



# Clearinghouse Renewals

## Frequently Asked Questions

### What is a 'Clearinghouse Renewal'?

Florida Statute requires care providers (to include employees, substitutes and household members) to undergo another criminal history check once every five years from the date of the retention of their fingerprints. The process of extending the retention is called a 'Clearinghouse Renewal.'

### What is a 'Retained Print' (RP)?

The term, 'Retained Prints' (RP) refers to the fingerprints that FDLE retains when an individual undergoing screening agrees to make their background information shareable among the seven State Agencies specified by section 435.12, Florida Statutes to participate in the Clearinghouse. Fingerprints began being retained January 1, 2013.

### What is the 'Retained Prints expiration date?'

The Retained Prints (RP) expiration date refers to the calendar day that FDLE will purge the prints from their storage if the employee/substitute/household member does not have a Clearinghouse Renewal requested. Prints are retained for 5 years unless they are renewed or purged. Once the prints have been purged, there is no grace period, and the employee/substitute/household member will have to have a whole new screening. The retained prints expiration date is located on the Person Profile page above the Eligibility section.

### Does the Clearinghouse Results Website offer renewal screenings?

Yes, providers can initiate five-year renewal screenings through the Clearinghouse for employee/substitute/household members who are eligible for renewal.

### When can I initiate a Clearinghouse Renewal?

Providers may initiate a Clearinghouse Renewal starting 60 days before the Retained Prints Expiration Date is reached. If the Clearinghouse Renewal is not initiated before the retained prints expiration date a new screening will need to be initiated in the Clearinghouse and the employee/substitute/household member will have to be fingerprinted again.

### How will the provider know when it is time to renew an employee/substitute/household member's screening?

There are two new features in the Clearinghouse Results Website (CRW) designed to let provider's know when it is time to renew an employee/substitute/household member's screening. **Both features depend on the member being listed in the provider's Employee/Contractor Roster:**

- Retained Print Expiration Table --starting 60 days from an employee/substitute/household member's RP expiration date, a record will appear in the provider's RP expiration table on the home page in CRW that shows their expiration date. Each employee/substitute/household member's name in the table is a hyperlink to their person profile, from which users can request a renewal screening.
- Provider Renewal Notifications -- at 60, 30, and 21 days before the employee/substitute/household member's RP expiration date, the system will send notifications to the provider that remind the provider that it is time for a renewal screening, if member is on the Employee/Contractor roster without an end date.

**Why is the Employee/substitute/household member Roster so important for renewal screenings?**

The Clearinghouse system will notify the employer of upcoming expirations of retained prints only for those employee/substitute/household members that are listed on the Employee/Contractor Roster. It is imperative that the employer adds all current employee/substitute/household members to their Employee/Contractor Roster to receive important notifications including Arrest notifications and Expiring Retained prints notifications.

**How does the provider request a renewal screening?**

A Clearinghouse Renewal can be initiated and paid for through the Clearinghouse Results Website.

**My employee/substitute/household member's eligibility determination date is not 5 years old so why am I receiving notification of their prints expiring?**

The eligibility determination date is the date of the last eligibility determination made for the individual in the Clearinghouse. The RP expiration date is the day the fingerprints will no longer be retained by FDLE. The two dates can differ by as much as 5 years, depending on the volume of screenings or interest a person carries. The RP expiration date can only be changed by either a Clearinghouse Renewal or a brand-new screening and is the date used in determining when a new screening is required.

**What's the difference between a renewal and a resubmission?**

A resubmission is the process of running a new national criminal history check for the purpose of having an updated screening for those individuals with a lapse of employment greater than 90 days. The resubmission screening does NOT extend the RP expiration date.

**Does my employee/substitute/household member have to re-sign/resubmit the Privacy Policy and/or the Attestation of Compliance?**

No, the employee/substitute/household member does not have to resubmit either the Privacy Policy or the Attestation of Compliance. Per section 59A-35.090(2)(d) 2, F.A.C., the attestation must be signed upon hire and stored in the member's personnel file. The Privacy Policy only needs to be signed the first time an employee/substitute/household member receives a Clearinghouse screening and stored in the employee/substitute/household member's personnel file.