

ARCHDIOCESE OF CINCINNATI
Background Check Codes



Are you currently or will you become any of the following (only applies to locations within the Archdiocese of Cincinnati):

Yes	No		SBOE**	OH	FBI
		Paid school bus or van driver	Yes	3327.10	3319.39
		Day Care Center employee (Child Daycare Center Owner, Licensed or Administrator Type A Daycare Home Owner)	Yes***	5104.013	CCDGBA
		Non-Licensed School & Church/Parish Staff WITH regular contact with students: maintenance, administrative staff, cafeteria, before/after-school care, non-licensed preschool staff, or any other non-licensed school employee	Yes	3319.39BI	3319.39
		Clerics residing/ serving with the Archdiocese of Cincinnati - includes priests, seminarians, deacons, religious women	No	2151.86	2151.86
		Paid teaching, including non-tax supported teacher, School Personnel Holding a Pupil Services License/Registration (school nurse, counselor, social worker, OT, PT, audiologist, psychologist, speech pathologist)	Yes	3319.291	3319.291
		Paid substitute teacher (substitutes are cleared for all schools and do not need to list school(s) individually above)	Yes	3319.291	3319.291
		Paid teacher aide or paid classroom aide	Yes	3319.291	3319.291
		Paid lunchroom monitor or paid playground monitor	Yes	3319.291	3319.291
		Pupil Activity Supervisor, Athletic Director or Coach - THIS APPLIES TO ALL PAID/VOLUNTEER HIGH SCHOOL COACHES-Follow the same fingerprinting rules as teachers. Need both sent to the AoC & SBOE.	Yes	3319.291	3319.291
		Non-paid student teacher or non-paid teacher doing pre-service field experience	Yes	3319.291	3319.291
		Church & Parish Staff withOUT regular contact with students	No****	2151.86	2151.86

** If Yes, the fingerprint results will automatically be sent to the State Board of Education for certification/ licensure/Rapback requirements.

*** The fingerprint results will automatically be sent to Ohio Department of Job and Family Services. Along with this Yes box, please mark either the 3rd or 5th Yes box above as applicable. There will be an additional charge as prints need to go to ODJFS & SBOE.

**** All Volunteers and Church Employees w/o regular contact with students will be submitted under ORC Code 2151.86.

***** Anyone/Position that may also be licensed with SBOE, we have been submitting under ORC Code 3319.291.

When being fingerprinted by an agency other than SELECTION.COM, make sure the agency has the fingerprint results mailed directly to:

**Safe Environment Office
Archdiocese of Cincinnati
100 E 8th Street
Cincinnati, Ohio 45202**