

# Mandatory Criminal Background Checks

## FREQUENTLY ASKED QUESTIONS



- 1.** Do I need to complete both Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) background checks?

You must complete the FBI requirement. You will only need to complete the BCII requirement if you have lived outside of Ohio at any time in the last five years.

- 2.** I hold a permanent license. Do I need to be fingerprinted?

Yes. You will need to complete an FBI background check unless you have an FBI background check on file with the Ohio Department of Education (ODE), which is less than five years old. You will also need to complete a BCII background check if you have lived outside of Ohio at any time in the last five years.

- 3.** I hold a permanent license and a five-year license. Do I need to be fingerprinted?

No. At the time of renewal, you must complete an FBI background check and a BCII if you have lived outside of Ohio at any time in the last five years.

- 4.** May I submit payment with cash or a personal check?

No. Money orders are the only acceptable form of payment for fingerprinting.

- 5.** I intend to resign/retire between now and the end of the 2019-20 school year. Do I need to participate in the fingerprinting process?

Yes, if more than five years has elapsed since your last background check.

- 6.** I am a substitute teacher. Do I need to be fingerprinted?

No. When you renew your substitute teacher's license, you will be asked to satisfy fingerprinting requirements at that time.

- 7.** I am a certificated (licensed) employee who also holds a coaching (non-licensed) position in the District. Do I need to be fingerprinted?

You will be required to complete both BCII and FBI background checks when you renew either your license or permit.

- 8.** I am a classified employee and did not complete my fingerprinting until September 2015. Do I need to be fingerprinted?

Yes.

- 9.** Where do I go to get fingerprinted?

Fingerprints are taken at East Professional Center. See the Mandatory Criminal Background Check Fact Sheet for address, days and times.

- 10.** I am a school-based employee. Will fingerprinting be conducted at any site other than East Professional Center?

No. Background checks are only offered at this location.

- 11.** How long does it take to be fingerprinted?

The fingerprinting process takes about five minutes. Wait times may be longer than usual due to volume, so please allow for additional time.

- 12.** If my fingerprinting results state that my fingerprints are illegible, will I have to pay to be fingerprinted again?

No.

- 13.** If I have to use a card with my fingerprints (inked) due to poor fingerprints, how long will it take to receive the results?

We strongly encourage you to complete the requirement right away if your background check was conducted through a card (inked) or if your fingerprints may not be clear. The turnaround time is around 60 days to receive the results.

- 14.** Can I be terminated if there is an offense on my record?

All employees who have particular offenses on their record, as identified in ORC 3319.391/3319.39, will be scheduled for a hearing in the Talent Department. You will be given the opportunity to present oral and written documentation in support of your continued employment.

- 15.** Will I receive a copy of my background results?

No. You can view a copy of your background results in Workday (My Profile/Personal/Documents).

