

Archdiocese of Cincinnati Background Check Requirements

If you fall under any one of these categories, by State Law, you must have your background check done through fingerprinting. Please follow this link to see fingerprinting locations and times -- <http://selection.com/calendar/>

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

Yes	No		ODE**
		Paid school bus or van driver	No
		Day Care Center employee (Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home Owner	Yes***
		Maintenance staff, administrative staff, cafeteria staff, before-school care, after-school care, or any other non-licensed school, parish, or Archdiocesan central office employee	No
		Clerics residing / serving with the Archdiocese of Cincinnati – includes priests, seminarians, deacons, religious women	No
		Paid teacher, including non-tax supported school teacher	Yes
		Paid substitute teacher (substitutes are cleared for all schools and do not need to list school(s) individually above)	Yes
		Paid teacher aide or paid classroom aide	Yes
		Paid lunchroom monitor or paid playground monitor	Yes
		Pupil Activity Supervisor or coach – <u>THIS APPLIES TO ALL PAID / VOLUNTEER HIGH SCHOOL COACHES</u>	Yes
		Non-paid student teacher or non-paid teacher doing pre-service field experience	Yes

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

***The fingerprint results will automatically be sent to Ohio Department of Job and Family Services for certification / licensure requirements.

If you are NOT included in any of the above criteria, you can do the on-line background check through SELECTION.com. If you do NOT have a VIRTUS account, you will need to create one at <http://www.virtus.org> to create an account and register for a VIRTUS session. If you already have a VIRTUS account, please log into your account at <http://www.virtus.org>, and click on the "Toolbox" tab and then the "Background Check" link.