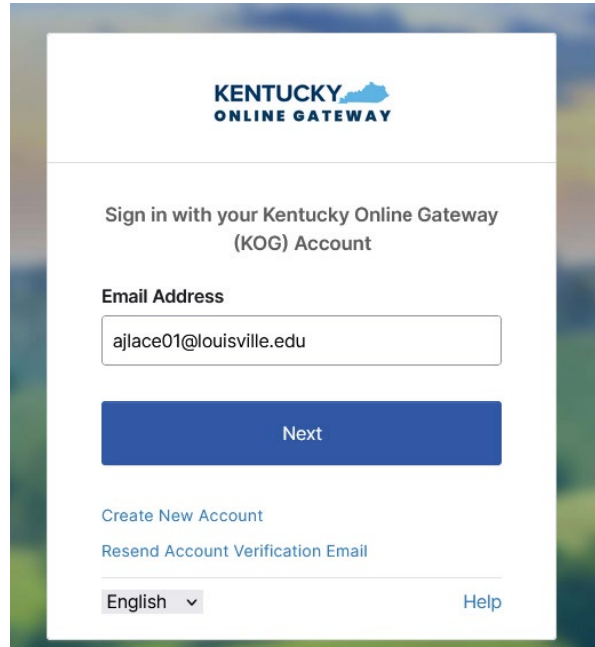


How to Obtain a .PDF of your CAN Check and Upload to JCPS

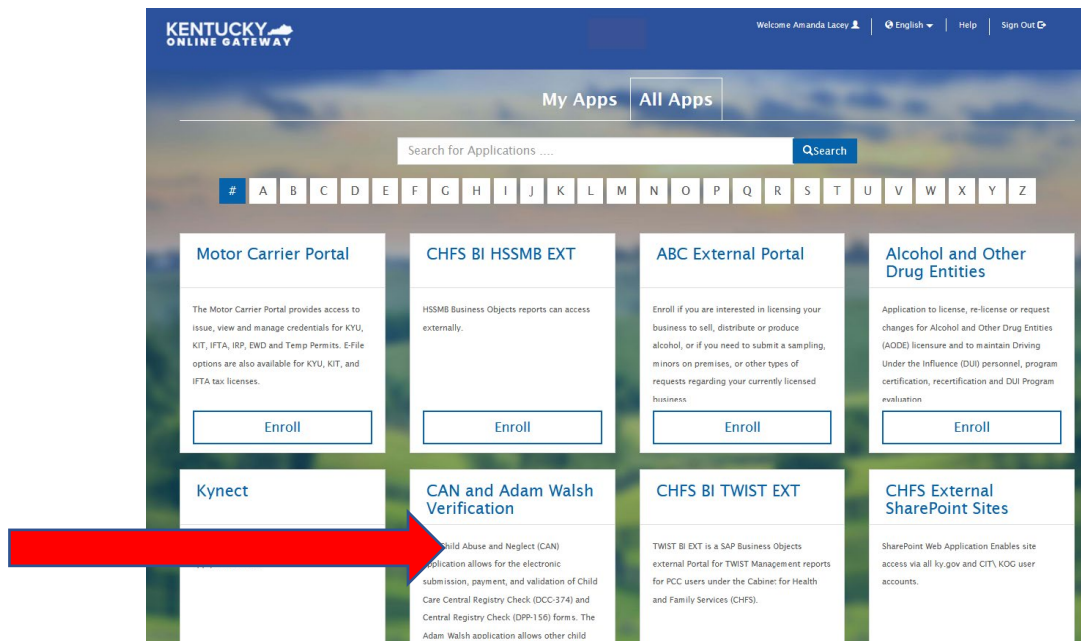
Once you receive the notification that your CAN check is complete, this is what you need to do:

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

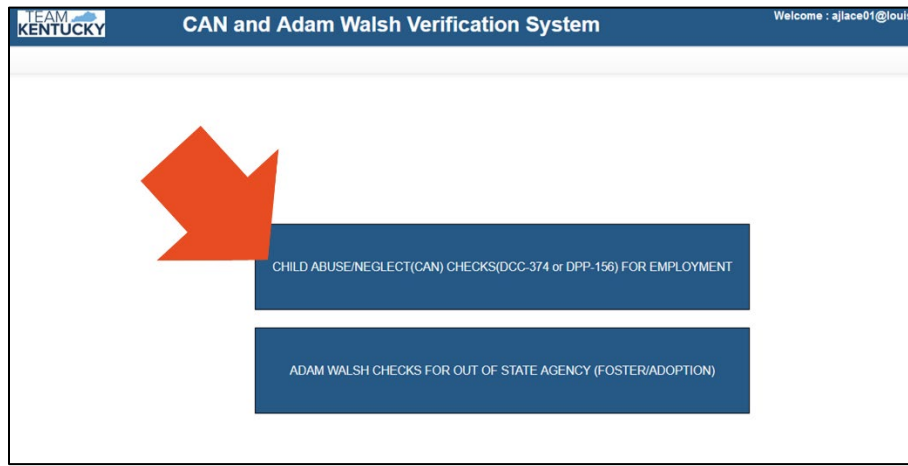


The screenshot shows the 'KENTUCKY ONLINE GATEWAY' login interface. It prompts the user to 'Sign in with your Kentucky Online Gateway (KOG) Account'. There is a text input field for the 'Email Address' containing 'ajlace01@louisville.edu'. Below the input field is a blue 'Next' button. At the bottom, there are links for 'Create New Account' and 'Resend Account Verification Email'. A language dropdown menu is set to 'English', and a 'Help' link is in the bottom right corner.

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

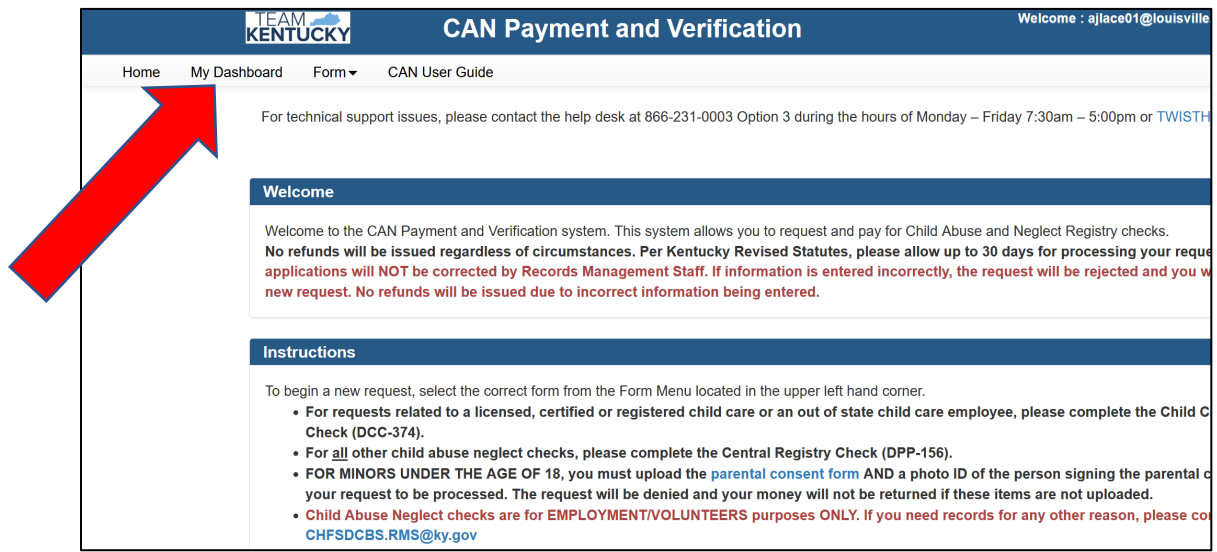


3. Click “Child Abuse/Neglect (CAN) Checks” Button



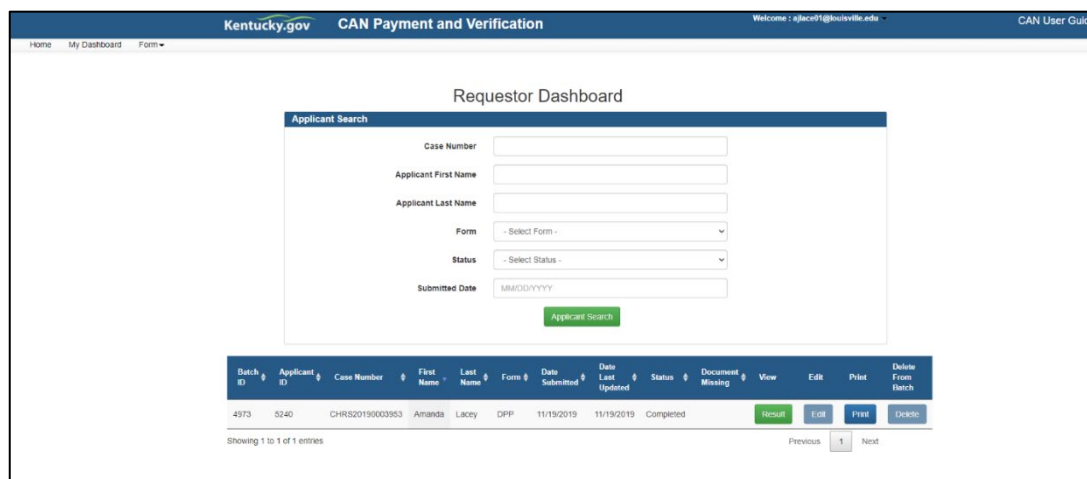
4. Then click the top left corner button that says “my dashboard”.

5.



6. 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.



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

Applicant Id Case Number

1 of 2 ? 100% Next

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

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

FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE OR NEGLECT CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM (www.kycourts.gov/can-check-the-category-listed-below-that-applies-to-you-for-child-abuse-or-neglect-check-is-being-requested):

☐ Child-Placing Agency(Foster/Adoption/Independent Living)Employee or Volunteer (R. 8/2019)

☐ Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by KRS 160.380)

☒ Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making (Permitted by KRS 160.151)

☐ Private, Parochial, or Church School Employee or Student Teacher (Required by KRS 194A.380-194A.383)

☐ Youth Camp Employee, Contractor, or Volunteer (Required by KRS 403.352)

☐ Power of Attorney Regarding the Care and Custody of a Child (Required by 907 KAR 12:010)

☐ Supports for Community Living (SCL) Employee (Required by 907 KAR 1:835)

☐ Michelle P. Waiver (Required by 907 KAR 1:160 and 7:010)

☐ Home and Community Based (HCB) Waiver

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

8. Save the file it creates to a folder of your choosing.

9. Navigate to the JCPS Portal (<https://apps.jefferson.kyschools.us/StudentTeachers>) and log in using your U of L email and password.

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**

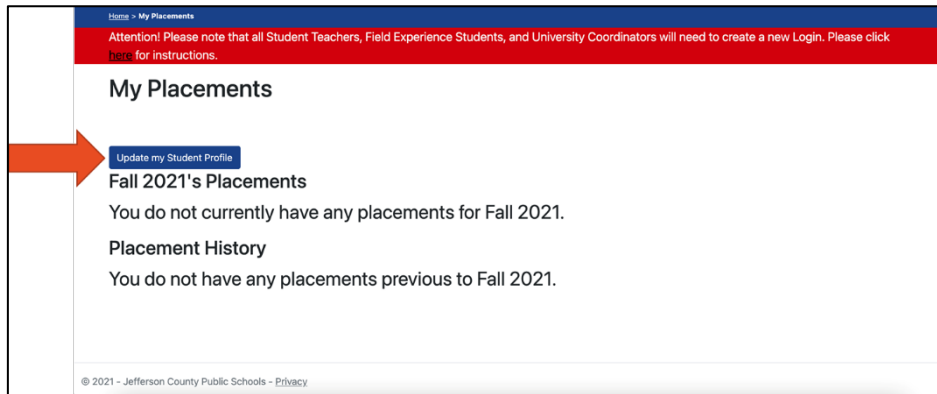
Registration Instructions

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**. 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

*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 pleaded 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.

10. 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

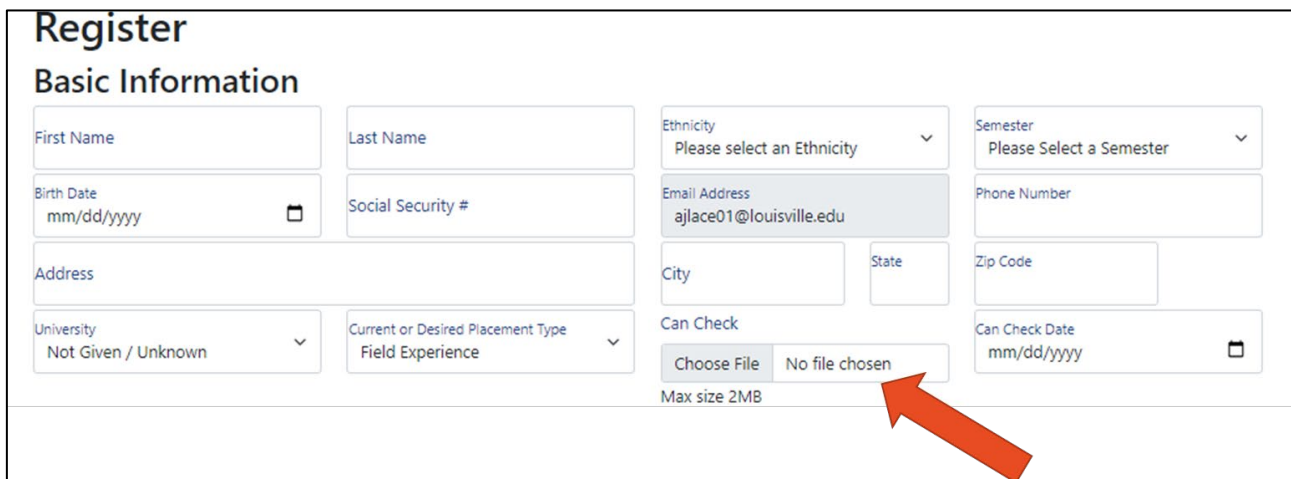
You do not currently have any placements for Fall 2021.

Placement History

You do not have any placements previous to Fall 2021.

© 2021 - Jefferson County Public Schools - Privacy

11. 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!*

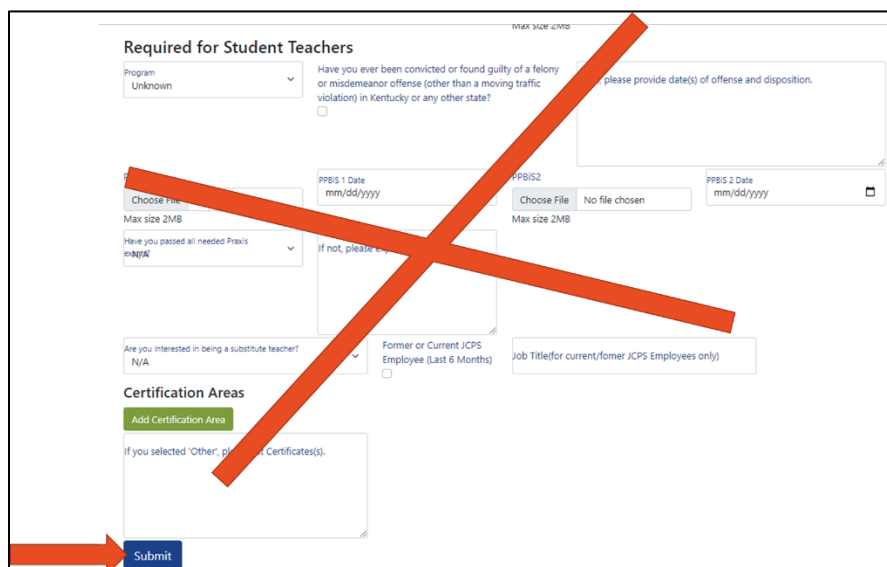


Register

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
University Not Given / Unknown	Current or Desired Placement Type Field Experience	Can Check Choose File No file chosen Max size 2MB	Zip Code
			Can Check Date mm/dd/yyyy

12. 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.**



Required for Student Teachers

Program: Unknown

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?

PPBS 1 Date: mm/dd/yyyy

PPBS 2 Date: mm/dd/yyyy

Have you passed all needed Praxis exams?

Are you interested in being a substitute teacher?

Former or Current JCPS Employee (Last 6 Months)

Job Title (for current/former JCPS Employees only)

Certification Areas

Add Certification Area

If you selected 'Other', please list Certificates(s).

Submit

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** (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 your report to generate, or if you are having technical issues, please contact the CAN office directly at **chfsdcbs.rms@ky.gov** .