College of Education & Human Development (EDHD): BCI-FBI Background Check Policy, Fall 2017

State law mandates that persons working with vulnerable populations (i.e., school children, individuals in health & elder care facilities, etc.) undergo **both Ohio BCI** (Bureau of Criminal Investigation) **and FBI** (Federal Bureau of Investigation) background checks to ensure clearance for site visitations. **Results are valid for one year from date of completion.** Thus, **teacher candidates must complete background checks each summer,** ensuring uninterrupted work in schools across the academic year, as well as timely processing of applications for teacher licensure.

Important! It is the <u>student's responsibility</u> to complete timely background checks, with <u>results</u> submitted to the EDHD Dean's Office between May 1 and August 15, per the schedule below. Students whose results are not received by August 15 will risk removal from field-based courses.

Field-based Course Titles:	Reason for Check:	<u>Results</u> Due by…
Senior Professional Year: • **All Methods Practicum & Student Teaching Internship Courses**	Education student volunteer	**July 1, 5:00 PM**
Other Courses Requiring Background Checks: • **EDFI 2990 & 4200** • **EDIS 3100 & 4100** • **EDTL 2010, 2020, 2290, 2502, 2503, 2504, 2505, 2710, 2740, 2750, 2760, 3400** • **EDWF 2000, 3160, 4630; PEHE 2470, 2900, 3120** • **ECCO students complete an annual BCI/FBI check.**	Education student volunteer	Aug. 15, 5:00 PM

Note: Only <u>one</u> background check is required per academic year, regardless of the number of field-based courses in which you are enrolled.

Other Notes:
✓ New students should complete background checks during Summer Orientation & Registration (SOAR)
✓ **IEC majors will receive more detailed instructions about BCI/FBI checks from the IEC Program.**
✓ Background checks are conducted at the BGSU Book Store (Bowen-Thompson Student Union) for a $60 fee, or at **Ohio** police stations. **SAVE your background check receipt.** This will help in locating any "lost" results.
✓ Candidates should verify that any agency conducting these tests has machinery for conducting **both** BCI and FBI background checks.
✓ Processing time for background checks may require 30+ days, so plan accordingly!

Background Check Steps:
1. **<u>Provide your full name</u>** (first, middle, last/maiden) when undergoing background checks to prevent mix-ups among students with similar first and last names.
2. **Specify that results be sent to <u>your personal address</u>.**** Once received, **keep the original copy** for yourself.
3. **Next, create a *scanned .pdf file* of your BCI report.** Save as **yourlastname_yourfirstname_yourprogram_BCI)** (**Programs: ARTE** (Art Ed); **AYA (**Adolescence-Young Adult Ed); **CDIS** (Communication Disorders); **IEC** (Inclusive Early Childhood Education); **EDIS** (Intervention Services); **MCE** (Middle Childhood Ed); **MUED** (Music Ed)**; PEHE** (Physical Ed/Health Ed); **UND** (Undecided); **WFED** (Workforce Ed); **WL** (World Language)
4. **Also, create a <u>scanned .pdf file</u> of your FBI report.** Save as **yourlastname_your firstname_yourprogram_FBI)**
5. **<u>*Email your scanned & labeled .pdf files showing BCI & FBI results. The subject line should say Background Check.*</u>** *Send to the following BGSU office:*

<div align="center">

EDHD Dean's Office*
BGSU
444 Education
edhd@bgsu.edu
419-372-7401

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*Caution! Results sent elsewhere, or without full names, may be lost, necessitating additional background checks, extra time, expense, placement delays, and/or removal from field-based courses.

Background Check Procedures/Policy, Fall 2017

- **Dean's Office will…**
  - Collect and record an alphabetized database of <u>all</u> education majors who have submitted valid and current background check results. Deb Leuck, secretary, will be the primary "keeper" of the database. She will…
    - Create and share with the Office of Field Experiences and Program Coordinators a file containing the names of all students who have the required checks.
    - Refer student questions about background checks to Program Coordinators.

- **Personnel in the Office of Field Experiences will…**
  - Check the BCI/FBI database file in mid-August to ensure students in courses indicated on the preceeding chart have current and valid BCI & FBI results. They will alert those students missing results about their jeopardized course status.
  - Report the names of students missing current background check results to the relevant School Director. Unless there are legitimate extenuating circumstances, these students may be dropped from field-based class(es).
  - Some students, particularly those who transfer, may have background checks that expire during the academic year. These students should repeat another "check" well before the expiration date and convert ASAP to a summer schedule of background checks, per the schedule outlined on the opposite page.

- **"Disqualifying Offenses":**
  - Background checks must verify "no criminal history." Certain offenses appearing on a background check may disqualify an individual from working in schools and/or acquiring a teaching license.
  - Given indication of a criminal offense on a background check, the OFE will alert the relevant School Director, who will contact ODE to determine if the student is licensable. Once confirmed, the SD will contact the student, Program Coordinator, and Field Office Director.
  - If the offense prohibits licensure, the candidate will be advised he/she is unable to complete the program.
  - If the offense permits licensure, the OFE will contact the placement site, inform the principal of the situation, and seek approval for the student to be placed in the building.

- **Special Cases:***
  - Off-campus testing sites occasionally decline to send background check results directly to students. (Another good reason to have background checks done here on campus!) If this occurs, ask that your results be sent to the EDHD Dean's Office instead (address on the front side of this page).
  - Occasionally, certain conditions prevent the capture of fingerprints. If this occurs, candidates should contact BCI at 877-224-0043 to establish alternative procedures for reporting background check results.
  - ***Students new to the university in January will be responsible for subsequently ensuring that their background checks are current and valid for an entire school year.***

- **Background Check FAQ's:**
  - For answers to questions about background checks, see the Ohio Department of Education's website:
    http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Background-Check-FAQs