

## **OPFE BCI and FBI Background Check Policy**

*The state of Ohio and the majority of school districts where teacher candidates will complete their field experience require that teacher candidates have valid/current BCI and FBI reports on file with their colleges/universities before the school district will accept a teacher candidate for placement.*

- Candidates may obtain background checks from several different Web Check locations. To find a location, visit [fastfingerprints.com](https://www.fastfingerprints.com), the Ohio Attorney General's site (<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>), **or** call a local Sheriff's station.
  - Candidates should inquire about payment and form of payment required and are responsible for the costs associated with this.
  - Candidates should request background checks for the purpose of public school teaching. This may be noted as School Employees- Teachers Only or Public School District. If a code is needed, use **3319.39B3**
  - Candidates should request that a copy of the BCI and FBI report be sent to OPFE at this address: Wright State University, CEHS, Attn: OPFE, 3640 Colonel Glenn Highway, 378 Allyn Hall, Dayton OH 45435
- Updated/current and valid FBI and BCI reports must be on file with OPFE before candidates are notified of their field placement site.
- BCI reports are valid for one calendar year only. OPFE requires that candidates have a BCI report that is current throughout each assigned field experience. The report may not expire during the field experience. If a candidate's BCI and/or FBI report will expire during a semester when the candidate is attending a field experience, the candidate must renew the report prior to the start of the relevant semester.
- FBI reports are valid for five calendar years for OPFE purposes only. However, some area school districts require a FBI background check to be completed each year. If candidates are placed in a district that requires annual FBI background checks, they will be notified by OPFE. Candidates are expected to complete the FBI background check once OPFE notifies them of the district's requirement.
- Candidates may request a copy of their BCI and FBI reports from OPFE at any time. The FBI requires that copies be given directly to the candidate, who must provide photo identification and sign for the release of the report when the candidate picks the report up from OPFE. OPFE cannot mail, FAX, or email copies to anyone, including the candidate.
- If the BCI or FBI background check reveals information that could potentially preclude a candidate from placement, OPFE will discuss the BCI or FBI report with the candidate prior to the start of the field experience.
  - Individuals who have been convicted of a crime may be ineligible to obtain an educator license through the state. OPFE does not decide whether a candidate is

eligible to obtain an educator license. Candidates should contact the departments of education in the states for which they are seeking licensure to determine whether or not they are eligible for a license. Eligibility for a field experience does not guarantee the candidate will receive an educator license.

- Candidates whose BCI or FBI background checks reveal information that could potentially preclude the candidate from placement must report this information to the building administrator at the placement site prior to starting the field experience. The candidates must arrange a meeting with the building administrator and provide the building administrator with a “Background Check Disclosure Agreement”. The decision to accept for placement a candidate whose BCI or FBI background checks reveal information that could potentially preclude the candidate from placement is at the discretion of the building administrator. OPFE cannot force a placement site to accept a candidate for field experience placement. Once the building administrator completes, the “Background Check Disclosure Agreement,” it is the candidate’s responsibility to return the completed Agreement to OPFE. Candidates who do not return the completed “Background Check Disclosure Agreement” will be ineligible for a field experience.
- Candidates whose BCI or FBI background checks reveal information that preclude the candidate from placement at the assigned field experience site will be ineligible to complete a field experience in the semester in which the candidate is not accepted for placement. Candidates who are denied field experience placement in one semester may reapply for field experience placement in a different semester; however, OPFE cannot guarantee that such candidates will be accepted for placement by another assigned field experience site. Candidates who are unable to obtain acceptance for placement at an assigned field experience site and are thus unable to complete the required field experience components of their respective degree programs will be unable to complete their programs.
- Candidates with outstanding arrest warrants will be ineligible for a field placement.