OPFE WEBCHECK BCI & FBI DIRECTION SHEET
for Intervention Specialist (IS) Candidates

Electronic fingerprinting is available in 120 Millett Allyn Hall at WSU's Office of Partnerships and Field Experiences (OPFE) by appointment only during their scheduled open hours. Electronic fingerprinting is also available through many county sheriff offices if you prefer to look into this option. Costs vary by location. Be aware that processing for electronic fingerprinting may take 5-6 weeks. Those applying to the Graduate IS program must have current, valid, hardcopy background checks completed and sent to the Teacher Education Department at WSU prior to admission. Additionally, both undergraduate and graduate candidates may not begin a field placement course until OPFE has current, valid, hardcopy background checks on file.

Step 1: Make an appointment
1. Appointments may be made by going to https://opfe.setmore.com/. Call 937-775-2107 if you have issues.
2. You should receive an email confirmation if you have scheduled your appointment correctly.
3. Please show up for your appointment on time, with proof of payment. (Prepayment is required.)

Step 2: Payment YOU MUST BRING PROOF OF PAYMENT TO YOUR APPOINTMENT.
1. https://epay.wright.edu/C21810_ustores/web/store_main.jsp?STOREID=74&SINGLESTORE=true
2. Click on Fingerprint icon and read directions
3. Click "Add to Cart"
4. Complete form with required information (First & Last Name, Email Address, Phone, WSU W#)
5. Select your WebCheck Option:
    - Ohio BCI&I background check: $27.00
    - FBI background check: $30.00
    - BFBI (combination Ohio BCI&I and FBI) background check: $55.00
    - **If you are UNSURE which WebCheck option you need, CHECK with the office or entity requiring the background check be completed.**
6. Click "Continue" and review your cart for accuracy
7. Click "Checkout"
8. Complete Contact Information
9. Complete Payment Method Information. You must use Discover, MasterCard or Visa and click "Continue"
10. Confirm Payment
11. PRINT and SAVE YOUR RECEIPT as proof of payment

Step 3: Appointment Day

1. Come to 120 Millett Hall on time, **with driver's license, passport, or state ID, this sheet, AND proof of payment.**

2. Be prepared to complete a form with the following questions. Bring **this sheet** with you to the appointment as OPFE employees *cannot* tell you how to answer questions on the form.
    a. Have you been a resident of the State of Ohio for the past 5 years? _____Yes _____No

    b. What type of background check do you require: (choose one) _____ BCI _____FBI _____BFBI (Ohio BCI & FBI)
    *While in a field placement, OPFE requires both BCI **and** FBI checks that are valid and current through your entire term (updated annually). Additionally, the IS graduate program also requires both BCI and FBI checks that are valid and current prior to admission.*

    c. Which agency would you like your electronic copy sent to? **(Required)**
    _X_ Ohio Department of Education

    d. Where would you like your physical copy sent to? **(Required)**
    Use the address below for your application to the Graduate Intervention Specialist program:

For answers to frequently asked questions regarding the BCI or how to obtain another copy of previous results, please click on the following link:
http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx

Wright State University, CEHS, Attn: Teacher Education Department, Kim Hudson; 3640 Colonel Glenn Highway; 470 Millett Hall; Dayton OH 45435

Use the address below for your Undergraduate and Graduate Intervention Specialist Field Experience Courses:

   _X_ WSU OPFE, using this address:

   Wright State University CHEH; Attn: OPFE, 120 Millett Hall; 3640 Colonel Glenn Highway; Dayton, OH 45435

e. What are the reasons for the background check?

BCI: School Employees – Teachers Only; **CODE is 3319.39B3**

FBI: Public School District or Chartered Nonpublic School; **CODE is 3319.39**