

**Summary of Fingerprinting Requirements – State of Ohio (HB79, HB190 and HB1) – and the Archdiocese of Cincinnati – 2010**  
***Under the policies of the Archdiocese of Cincinnati, anytime there is a change in location of service, the person must be re-fingerprinted (does not apply to substitutes). This is the case even if a person is current with State licensure requirements.***

Group	Requirement	Results: Teacher Certification?	Who checks for compliance?
<b>Educators seeking their First Ohio License, certificate or permit</b>	When an individual submits an application for their very first license, certificate or permit issued by the Ohio Department of Education, a <b>BCI</b> and <b>FBI</b> background check report, completed within 365 days of the date the application is received, must be on file at the Ohio Department of Education.	Yes	Ohio Department of Education
<b>Educators with Renewals or Additional Licenses, Certificates or Permits</b> including substitutes, educational aides, cafeteria monitors, playground monitors and coaches with pupil activity supervisor permits.	<p>Under the requirements, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. <b>The answer to this residency question will determine what background checks (if any) educators must complete as they renew licenses or apply for additional licenses.</b></p> <p>Residency Answer is <b>YES</b> - Educator has been a Resident of Ohio for the past 5 years:            An <b>FBI</b> background check is required if the report on file with ODE is more than 5 years old on the date the application is received. A <b>BCI</b> background check is required if you do not have one on file with ODE.</p> <p>Residency Answer is <b>NO</b> - Educator has NOT been a Resident of Ohio for the past 5 years:            Both the <b>BCI</b> and <b>FBI</b> background checks are required if the reports on file with ODE are more than five years old on the date the application is received.</p> <p><b>Note:</b> Educators can find their background check dates using ODE's Educator Profile  <a href="https://safe.ode.state.oh.us/portal/Default.asp">https://safe.ode.state.oh.us/portal/Default.asp</a></p>	Yes	Ohio Department of Education
<b>Educators holding permanent or non-tax</b> certificates are still required to submit the required background checks once every five years to keep the certificate active.	<p>Permanent or non-tax certificate holders who have lived continuously in Ohio for the those five years, and have a BCI background check on file with ODE, will only need to submit the FBI background check.</p> <p>Permanent or non-tax certificate holders who have not lived continuously in Ohio for those five years will need to submit the BCI and FBI background checks.</p>	Yes	Ohio Department of Education

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**Continued on the reverse side.**

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<b>Group</b>	<b>Requirement</b>	<b>Results: Teacher Certification?</b>	<b>Who checks for compliance?</b>
<b>Non-Licensed School Employees</b> - paid staff who are non-certificated including secretaries, maintenance, cafeteria, coaches and other non-teaching employees.	Must complete the BCI and FBI background checks once every 5 years.	No	Archdiocese of Cincinnati Ohio Catholic School Accreditation Assoc. EdChoice Audits
<b>All applicants for employment in a school</b> , not just those who are responsible for the care, custody or control of a child, as in the previous law. Personnel furnished by a third party contractor hired by a district or school also must obtain a BCI and FBI background check for employment that involves working in a school.	BCI and FBI background checks	Applicant is licensed school personnel (teacher) – yes  Applicant is non-licensed school personnel – no.	Archdiocese of Cincinnati  Ohio Catholic School Accreditation Assoc.  EdChoice Audits

**July 1, 2008 Archdiocesan Decree on Child Protection:**

<b>Group</b>	<b>Requirement</b>	<b>Results: Teacher Certification?</b>	<b>Who checks for compliance?</b>
<b>Cleric, non-school employee who has contact with children, regular volunteer</b> (non-paid persons working in schools, parishes, agencies or institutions of the Archdiocese)	BCI (FBI is required if the person has not been a resident of Ohio for the past 5 years)	No	Archdiocese of Cincinnati
<b>Non-paid Student Teacher</b> – doing field experience	BCI (FBI is required if the person has not been a resident of Ohio for the past 5 years)	Yes	Archdiocese of Cincinnati
<b>Personnel Furnished by a Third Party Contractor</b> who have contact with children (for example, a gym teacher, cafeteria worker or a school custodian)	If the third party contractor can furnish a copy of an acceptable fingerprint report current within one year, and evidence of Ohio licensure for the position if required, the personnel does not need to be fingerprinted by the Archdiocese of Cincinnati; otherwise the personnel must complete an acceptable criminal background check through an Archdiocesan fingerprinting site.	No	Archdiocese of Cincinnati

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**Please see the information on the reverse side.**