

Background Check Procedures

To All Program Coordinators, Faculty and Field Placement Students:

The UTEC Committee implemented the background check policy for field placements effective autumn 2006. The following policies will be in effect for the 2009-2010 academic year, beginning with the summer 2009 enrollment.

REQUIRED DOCUMENTATION: The Office of Outreach & Engagement will be the office that maintains all records related to placements. O & E must have the following documents (current within 1 year) for each student prior to requesting an approval for a placement:

- 1.) BCI&I/FBI reports as per the WebCheck system. County or social security searches are not valid background reports for the purpose of field placements.
- 2.) Student Field Experience Application
- 3.) Resume

It will be the responsibility of the program coordinator/faculty to make sure all documents from each of their students are received. O & E will be cross-checking documentation frequently and notifying program managers/faculty of any students who are not compliant with such policy.

POLICY: The Ohio State University Educator Preparation Unit implemented the requirement that any student who is involved in field placements (of any length or purpose), will need to complete a background check from the Bureau of Criminal Investigation and Identification (BCI&I) as well as from the Federal Bureau of Investigation (regardless of length of residency in Ohio) *prior* to entering a school setting, and all documents must be received by the Office of Outreach & Engagement before the placement is requested.

*Approval for field placements for educator preparation candidates from The Ohio State University will be based on the same system used by the Ohio Department of Education for licensure approval, and will be determined by the results gained from an outside assessment of criminal activity using a WebCheck background check system. When requesting a background check, request **section 3319.291** as the type of background check required.*

RATIONALE: All school districts and agencies require some level of background check verification. A few of the districts/agencies want to maintain their own records while others want Ohio State to be the gatekeeper of such documents. Therefore, in order to meet the various requirements of the districts/agencies it is necessary that the Office of Outreach and Engagement maintain copies of all said documents.

Another rationale is that the UNIT wants to notify a candidate of his/her potential of obtaining a teaching license before engaging in coursework, time and money. A negative background check could jeopardize a candidate's ability to meet the state of Ohio's requirement for licensure.

WHAT TO KNOW: Although the Office of Outreach and Engagement will have updated copies of the background checks, we request that **students** deliver their documents to the district/agency central office that require copies. A complete directory of districts that request copies and addresses for the central offices is available on our website.

OUTCOME: If the background checks are returned with no convictions or guilty pleas, the educator preparation candidate has passed the background check criteria for field placement approval.

The field placement approval process does not guarantee the educator preparation candidate future employment or approval for licensure, as those decisions are made outside of the purview of this institution.

If the background check is returned with evidence of convictions or guilty pleas, the following *modified* screening tool provided by the Administrator of Investigations at the Ohio Department of Education will be used to determine whether the educator preparation candidate has passed the background check criteria for field placement approval (See Standards for Licensure and Employment of Individuals with Criminal Convictions).

WHERE TO GO: BCI&I and FBI background checks can be submitted electronically through the use of the WebCheck background check system. The University Police Office on the Columbus campus provides the electronic fingerprinting services.

- \$27.00 cost for the BCI&I (State of Ohio)
- \$29.00 cost for the FBI (National)
- \$51.00 for both.

Results are typically received within a week; however, if convictions or guilty pleas show up and a more extensive check is required, it could take one to two months to receive the results. OSU Police will send the results directly to O & E where students may stop by to pick up one copy.

The University Police Office on the Columbus campus is located at
Blankenship Hall
901 Woody Hayes Dr.
Columbus, OH 43210

Hours of operation for public fingerprinting at the University Police Office will be

- 9:00 a.m. to 11:00 a.m. -- Tuesday, Wednesday and Thursday
- 1:00 p.m. to 3:00 p.m. -- Tuesday, Wednesday and Thursday

Please check the OSU Public Safety website for any changes in hours of operation or other questions: <http://www.ps.ohio-state.edu/police/fingerprint/>

Request: **Section 3319.291** (certification), for the background check required.

PLEASE NOTE: with the large number of students now involved in this process, there might be a long wait to get this procedure done at University Police, especially in the months of July, August and September.

You are not required to use campus police services; you may be fingerprinted through any qualified agency you choose. A list of approved agencies in the state of Ohio can be found by connecting to the following website:

<http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm>

When completing your background checks for field placements, request that a copy of your background checks be sent to the Ohio Department of Education. ODE will house the results while they wait for your Ohio Teacher's License Application to be received. If you go to a facility that will only forward them to our office, our address is:

Office of Outreach and Engagement – College of EHE
Nina Dent, Schools & Agencies - Program Specialist
185 Arps Hall
1945 North High Street
Columbus, Ohio 43210

NOTE: Background check results are only good for one year. Please ensure your background check is current in order to be considered for field placements and application of licensure.