

Accessing BRC Reviewer's Privileges

Issue: You already filled in the documents necessary to have Reviewer privileges. After login into BRC Manager, the Home screen welcomes you as a Data Entry User, instead of a Reviewer. You don't have access to review the BRC Results.

The screenshot shows the BRC Manager Home screen for a user named 'K' who is identified as a 'Data Entry User'. The page header includes the EEC logo, 'MASSACHUSETTS Department of Early Education and Care', and the 'Mass.gov' logo. A navigation bar contains links for Home, BRC Request, BRC Results & Report, Employment Decision, User Administration, and Logout. The main content area features a welcome message and a 'Your BRC Dashboard' section with the following status: 0 BRC requests being processed by EEC, 0 BRC requests completed in the last 10 days, 1 BRC requests completed in the last 75 days, and 0 new messages. A 'Forms and Reports' section includes links for 'Print BRC Consent Form' and 'Generate BRC Request History Report'.

The screenshot shows the BRC Manager Home screen for a user named 'M' who is identified as a 'Reviewer'. The page header and navigation bar are identical to the previous screenshot. The main content area features a welcome message and a 'Your BRC Dashboard' section with the following status: 0 BRC requests being processed by EEC, 1 BRC requests completed in the last 10 days, 1 BRC requests completed in the last 75 days, 0 new users registered in the last 30 days, and 0 new messages. A 'Process Background Record Checks' section includes links for 'Submit BRC Request', 'View Pending and Completed BRC Requests', 'Record Employment Decisions', and 'View Employee Listing'. A 'Forms and Reports' section includes links for 'Print BRC Consent Form' and 'Generate BRC Request History Report'. A 'User Administration' section includes links for 'Manage Your User Account', 'Request Access as a Reviewer', 'View Your Licensee's Reviewers', and 'Manage Your Licensee's Users'.

Steps to follow: Click on View Your Licensee's Reviewers. A screen will be displayed with the names of the Reviewers or Licensee/Reviewers for your organization



Massachusetts Department of Early Education and Care

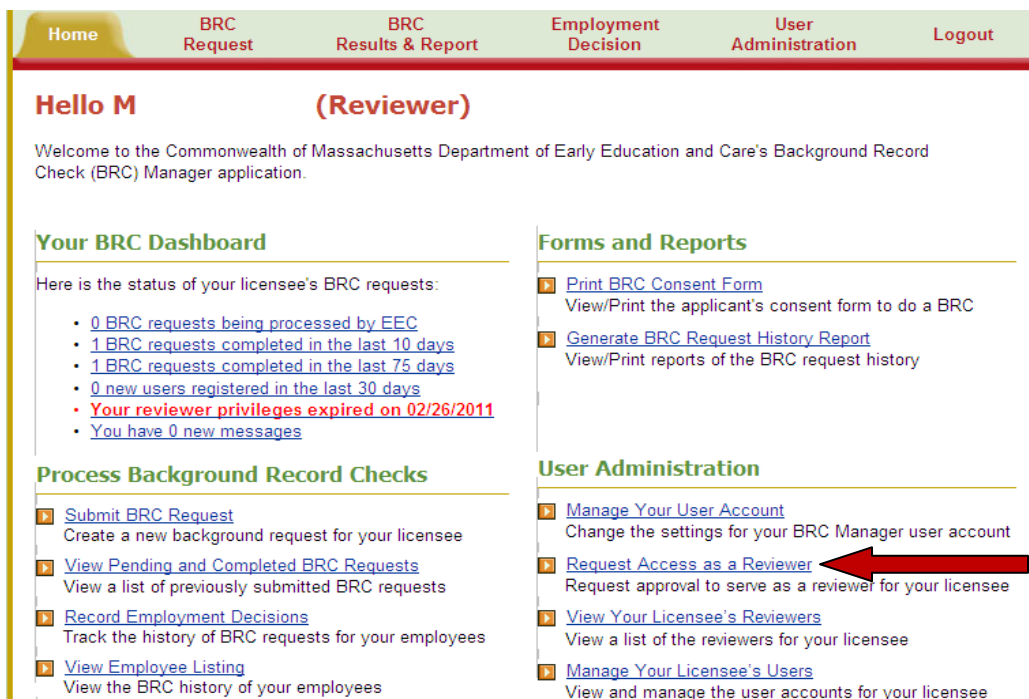
Home BRC Request BRC Results & Report Employment Decision **User Administration** Logout

Your Licensee's Reviewers

Below is a list of the reviewers who have registered under the licensee "Castle Square Tenants Organization, Inc"

Name	Reviewer Type	Valid Start Date	Valid End Date	Status
L	Licensee/Reviewer	4/25/2011	4/25/2014	Active
We	Reviewer with Authority	2/26/2008	2/26/2011	Expired
W	Reviewer with Authority	3/23/2011	3/23/2014	Active
W	Reviewer with Access	4/30/2009	4/30/2012	Active
W	Reviewer with Access	3/23/2011	3/23/2014	Active

After confirming that your name has an active status, click on the **Home** tab, then, click on **Request Access as a Reviewer**



Home BRC Request BRC Results & Report Employment Decision **User Administration** Logout

Hello M (Reviewer)

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care's Background Record Check (BRC) Manager application.

Your BRC Dashboard

Here is the status of your licensee's BRC requests:

- 0 BRC requests being processed by EEC
- 1 BRC requests completed in the last 10 days
- 1 BRC requests completed in the last 75 days
- 0 new users registered in the last 30 days
- Your reviewer privileges expired on 02/26/2011
- You have 0 new messages

Process Background Record Checks

- Submit BRC Request
Create a new background request for your licensee
- View Pending and Completed BRC Requests
View a list of previously submitted BRC requests
- Record Employment Decisions
Track the history of BRC requests for your employees
- View Employee Listing
View the BRC history of your employees

Forms and Reports

- Print BRC Consent Form
View/Print the applicant's consent form to do a BRC
- Generate BRC Request History Report
View/Print reports of the BRC request history

User Administration

- Manage Your User Account
Change the settings for your BRC Manager user account
- Request Access as a Reviewer** ←
Request approval to serve as a reviewer for your licensee
- View Your Licensee's Reviewers
View a list of the reviewers for your licensee
- Manage Your Licensee's Users
View and manage the user accounts for your licensee

Scroll down on the Request Reviewer Privileges page and fill in the Date of Birth and the SSN (or the last four digits). Click on **Submit Reviewer Request**. You will be all set to Review the BRC Requests.

Request Reviewer Privileges

To apply for a BRC approved reviewer, download the reviewer BRC application form below and submit it to your EEC regional office.

[Download BRC Reviewer form](#)

Furthermore, in addition to the requirement that your reviewer status is renewed at least every three years; the authorized BRC Licensee for your agency must renew his or her licensee/reviewer status at least every three years. To renew their status they must complete the licensee-applicant BRC form.

[Download the Licensee-Applicant BRC form](#)

Please note: a licensee is the person responsible for the administration of the program or facility and who is duly authorized agent of the EEC licensed agency. For example, the Executive Director, CEO, owner, etc. (These examples are not all inclusive).

For a list of current BRC licensee/reviewers and BRC reviewers and their authorization expiration dates, please go to [Licensee Reviewer List](#).

Important: Once you receive the BRC (CORI & DCF) approval results in the mail you must update your online account by completing the fields below and clicking the "submit reviewer request" button.

Licensed Umbrella Agency Name: Cape Cod Quality Day Care, Inc.

Please note that * indicate all required fields.

Reviewer's Name: K L

*Date of Birth:

*SSN: Enter Full 9 digits OR Last 4 digits

NOTE: The Reviewer's Name must match with the name on the EEC Single Sign In Profile. To double check, click on Edit Profile on the Access Your EEC Applications screen.

Access Your EEC Applications

Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page.

- [Professional Qualifications Registry](#)
- [Professional Certification \(TQ\)](#)
- [Background Record Check \(BRC\) Manager](#)

Update Your Profile

Update your information below and click 'Submit' to save your changes. Please note that all fields marked with * are required.

Security Information

Security Phrase *

Security Question *

Security Answer *

Day of Birth * Ex: If your date of birth is June 30, 1980 enter 30

Contact information

First Name *

Last Name *

Gender *