



Department of
Education

BCI & FBI Background Check Request Form Form for Senior Student Teaching

Field experience for education classes only requires a BCI check, while Student Teaching requires both a BCI and FBI check. Students should obtain the BCI and FBI checks the semester before they begin Student Teaching. Not student teaching yet, but doing field experience for class? Please use other form.

What You Must Do:

1. Schedule a background check appointment by phone with the Clark Educational Service Center (ESC) (see contact information below).
2. Before your appointment, complete the "Request for Background via Electronic Fingerprinting" form (see next page).
3. Bring the following three items to your appointment:
 - a. Completed request form
 - b. Photo ID (e.g., driver's license)
 - c. \$60 in an accepted format

Clark County ESC

4170 Allium Court, Springfield, OH 45505
Monday – Friday, 8:30 am – 3:30 pm
937-325-7671

Cost: Each type of background check (BCI and FBI) costs \$30 each.

ESC accepts the following forms of payment:

- EXACT cash (there is no cash for change)
- Credit or debit card (bank cards are NOT accepted)
- Personal check

During the background check, your fingerprint will be taken electronically on WebScan. The results will be sent to both the Wittenberg Education Department and the Ohio Department of Education.

Unfortunately, EVEN IF YOU HAVE A RECENT BACKGROUND CHECK, you will need to have a new BCI and FBI background check done. This is because the ODE will not have a copy of your results from your previous background check. The ODE only accepts results via the electronic BCI system directly from the ESC. Requesting that your results are sent to the ODE must be selected at the time that the background check is requested (see request form). More information from the ODE can be found here: <http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Background-Check-FAQs>

Why is this required?

- The majority of school districts in Ohio require that you have an Ohio BCI background check completed before going to observe/teach in the classroom. The Wittenberg Education Department has formal agreements with all local districts that students assigned to their schools will have these clearances on file. You will need to have this completed before being allowed to attend field experience.
- During senior year, to be licensed to teach in Ohio, the Ohio Dept. of Education (ODE) requires that you have both an Ohio BCI background check **and** a national FBI check completed.
- ODE must receive electronic results of your background checks from the Clark ESC & BCI before they will issue your license.
- Since BCI checks are valid for ONE year, and FBI checks are valid for FIVE years, your teaching license will not be issued unless both your BCI & FBI background checks are still valid at the time of application for your license.



Request for Background via Electronic Fingerprinting

BCI FBI BCI and FBI

Name: _____

Date of Birth: ____ / ____ / ____

Social Security Number _____

Address: _____

Phone Number _____

Ohio Resident for more than 5 Years?
 Yes No

Complete this portion only if an FBI background check is needed:
____ Sex ____ Race ____ Height ____ Weight ____ Hair ____ Eyes

Reason for background check: (Be specific)

3319 39B3 (student teaching)

Direct Copy to (circle only 1)

Ohio Dept. of Education

- Ohio Dept. of Public Safety
- Ohio State Racing Commission
- State Vision Professional Board
- Social Worker Board
- Child Care Center – Type A-ODJFS
- Ohio Construction Board
- Ohio Board of Nursing
- Ohio Dept. of Liquor Control
- BMV Deputy Registrar
- Ohio Department of Insurance
- OPOTA

- State Speech and Hearing Prof. Board
- Lottery Commission
- Ohio Board of Pharmacy
- Ohio Veterinary Medical Licensing Board
- Occupational Therapy, Physical Therapy and Athletic Trainers Board
- None

Address for results to be mailed to:

Wittenberg University
Education Department
P.O. Box 720
Springfield, OH 45501

FOR OFFICE USE ONLY

Employees Initials: _____

Date: _____

Payment Amount: _____

Payment Type (circle one)

- Cash
- Check
- Money Order
- Credit Card

Last 4 digits of CC# _____

• Voucher

Bill: _____

PLEASE READ & SIGN

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information related to me. I also voluntarily and knowingly authorize BC&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (Please Print)

Witness Name (Please Print)

Applicants Signature

Witness Signature

Parent/Guardian Name

Parent/Guardian Signature (Minor Applicant's only)

By signing this form, the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.