebar with navigation options like 'Home', 'Renewal Request', 'Change Request', 'Background Checks', 'Children's Records', 'Ledger', 'Variance Request', 'Injury and Death Report', 'Submit Documentation', 'Appeal Request', 'Submitted to CCL', 'Licensing Record', 'Tell CCL what you think', 'W9 Form', and 'Logout'. The main content area includes a search bar for BCU ID, a section for 'PENDING CHECKS FOR COVERED INDIVIDUALS' with a table listing Cheryl Nak and scho mal, and a section for 'CURRENTLY ASSOCIATED COVERED INDIVIDUALS' with a table listing sakthi madhu, Test Test, and Simon Testing. The BCU ID# for Simon Testing (68991681) is circled in red with a red arrow pointing to it.

Name	BCU ID#	Date of Application	Date Involved	Status	Roles	
Cheryl Nak		05/14/2021		Submitted to ccl	Caregiver or Teacher	Download Fingerprint Form
scho mal		08/10/2021		Pending authorization		Authorize Cancel

Name	BCU ID#	Roles	Date Involved	Status	
sakthi madhu	7804938M	C	01/01/2021	CLEARED	Edit Role Disassociate
Test Test	9092042C	D, C	01/01/2021	CLEARED	Edit Role Disassociate
Simon Testing	68991681	C, O, E, D	01/01/2021	CLEARED	Edit Role Disassociate

If you have questions or need additional assistance with locating your background check number, contact a [Child Care Licensing](#) Office Specialist or the Licensor assigned to your program.

If you have further questions about the Youth and Early Care Workforce Bonus, contact [OCCworkforcebonus@utah.gov](mailto:OCCworkforcebonus@utah.gov). If you have already accessed the application, include your application ID number in your email.