



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

Qualified Vendors Must Set Up Accounts on CBC Portal by May 31

Target Audience - Qualified Vendors and Providers

Transmittal Date - 5/16/2024

To continue running background checks on job candidates and existing employees, Qualified Vendors must **set up an employer account** in the new [Central Background Check \(CBC\) portal](#) before May 31, 2024.

The Department of Child Safety (DCS) will stop accepting the current CSO-1038C forms on May 31, 2024.

Qualified Vendors without an account will be unable to receive background check results on job candidates, as well as existing employees.

*** [Set Up an Employer Account in CBC Portal Now](#) ***

Once Qualified Vendors set up an employer account in the new CBC portal, **job candidates and existing employees must also set up individual accounts for themselves**. Employers should familiarize themselves with the CBC Portal and assist job candidates and existing employees with the background check process.

Job candidates and existing staff providing direct care services must:

1. Successfully create an individual account in the CBC Portal for employment
2. Identify the Qualified Vendor as their employer
3. Submit a request for a Central Registry Background check
4. Use "RFQVA" when asked to provide a contract number

Please note that existing staff must complete this process between July 1, 2024 and July 1, 2025.

Resources are available to assist Qualified Vendors, job candidates, and existing staff:

[How to videos](#)

[DES User Guides](#)

[FAQs](#)

****** 82% of checks submitted via the CBC portal are processed within hours. These are auto-checks for which no additional information needs to be verified manually.**