



On-line Background Checks and Fingerprinting FAQs

Who needs to be background checked through fingerprinting?

All school employees who meet the following requirements, per State law, need to be fingerprinted every five years. You must have your background check done through fingerprinting **in addition** to the on-line background check.

- Day Care Center employee (Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home Owner.
- Maintenance staff, administrative staff, cafeteria staff, before-school care, after-school care, or any other non-licensed school employee.
- Paid lunchroom monitor or paid playground monitor.
- Paid school bus or van driver.
- Paid substitute teacher.
- Paid teacher, including non-tax supported school teacher.
- Paid teacher aide or paid classroom aide.
- Pupil Activity Supervisor or coach – **THIS APPLIES TO ALL PAID / VOLUNTEER HIGH SCHOOL COACHES.**

How about unpaid High School CYO coaches? Are only paid people required to be fingerprinted?

All high school coaches, paid OR volunteer, will need to be fingerprinted in addition to the on-line background check.

How about unpaid grade school or CYO coaches? Are they required to be fingerprinted?

No, only high school coaches, paid OR volunteer, will need to be fingerprinted in addition to the on-line background check. Grade school coaches will need to do the on-line background check.

What about the parish staff?

Parish staff is not required by State law to be fingerprinted. However, under the Decree on Child Protection, they will need to have their fingerprints done and the electronic background check completed through SELECTION.COM®.

In addition, they also need to complete the B4 form.



Do current approved volunteers need to be re-screened retroactively?

Current volunteers will need to do an on-line background check.

Will teachers in the Archdiocese, rather than using the SELECTION.COM® fingerprinting, be able to go to their more local county educational service center, as the public school system can do for the State of Ohio licensing?

In order that the Archdiocese can get the results of your fingerprints directly, we prefer you to use the SELECTION.COM® services. Otherwise, we have no control over where the results are sent, how long it can take to get results back, or if the correct fingerprint code is used.

Will volunteers have to resubmit to SELECTION.COM® every five years even if you are doing the quarterly checks?

No. Active volunteers will not have to resubmit a background check every 5 years. Volunteers will only have to pay to have their on-line background done once- if they stay active as a volunteer.

Where are the fingerprint requirements for school employees - licensed and non-licensed?

- All new hires to the Archdiocese of Cincinnati need an FBI and BCI when hired.
- All non-licensed school employees need both the BCI and FBI every 5 years.
- Ohio law requires that all individuals must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.
- Any license holder who has had his/her license inactivated by ODE needs to complete both the BCI and FBI. (This happens most often with permanent and non-tax license holders.)
- If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated. This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an eight-year professional certificate.
- There was new legislation passed in September of 2017 related to Ohio's Rapback System and the BCI. When an educator enrolled in the Rapback service allows his or her license to expire, ODE withdraws the individual from the Rapback service as required by Ohio law. When the



person renews their license, the Department often cannot-re-enroll the educator in the Rapback service because the BCI criminal background check is more than a year old. The educator will need to obtain a new BCI criminal background check so the Department can enroll the person in the Rapback service. When this situation happens, the licensed employee needs both the BCI and FBI.

It is anticipated that, over time, the expiration of licenses and background checks would align, but in cases where they are not aligned, it is still the educator's responsibility to meet the five-year background check requirement in law, regardless of when the educator's license is actually due to expire. Educators should not allow required criminal background checks to become expired (beyond five years just because their license is not yet due for renewal.

What are the exceptional court fees?

If someone has lived outside of Ohio, we will be searching up to 3 county courthouses for criminal history. In a small number of counties around the country, the counties have decided to charge court fees as a revenue stream for their local government. In the rare case that our searches take us to those counties, the volunteer or employee will be asked to cover the cost of those court fees in addition to the cost of the regular background check.

Can we just go to the Sheriff's office?

In order to get the results of the fingerprints, and avoid delays, we are asking everyone to do their fingerprints directly through SELECTION.COM®. However, because the Middletown office is closed, we created a form that people can take that lists the fingerprint codes and where to send the results. We would also recommend that people go to the local public school's office (ESC) rather than the local sheriff or police department.



SELECTION.COM® and VIRTUS

The Archdiocesan approval can't happen until after the VIRTUS class is taken. A person can sign up for the class but then not take it.

The background check process will be instant, whereas the VIRTUS training will need to take place before someone can volunteer.

You mentioned we will only be sending them to one website, will that be the Virtus.org website because they have to go there to create a profile and register for a VIRTUS session?

For NEW volunteers, they will go to VIRTUS and the background check process will be seamless. For volunteers already registered with VIRTUS, they will need to initiate the background check process. That will happen from **within** VIRTUS. (It will just be another "tab" for them to click on.

If we already have an account in VIRTUS, how will the check be done?

Since you already have a VIRTUS account, you will see a link from within VIRTUS that allows you to complete the check on-line. To complete the online background check, while logged into your VIRTUS account, click on the SELECTION.com background check link (first link on the left-hand side) on the Toolbox tab.