



AZ CENTRALIZED BACKGROUND CHECK (CBC) DEADLINE FOR COMPLIANCE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/02/2025

Qualified Vendors (QV) should now be in compliance with the requirements for requesting background checks using the AZ Centralized Background Check portal (CBC). Qualified Vendors who identify that they have a Direct Support Professional (DSP) who is not in compliance with background checks or any other required training or qualification for employment/subcontracting must make arrangements for an alternative DSP to provide care until the DSP comes into compliance.

The Division has sent multiple announcements (links below) to QVs about the CBC, setting out requirements, and the due dates for compliance. A summary of the communication includes:

1. All QVs set up employer accounts in the portal and successfully link the employer accounts to DDD's agency account by May 31, 2024.
2. All QVs ensure that as of May 31, 2024, all new employees set up an account in the portal and submit a request for a background check prior to employment.
3. All QVs ensure that all existing employees set up an account in the portal and submit a request for a background check by no later than July 1, 2025.

Any Qualified Vendor unsure of their current compliance with the background checks must review the previous vendor announcements related to the CBC:

- [Set Up Your Account Today in CBC Portal to Receive Background Check Results \(05/30/2024\)](#)
- [Qualified Vendors Must Set Up Accounts on CBC Portal by May 31, 2024 \(05/16/2024\)](#)
- [Arizona Centralized Background Check \(CBC\) Web Portal Launched \(05/01/2024\)](#)

Qualified Vendors requiring additional information related to the CBC portal should visit the [CBC Portal webpage](#) or call the Help Desk at (602)-255-3301.