

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 schoolteacher | 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 – <i>THIS APPLIES TO ALL PAID / VOLUNTEER HIGH SCHOOL COACHES</i> | 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 SafeParish account, you will need to create one at aocsafeenvironment.org. If you already have a SafeParish account, please log into your account at aocsafeenvironment.org and click on the link in your SafeParish account dashboard to Complete Online Background Check.