

**Early Childhood Education**  
**Central Abuse and Neglect Frequently Asked Questions**

*Updated: 3/14/2018*

**I mailed in my form but I didn't receive anything. What do I do?**

Give it time. It may take 2 to 4 weeks to process your form. If after 4 weeks, you don't hear anything, contact the Early Childhood Office at 269-965-3931, extension 2109, for further guidance.

**I am missing my driver's license; or, I don't have a driver's license. What do I do?**

Students can use a Michigan Identification card instead of a driver's license. Students without a Michigan driver's license or a Michigan state ID without a correct address on it will need to get the Michigan driver's license or ID card replaced or updated with the correct address before applying for the Central Abuse and Neglect Registry form approval process. Remember to copy, and submit, both sides of a driver's license or ID card which has an updated address sticker on the reverse side.

**I am not 18 years old. Do I need a Central Abuse and Neglect approved form?**

No. If you are not 18 years old, please notify the Early Childhood office at 269-965-3931, extension 2109, and we will verify this information and inform your instructor(s).

**I received an approved form. What do I do now?**

Keep your original letter in a safe place. This is personal information you may need when completing observations for assignments. Make a copy of your original letter and give this to your instructor or mail it to:

Early Childhood Education  
Kellogg Community College  
450 North Avenue  
Battle Creek, MI 49017

**I lost my approval form. What do I do?**

Submit a new Central Abuse and Neglect Registry request form to the DHHS Office (or visit the office in Branch and Barry County) and ask for a second copy. Important, write a note on the application explaining that this is a second request because the original form was lost. Due to FERPA confidentiality, once this item is submitted to the ECTE Office, it becomes a part of their student record and **cannot be returned back to the student.**

**What if there is a problem with my Central Abuse and Neglect letter?**

Please contact the Early Childhood Education office at 269-965-3931, extension 2109, for further guidance.