FIELD PLACEMENT BACKGROUND CHECK
QUICK GUIDE

THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

1) BRING YOUR STATE ID WITH YOU

2) ASK FOR THE APPROPRIATE BACKGROUND CHECK (prior to fingerprinting).

- **Only the following code will be accepted for students who will be placed in pK-12 settings:**
  - Request code 3319.291 BCI/FBI
- Pre-service candidates placed in preschool sites *overseen by the Ohio Department of Job and Family Services (ODJFS) should request the following codes in addition to the code* above:
  - FBI: CCDBGA "Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only**." Do not select "volunteer".**
  - BCI: 5104.013

3) PRIOR TO FINGERPRINTING, REQUEST THAT THE AGENCY HAVE A COPY OF YOUR BACKGROUND CHECK SENT TO THE APPROPRIATE INDIVIDUALS BY PROVIDING THE FOLLOWING INSTRUCTIONS:

- **Select the "direct copy" radio button to send an electronic copy of the results to the** State Board of Education **for pK-12 settings. For ODJFS background checks select "Child Care Ctr/Type A-ODJFS" for the direct copy.**
- **Select the "mail to" option entering the appropriate campus physical address below:**
  - The Ohio State University; Background Checks-EHE; 1590 N. High St., Suite 300 Columbus, OH 43201

4) ALLOW PROCESSING TIME

- First-time processing: allow 8 weeks prior to placement.
- Repeat processing: allow 2-4 weeks without an arrest record, 6-8 weeks with an arrest record (even if expunged or occurred as a juvenile).

Learn more at **go.osu.edu/EHEbackgroundchecks**
Questions? Contact us at: **edprep@osu.edu**