

California State University
SAN MARCOS

CHAD 450 and 496 Information

Dr. Haylee DeLuca Bishop, CHAD Program Director

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For more information:

https://www.csusm.edu/chad/background-checks/

Observation Research

- 169 children; 12 classes; Infancy-PreK







Assessment Experience

CA Community Care Licensing Requirements

- Livescan Background & Fingerprint check
- TB test
- MMR and TDaP vaccines
- Flu vaccination (or declination form)

Overview of Requirements

- This information is confidential and provided only to the Center for Children and Families

- CSUSM/CHAD faculty and staff do not have access to this information
  - We only know whether a student did or did not pass the background check, or did not turn in their materials

Procedures

- You must make copies of all of your documents before submitting your materials to the CCF

- You must submit only a complete set of materials
  - If you do not have a complete set (e.g., if you are missing your TB test), the CCF will ask you to return once you have everything you need

- **There is absolutely no flexibility on the deadline**
  - Students who do not meet the deadline will be dropped

Livescan Fingerprinting and Background Check *social security number and photo ID required

- Print and complete the Request for Live Scan Report (posted on the website), accessible here: Request for Live Scan Report

- Go to any place that does LiveScan, such as Postal Annex
- Or make CSUSM site appointments by calling: (760) 750-7530
  - CSUSM Parking Services campus Live Scan website
  - If no answer, email livescan@csusm.edu

- LiveScan will sign/stamp a document when you are done; you will bring a copy of this document to the CCF

Tuberculosis (TB) Test

There are three ways to document that you do not have active TB: https://www.csusm.edu/chad/immunizations/tbtests.html

- 1. Students who have not had a TB skin test within the last 12 months will be required to have a negative **two-step** skin test separated by one to three weeks,

  OR

- 2. Students who have a current negative **one-step** skin test, done within the last 12 months, will require an additional one-step skin test. Student must provide documentation of both TB skin tests,

  OR

- 3. Students who have a documented past positive TB skin test or history of Bacille Calmette-Guerin (BCG) will be required to provide a clear chest x-ray (within the last two years – actual radiology report required) and a TB Symptom Questionnaire form. Blood Assay for Mycobacterium Tuberculosis or Quantiferon TB Gold Test will not be accepted.

- You will submit a copy of your TB test results to the CCF

Where to Get TB Test

TB tests can be obtained at:

- Student Health on campus - ask for an appointment for a TB Risk Assessment and tell them you need the test for the CCF's licensing requirements as mandated in California Code of Regulations Title 8 and Title 22

- Your own personal physician’s office

- A local clinic

Measles, Mumps, Rubella (MMR) Vaccination

Written proof of immunity

- Medical documentation signed by a physician that you either had the diseases or
- Evidence of two does of MMR vaccination, with first dose on or after 1st birthday

If you don't have proof of immunity to MMR you can:

- Make an appointment to receive the MMR vaccination at Student Health or your provider
- Make an appointment for an MMR titer blood test to check the immunity levels for measles and rubella at Student Health

There is a fee for both the vaccine and the titer. Please call to check with Student Health for prices.

- Submit copy to the CCF

Tetanus, diphtheria, and pertussis/whooping cough (TDaP) vaccination

Written proof of immunity

- Medical documentation signed by a physician that you either had the diseases or
- Evidence of TDaP vaccination

If you don't have proof of immunity to TDAP you can

- Make an appointment to receive the TDAP vaccination at Student Health or your provider

For those students who cannot obtain this vaccine for medical reasons, a note to that effect from a licensed physician must be provided

- Submit copy to CCF

Flu Immunization

- Provide proof of flu immunization from that year (August 1-December 1)

OR

- Sign flu shot declination form on website signed declination of the flu vaccine form

- Submit proof of immunization or declination form to the CCF



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FAQ

- What timeframe is used for the “past 12 months?
  - 12 months from the paperwork deadline each semester. For example, if the paperwork deadline is 6/21/24, the Livescan and TB test would have to be completed between 6/21/23 and 6/21/24.
- What if I had a Livescan done for another class?
  - Every organization has their own Livescan form and results are sent directly to the organization. Organizations cannot share Livescan reports with one another.
  - If the organization you were placed at for your class used the Community Care Licensing form for a Day Care Center with more than 6 children, and this was done in the past 12 months, the CCF Assistant Director can check the system to see whether your Livescan is transferable. You will need to provide your driver’s license number and date of birth for this information to be looked up.
- What if I had a TB test or vaccinations done for another class, or for my job?
  - These are personal health records that you maintain a copy of (or can obtain directly from your provider). One class or organization is not able to transfer your health records to another one.
- What if I work at a licensed childcare facility?
  - The CCF Assistant Director can check the system to see whether your Livescan is transferable. You will need to provide your driver’s license number and date of birth for this information to be looked up. Once you separate from that facility, the Livescan becomes inactive after one year.

Spring 2027 Deadline: January 4, 2027

FOR STUDENTS TAKING CHAD 450 or 496 In Spring 2027

- Copies of all materials are due to the CCF by **January 4, 2027**
- The CCF will accept your complete set of documents from Tuesday, December 1, 2026 through Monday, January 4, 2027
  - Please note that the CCF is **closed** and cannot accept paperwork December 11, 2026, and December 24, 2026 through January 1, 2027
- The CCF is located at 453 La Moree Road
- Open Monday - Friday 7am-6pm
  - **Closed** December 11, 2026
  - **Closed** December 24, 2026 through January 1, 2027



Submit All Forms Together to CCF

Once you have a copy made of each document that is required, submit the materials together to the CCF:

- Request for Livescan Report Form (completed)
- TB test
- MMR and Tdap vaccines
- Flu vaccination (or declination form)

- Only physical documents will be accepted; electronic documents are **not** accepted

The CCF is located at 453 La Moree Road

- Open Monday - Friday 7am-6pm
- See website and email communications for the dates submissions are accepted: