

LOURDES UNIVERSITY DEPARTMENT OF EDUCATION

Background Check – Fingerprinting

Ohio requires criminal records checks for all applicants seeking employment with schools. This law has also been interpreted as applying to all pre-service college and university teacher candidates who are assigned to a field or clinical site. Background checks are therefore required for candidates in Lourdes University's Department of Education degree and licensure programs.

Effective November 14, 2007, to comply with House Bill 190, the Ohio Department of Education (ODE) requires applicants for any license or permit that it issues to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCII).

Both background checks (BCI and FBI) must be completed through WebCheck, which allows for the fingerprints to be sent immediately to BCII. This provides for a quicker process for reading the prints and having the results reported to ODE.

To initiate the criminal background check, Lourdes University candidates must first complete and sign the Criminal Background Check Authorization and Release Form. This form remains in the confidential candidate credential file. A candidate's failure to consent to the criminal background check and complete the required forms will render the candidate unable to participate in any of the required field or clinical experiences. Once the Criminal Background Check Authorization and Release Form is signed and submitted to the Lourdes University Department of Education then the candidate can proceed with fingerprinting.

WebCheck fingerprinting is offered locally at the following locations:

Catholic Diocese of Toledo

Pastoral Center - EDU Students only

1933 Spielbusch Ave.

Toledo, OH 43604

(419) 244-6711

8:30 am—4 pm Monday, Wednesday, Friday

No appointment necessary

BCI - \$25, FBI - \$25, Both - \$50

Cash or check only

Sylvania Deputy Registrar License Bureau

4900 North McCord Road

Sylvania OH 43560

(419) 885-0201

8 am—6:30 pm Monday

8 am—5 pm T-W-TH-F

8 am—12 pm Saturday

BCI - \$32, FBI - \$34, Both - \$61, ADA Accessible

Reliable Drug & Alcohol Testing (Pre-Check Co.)

7610 New West Rd

Sylvania OH 43560

(419) 517-1027

9 am - 5 pm Monday, Wednesday, Friday

10 am—6 pm Tuesday

1 pm - 7 pm Thursday

Saturday by appointment only

BCI - \$32, FBI - \$34, Both - \$61, ADA Accessible

Lourdes University Department of Education

Sylvania Police Depart. (BCI & FBI) 24/7/365

FOR SYLVANIA RESIDENTS OR BUSINESS ONLY

6635 Maplewood Avenue

Sylvania OH 43560

(419) 885-8902

BCI - \$40, FBI - \$40, Both - \$80

Cash or check only

Tiffin University Education candidates may utilize the WebCheck fingerprinting services listed above or locally at:

North Central Ohio Educational Service Center

928 West Market Street, Suite A

Tiffin, Ohio 44883

Call for an appointment

Phone: (419) 447-2927

Fax: (419) 447-2825

Candidates should verify with whatever agency they use for the background checks if they have both the Ohio and National WebCheck machines for conducting both FBI and BCI background checks.

Samples of the Background Check via Electronic Fingerprinting Form, which candidates will complete at the WebCheck locations, are available in the Education office. It is critical that Lourdes University be listed as the location to send the background check report.

When a candidate is completing the Request for Background Check via Electronic Fingerprinting Form for the purpose of completing field work during EDE/M/A 250 and/or EDE/M/A 350-355 or for service learning, they are to list **LOURDES UNIVERSITY EDUCATION STUDENT VOLUNTEER** as the *Reason for the Background Check*. The results should be sent to: **Lourdes University Department of Education, 6832 Convent Blvd., Sylvania, OH 43560.**

When a candidate is completing the Request for Background Check via Electronic Fingerprinting Form for EDE/M/A 490 (Student Teaching) and/or their Application for Teacher Licensure, they must list the *Reason for the Background Check* as, **TEACHER LICENSURE**. The results should be sent to: **Lourdes University Department of Education, 6832 Convent Blvd., Sylvania, OH 43560.** ****In addition, candidates must circle DEPARTMENT OF EDUCATION as the location for a Direct Copy to be sent.**

Candidates are responsible for the cost of the criminal background check and the cost of obtaining additional information to verify or clarify potentially disqualifying or questionable results. Candidates also need to be aware that it may take a minimum of 30 days to process the results of the background check. **It is the candidate's responsibility to initiate the background check and allow sufficient processing time in advance of the beginning of field experiences. Field placement will be denied if a valid background check is not on file with the Lourdes University Department of Education prior to beginning any field work.**

The Lourdes University Department of Education reserves the right to deny any candidate admission to the degree and/or teacher licensure programs based on the results of the following:

- Criminal background check
- Review of police reports (past year)
- References
- Investigation of previous employers

If the results of the criminal background check show any potentially disqualifying or questionable information, Lourdes University may require the candidate to obtain and provide additional information to verify or clarify the background check's results. The failure to provide additional information as requested will render the candidate unable to participate in the programs.

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If the criminal background check results are not approved as satisfactory by the Education Department, the candidate will be denied admission and/or be dismissed from the Department of Education degree and licensure programs. In such cases, the candidate is not entitled to any tuition refund. Ourdes University is not liable for any damages arising out of or related to the results of the criminal background check, the candidate's non-approval for participation in field experiences, or the candidate's dismissal from the programs.

Candidates who are denied admission or dismissed from the Department of Education degree and/or licensure programs under this policy may appeal the Ourdes University Department of Education decision under the following conditions:

- Candidate has five (5) days to make a written appeal to the Chair of the Department of Education to petition a review of the investigation outcomes.
- The Chair of the Department of Education must convene a Department of Education Faculty Review Board within ten (10) days of receiving the written appeal.
- The Department of Education Faculty Review Board must rule within ten (10) days of convening and send written notification of its decision to the candidate within ten (10) days of its ruling.

The results of the background check, once received by Ourdes University Department of Education, are filed in the confidential candidate credential file. Ourdes University may disclose background report information as needed or as required by law. Candidates will **NOT** be given copies of their Background Check Reports by the Ourdes University Department of Education without the candidate signing the FBI Dissemination Log in the Education Office.

Candidates must report within 10 business days any criminal conviction (excluding minor traffic violations) that occurs after submitting the information for the background check. Failure to report the required information to the Chair of the Department of Education may constitute grounds for immediate dismissal from the programs.