



STEPS FOR THE CHILD MALTREATMENT CENTRAL REGISTRY CHECK

Under Arkansas Code Annotated § 6-17-410 and 6-17-414, all persons applying for a first-time license, a lifetime license, license renewal, or for employment at a school district, public school, or education service cooperative must complete the Child Maltreatment Central Registry check. In addition, all pre-service teachers must complete the check before beginning their supervised clinical practice on a school campus.

The Arkansas Child Maltreatment Central Registry background check is handled separately from the criminal history check, using the **Child Maltreatment Central Registry Background Check Form**.

Please follow the instructions on the Child Maltreatment Background Check form.

STEP 1: COMPLETING THE FORM

- Complete the ADE provided Child Maltreatment Central Registry form.
- Sign the form before a notary public.

STEP 2: PAYMENT

- Pay with a preprinted check or money order payable to the “Arkansas **Department of Human Services**”.

STEP 3: SUBMITTING THE FORM

- Mail the form and payment to the Arkansas **Department of Human Services** at the address on the form.

Please allow up to four (4) weeks for the return of the results from the Child Maltreatment Central Registry check.

If the Child Maltreatment Central Registry notifies the Department of Education that there is a “true” finding under your name, you will also be notified. You may contact the Department of Human Services for information on seeking to have your name removed from the registry. If you are successful and your name is removed, you may become qualified for licensure or employment upon the Department of Education receiving official documentation from the registry of the name removal.

