

# **FINGERPRINT/BACKGROUND CHECK REQUIREMENTS**

House Bill 1 changed certain background check requirements for licensed educators in Ohio beginning January 1, 2010.

- 1) Educators who are renewing a license/permit and who have:
  - a) **lived continuously in the state of Ohio for the previous five years**  
and
  - b) **have a BCII background check on file with ODE,**will **only** need to complete an **FBI** background check once every five years.
- 2) Educators who have **not** lived continuously in Ohio for the past five years will need to complete **both** BCII and FBI background checks if the reports on file with ODE are more than five years old on the date the application is received.
- 3) If you are a new employee/new sub employee and you **have been fingerprinted for Ohio BCII and FBI within the past 12 months,** you need to complete a certified (gray) form so we can confirm your Ohio BCII fingerprint results. This form is available in the Kettering Human Resources Office. You will also need to bring a copy of your current FBI report.
- 4) If you are a new employee/new sub employee/volunteer and you **have been fingerprinted for BCII,** but you have **not** been fingerprinted for **FBI,** you will need to complete a certified (gray) form so we can request a copy of your Ohio BCII fingerprint report. You will need to be fingerprinted for the FBI.

Fingerprint background checks are completed at the Kettering Board of Education, Human Resource Services Office at 3750 Far Hills Avenue. You will need to have your **Ohio Driver's License** with you at the time you are fingerprinted.

## **COSTS**

Ohio BCII - \$22.00

FBI - \$25.25

Request for Copy of Ohio Background Check - \$8.00

## **PAYMENTS**

Money Orders Only – Payable to “Kettering City Schools”

“Regular” Employees – Payment may be automatically deducted from payroll checks.

## **TIMES for FINGERPRINTING**

**Monday – Friday**

**8:00 am – 11:00 am**

**1:30 pm – 3:30 pm**

**OVER**

## **ODE Guidelines when Applying for a License/Permit**

***Initial Applicants*** for a license/permit – Must complete both Ohio BCII and FBI criminal background checks within 365 days of application.

***Permanent Certificate*** holders – Must submit required background checks once every five years. If holder has lived continuously in Ohio all of the past 5 years, only an FBI background checks is required.

***Multiple License/Permit*** holders – Only need to submit required background checks when applying for renewal of license/permit that is of the longest duration.

**Questions: Call the Human Resource Services Office @ 499-1427**