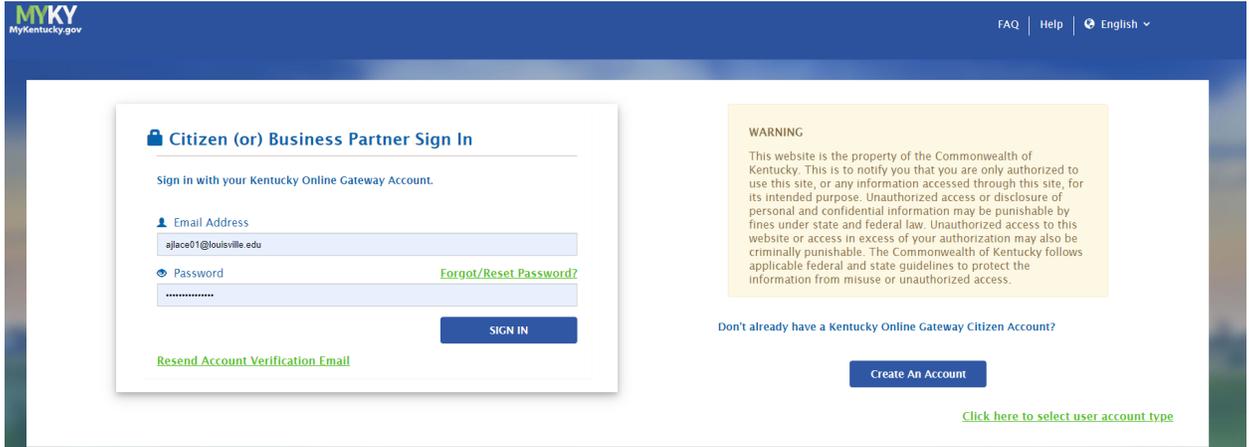


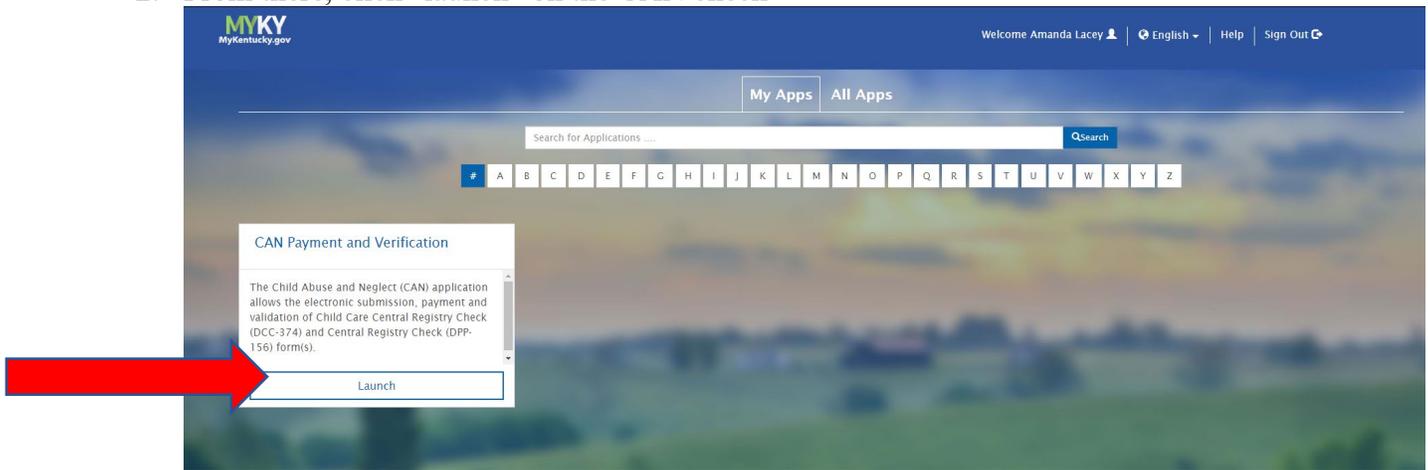
# How to Obtain a .PDF of your CAN Check and Upload to JCPS

Once you receive the notification that your CAN check is complete, this is what you need to do:

1. Click the link in the CAN email where it says your report is viewable OR navigate to <https://ssoexternal.chfs.ky.gov> and log in.



2. From there, click “launch” on the CAN check



3. Then click the top left corner button that says “my dashboard”.

Please use only a Laptop or a Desktop to access this (CAN) application.

**Welcome**

Welcome to the CAN Payment and Verification system. This system allows you to request and pay for Child Abuse and Neglect Registry checks. **No refunds will be issued regardless of circumstances.**

**Instructions**

To begin a new request, select the correct form from the Form Menu located in the upper left hand corner.

- For requests related to a licensed, certified or registered child care or an out of state child care employee, please complete the Child Care Central Registry Check (DCC-374).
- For all other child abuse neglect checks, please complete the Central Registry Check (DPP-156).
- FOR MINORS UNDER THE AGE OF 18, you must upload the parental consent form in order for your request to be processed. The request will be denied and your money will not be returned if this item is not uploaded.

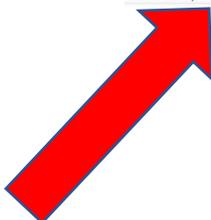
The CAN Payment and Verification database requires a social security or taxpayer identification number. If you do not have a social security or taxpayer identification number, please submit a paper DCC-374(EN / SP) or DPP-156(EN / SP).  
 The CAN Payment and Verification Database does not accept international addresses. Please list US addresses only.  
 Please make sure to include an employer/agency name and email address on your request. This allows results to go directly to the employer/agency.  
 For DPP-156 requests only, Agencies requesting Central Registry Checks on behalf of their employees, potential employees, or volunteers must upload a signed copy of the current DPP-156 (R. 8/2019) EN / SP form.  
 To check the status of a previously submitted request, select My Dashboard in the upper left hand corner

**Contact**

For questions on how to submit a request in the CAN Payment and Verification database, please refer to the CAN User Guide in the upper right hand corner. If you still have questions, please contact:

- For questions about a licensed, certified, or registered child care program or an out of state child care employee, please contact the Division of Child Care via email at CHFSOCCNBCP@ky.gov or by calling 502-564-2524, Option 1.
- For questions about ALL other requests, please contact Records Management Section at CHFSOCCBS.RMS@ky.gov or by calling 502-564-3834.
- For any Payment issues, please contact the help desk at support@kentucky.gov or by calling 502-875-3733

For technical support issues, please contact the help desk at 866-231-0003 Option 3 during the hours of Monday – Friday 7:30am – 5:00pm or TWISTHelpDesk@ky.gov.



- On the page that comes up, hit the blue button that says “print” next to your CAN check. **NOTE:** If your report hasn’t been completed yet, the “print” button will be greyed out. Just keep an eye out for a notification from the government that your check is complete.

Requestor Dashboard

**Applicant Search**

Case Number

Applicant First Name

Applicant Last Name

Form

Status

Submitted Date

Batch ID	Applicant ID	Case Number	First Name	Last Name	Form	Date Submitted	Date Last Updated	Status	Document Missing	View	Edit	Print	Delete From Batch
4973	5240	CHRS20190003953	Amanda	Lacey	DPP	11/19/2019	11/19/2019	Completed		<input type="button" value="Result"/>	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries Previous  Next

5. Hit the “save” icon and then and then select “pdf” on the pop up screen.

Applicant Id  Case Number

1 of 2 ? 100%

COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
Department for Community Based  
CENTRAL REGISTRY CHECK

DPP-156  
(R. 8/2019)  
922 KAR 1:470

FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM (www.ky.gov) CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

Child-Placing Agency(Foster/Adoption/Independent Living)Employee or Volunteer (Required by KRS 160.380)

Residential Child-Caring Facility Employee or Volunteer (Required by KRS 160.151)  
(Institution/Group Home/Emergency/Wilderness)

Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making (Required by KRS 160.380)

Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)

Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)

Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)

Supports for Community Living (SCL) Employee (Required by 907 KAR 12:010)

Michelle P. Waiver (Required by 907 KAR 1:835)

Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)

XML file with report data  
CSV (comma separated)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

6. Save the file it creates to a folder of your choosing.
7. Navigate to the JCPS Portal (<https://apps.jefferson.kyschools.us/StudentTeachers>) and log in using the credentials you created for JCPS.

Field Experience Students

**Beginning Spring 2020 Field Experience Students Have to complete the Child Abuse and Neglect (CAN) Check**

Jefferson County Public Schools (JCPS) is excited you will be completing your "field hours" in our district. Before you begin your placement, you must [Login](#) | [Register](#)

**Registration Instructions**

1. Register in our Field Experience Tracking System. Please register with an email address that ends with .edu.
2. Complete a volunteer background check\*. Unlike the federal criminal background check, this is a STATE level check. No fingerprints are required. The volunteer records check is good for 5 years.
  1. Please go to my School Bucks to pay for your [Volunteer Background Check](#) (the Volunteer Background Check is \$10.00 and there is a 0.41 cents service fee. The total payment is \$10.41)
  2. After you have completed your payment please go to the [JCPS School Volunteer Records Check](#) and enter your information. If you think you have done this before click check the status. Enter your information in the Volunteer Status Check box and click check status.
3. Please communicate with your Field Placement Coordinator to arrange your placement details. Field Placement Coordinators will communicate directly with principals to make arrangements for your placements. Students should not contact the schools.
4. **Recognizing and Reporting Child Abuse and Neglect**  
Complete the Child Abuse and Neglect (CAN) check. You will receive the results back from the state in your e-mail. Please e-mail a copy of your **CAN Check** to [JCPS.Student-Teacher@jefferson.kyschools.us](mailto:JCPS.Student-Teacher@jefferson.kyschools.us). **Please always include your name, title, and semester (example: Jane Doe / Field Experience Student / Fall 2020 in the subject line.**
  - o [CAN Check Instructions](#)
  - o [CAN Check Sample](#)
  - o If you have further questions about the CAN Check please contact Kentucky Online Gateway (KOG) Helpdesk
    - KOG Security Help Desk: 502-564-0104 Extension 2
    - Monday – Friday
    - 8:30 am – 5 pm EST
    - [KOGHELPDESK@ky.gov](mailto:KOGHELPDESK@ky.gov)

\*The Jefferson County Board of Education (JCBE) requires volunteers to submit a Volunteer Background check every five years. However, if it is brought to the attention of district officials that a **volunteer has plead guilty to or is convicted of drug offenses; sexual offenses; offenses against minors; deadly weapons offenses; violent, abusive, threatening, or harassment offenses; or any felony offense, he or she will be required to submit a new criminal records check and his or her volunteer status may be terminated.** In keeping with JCBE policy, the School Volunteer Records Check process is as follows:

- All JCPS parent and community members whose School Volunteer Records Check was cleared prior to July 1, 2016, are required to submit a new background check.
- Volunteers who submitted a School Volunteer Records Check after July 1, 2016, and were cleared will not need to resubmit a records check until July 1, 2021, unless there has been a qualifying incident similar to those listed above.
- The use of tobacco products is prohibited in any building owned or operated by the board. Smoking on school grounds is permitted only in outside areas so designated by the superintendent or principal, subject to the limits set by law.

8. Click “Update Student Profile”

Home > My Placements

Attention! Please note that all Student Teachers, Field Experience Students, and University Coordinators will need to create a new Login. Please click [here](#) for instructions.

### My Placements

**Update my Student Profile**

**Fall 2021's Placements**  
You do not currently have any placements for Fall 2021.

**Placement History**  
You do not have any placements previous to Fall 2021.

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9. Upload your new CAN check in the indicated spot. The date for the CAN check is the date the check was run, found on the last page of your report. *Note: this would also be a good time to make sure all of your other information is also up-to-date!*

## Register

### Basic Information

First Name	Last Name	Ethnicity Please select an Ethnicity	Semester Please Select a Semester
Birth Date mm/dd/yyyy	Social Security #	Email Address ajlace01@louisville.edu	Phone Number
Address	City	State	Zip Code
University Not Given / Unknown	Current or Desired Placement Type Field Experience	Can Check Choose File No file chosen	Can Check Date mm/dd/yyyy

Max size 2MB

10. Hit “submit” at the bottom of the page and you are done! **Do not fill out the “Student Teacher” portion unless you are about to enter into student teaching.**

The image shows a screenshot of a web form titled "Required for Student Teachers". The form contains several sections and fields:

- Program:** A dropdown menu with "Unknown" selected.
- Conviction Question:** "Have you ever been convicted or found guilty of a felony or misdemeanor offense (other than a moving traffic violation) in Kentucky or any other state?" with a checkbox.
- Offense Disposition:** A text box with the placeholder "please provide date(s) of offense and disposition."
- PPBS 1 Date:** A date field with "mm/dd/yyyy" format.
- PPBS 2 Date:** A date field with "mm/dd/yyyy" format.
- File Uploads:** Two "Choose File" buttons, each with a "Max size 2MB" label. The second button shows "No file chosen".
- Praxis Question:** "Have you passed all needed Praxis #N/A" with a dropdown menu.
- Substitute Teacher:** "Are you interested in being a substitute teacher?" with a dropdown menu showing "N/A".
- Former or Current JCPs Employee:** A checkbox labeled "Former or Current JCPs Employee (Last 6 Months)".
- Job Title:** A text box labeled "Job Title for current/former JCPs Employees only)".
- Certification Areas:** A section with an "Add Certification Area" button and a text box for "Other" certificates.
- Submit:** A blue button at the bottom left, indicated by a red arrow.

A large red "X" is drawn over the entire form, and a red arrow points to the "Submit" button.

### **IMPORTANT NOTES:**

- **If you are having issues with your JCPS portal account, you can also email your CAN check in for manual upload at [JCPS.Student-Teacher@jefferson.kyschools.us](mailto:JCPS.Student-Teacher@jefferson.kyschools.us) (please don't use this option unless necessary -- we don't want to overload their inbox.**
- **The turnaround time for a CAN check is anywhere from 2 hours to 30 days. If you feel like you have been waiting excessively long for you report to generate, or if you are having technical issues, please contact the CAN office directly at [chfsdcbs.rms@ky.gov](mailto:chfsdcbs.rms@ky.gov) .**