

## Child Abuse and Neglect Check (CAN Check)

Website: <https://sso.kog.ky.gov/>

1. Sign in or set up account
2. CAN payment and verification pop up box – select launch
3. From the toolbar select Forms – Central Registry Checks – DPP-156
4. Select **Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)**
5. Enter your personal information & current address
6. Be sure to click the box under employer/agency information
7. Enter the following information
  - a. Name: Ballard County Board of Education
  - b. Email address: [Carolyn.stowell@ballard.kyschools.us](mailto:Carolyn.stowell@ballard.kyschools.us)
  - c. Address: 11 Vocational School Road
  - d. City: Barlow
  - e. State: KY
  - f. Zip code: 42024
8. View/Upload documents – Upload
9. Submit
10. Select pay by credit/debit card
11. Proceed to E-sign – confirm signature
12. Sign & Pay – enter credit/debit card information – Next – Pay now
13. An email should be sent to you & a copy will be emailed to Carolyn Stowell.