

Electronic Background Checks

Please read ALL directions before filling the electronic form out!!

Criminal/FBI Background Checks

<https://humanservices.arkansas.gov/resources/ebc/cbc-request-form>

Reason: Childcare- Facility/Provider

Childcare Facility: Learn and Play Enrichment Academy

Childcare Facility Number: 30618

Email: christy@learnandplayacademy.org

Fill in all other information **CAREFULLY!** You will not get a refund if you enter wrong information.

If you don't email it to Christy, you will need to print your form, bring it to the office and sign in front of the notary.

Someone in the office will schedule an appointment for you to go to 115 Stover for a fingerprint appointment. It will either be during your lunch or about 30 minutes before your scheduled work day. Please arrive. You will need a valid driver's license and your Search ID number when you go. The office will give you your search ID number along with your appointment time.

OVER...

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Maltreatment Background Check

<https://humanservices.arkansas.gov/resources/ebc/dcfs-child-maltreatment-registry-request>

Reason: Potential or existing employee of a childcare facility...

Fill out the electronic form with your personal information **with the exception of** the email address.

****Please use this email address as your email address so I can print the forms for you.****

christy@learnandplayacademy.org

Use the following information to answer questions concerning work:

Facility Name: **Learn and Play Enrichment Academy**

Director's Name: **Jen Westgate**

Facility Phone Number: **501-262-4222**

Facility Director's email address: jen@learnandplayacademy.org

Facility Mailing Address: **3102 E. Grand Ave. Hot Springs, AR 71901**

Licensing specialist: **Toni Metcalf**

Licensing Specialist County: **Garland**

Facility Number: **30618**

Make sure to add any children and previous addresses.

Double check your work to make sure you entered all information correctly.

If you don't have the form emailed to Christy, print the form, bring it to the office for notarizing and to sign it. It will be mailed for you.