

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		ODE**	OH	FBI
		Paid school bus or van driver	No	3327.10	3319.39
		Day Care Center employee (Child Daycare Center Owner, Licensed or Administrator Type A Daycare Home Owner)	Yes***	5104.013	5104.013
		Maintenance staff: administrative staff, cafeteria staff, before-school care, after-school care, or any other non-licensed school employee	No	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 and ODE.	Yes	3319.291	3319.291
		Non-paid student teacher or non-paid teacher doing pre-service field experience			
		Church employees, parish staff	No****	2151.86	2151.86

** 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.

**** All Volunteers and Church Employees will be submitted under ORC Code 2151.86

***** Anyone/Position that reports to ODE, 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**