



Clearinghouse Renewals

Frequently Asked Questions

1. What is a 'Clearinghouse Renewal?'

Florida Statute requires care providers 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.'

2. 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.

3. What is the 'Retained Print expiration date?'

The Retained Print (RP) expiration date refers to the calendar day that FDLE will purge the prints from their storage if the employee 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 will have to have a whole new screening.

4. Does the Clearinghouse Results Website offer renewal screenings?

Providers can initiate five-year renewal screenings through the Clearinghouse for individuals whose 'renewal window' is open.

5. What is a 'renewal window?'

Clearinghouse Renewals can only be requested within a specific timeframe that is based on the retained print expiration date. The window opens 60 days before the Retained Prints expiration date. It closes 14 days before the Retained Prints expiration date to allow for processing time.

6. How will the provider know when it is time to renew an individual'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 individual's screening. *Both features depend on the employee being listed in the provider's Employee/Contractor Roster.*

- Retained Print Expiration Table –starting 60 days from an employee'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'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'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 the employee is on the Employee/Contractor roster without an end date.

7. Why is the Employee Roster so important for renewal screenings?

The Clearinghouse system will notify the employer of upcoming expirations of retained prints *only for those employees that are listed on the Employee/Contractor Roster.*

It is imperative that the employer adds all current employees to their Employee/Contractor Roster to receive important notifications including Arrest notifications and Expiring Retained prints notifications.

8. How does the provider request a renewal screening?

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

9. My employee'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.

10. 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.