

# Mandatory Criminal Background Checks FACT SHEET



## Who needs a background check?



Employee Classification	Type	Comment
District employees hired after <b>January 1, 2016</b>	None	Background checks are not required at this time.
All non-licensed employees hired between January 1, 2014 – December 31, 2015	FBI	Must complete the FBI background check
	BCII	Only required if you have lived outside of Ohio for any period of time in the last five years.
Professional Drivers and Bus Attendants who are Truck Driver Union Local 407 members with a Commercial Driver's License	None	Not required if you are required to be fingerprinted every six years for recertification.
Employees who only hold coaching positions	BCII	Only required if you have lived outside of Ohio for any period of time in the last five years.
Licensed employees with a permanent license	FBI	Required for individuals who do not have an FBI background check on file with the Department of Education that is less than five years old.
	BCII	Only required if you have lived outside of Ohio for any period of time in the last five years.
Certificated (licensed) employees holding any other type of license	None	Certificated employees with any other valid license including a one-year, four-year resident educator, five-year, alternative or temporary certificate.
	FBI	Required when certificate is renewed and current information on file with the Ohio Department of Education expires.
	BCII	Required if you did not continuously live in Ohio since the last renewal.

## Where do I go for a background check?



### East Professional Center (EPC)

1349 East 79 St, Room 110  
Cleveland, OH 44103  
Monday – Friday  
2/19/2020 – 5/1/2020  
Times: 9:00 am – 4:00 pm

## What is the cost?



### Only money orders will be accepted

Payable to:  
Cleveland Metropolitan School District

BCII	\$22.00
FBI	\$25.25
BCII and FBI	\$47.25

## Acceptable identification



Valid Driver's License  
Valid State Photo ID  
Valid Passport

## Questions?



Email us at  
**BCI-FBICompliance@  
ClevelandMetroSchools.org.**