



**BACK  
CHECK**

## BACKGROUND CHECKS FOR STAFF AND STUDENTS

First Name	Middle	Last Name	Date
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### Instructor/Program Coordinator

BCI 3319.3983 "School employees—Teachers Only"     
  FBI 3319.39 "Public School District"     
  Bill KCCC  
**▶ Submit to ODE, Teacher Certification   ▶ Send copy to Administrative Coordinator**   
 Individual Responsible for Fees

### Non-Teaching School Employee

BCI 3319.3983 "School employees—non teaching positions"     
  FBI 3319.39 "Public School District"     
  Bill KCCC  
**▶ Submit to ODE, Teacher Certification   ▶ Send copy to Administrative Coordinator**   
 Individual Responsible for Fees

### Massage Therapy Student (program admission)

BCI   ▶ Reason: BCI – NO ORC – "Other—working with children and elderly"  
 FBI   ▶ Reason: FBI – NCPA/VCA – "Volunteer Children's Act" (if non-resident Ohio less than 5 years)  
 Individual Responsible for Fees  
**▶ Send copy to Assistant Massage Therapy Coordinator**

### Massage Therapy Student (licensure/program completion)

BCI   ▶ Reason: BCI – Massage or Cosmetic Therapist Certificate Applicants (4731-171)  
 FBI   ▶ Reason: FBI – Massage or Cosmetic Therapist Certificate Applicants     
 Individual Responsible for Fees  
**▶ Send to Ohio Medical Board**

### Medical Assistant Student (program admission)

BCI   ▶ Reason: BCI – NO ORC – "Other—working with children and elderly"  
 FBI   ▶ Reason: FBI – NCPA/VCA – "Volunteer Children's Act" (if non-resident state of Ohio less than 5 years)  
 Individual Responsible for Fees

### Health Information Technician Student (program admission)

BCI   ▶ Reason: BCI – NO ORC – "Other—working with children and elderly"  
 FBI   ▶ Reason: FBI – NCPA/VCA – "Volunteer Children's Act" (if non-resident state of Ohio less than 5 years)  
 Individual Responsible for Fees

### Practical Nursing Student/LPN to RN Transition (program admission & licensure)

BCI   ▶ Reason: BCI – 4723.09 "Students Entering Nursing Education"  
 FBI   ▶ Reason: FBI – 4723.09 "Nurses Entering Nursing Education and/or Applicants to the Ohio Board of Nursing"  
 Individual Responsible for Fees  
**▶ Send copy to Nursing Administrative Assistant (for both program entrance and Board of Nursing Applicant)**  
**▶ Send copy to Ohio Board of Nursing (only when student is applying for OBN Licensure Exam—school will schedule this background check).**

### Phlebotomy (program admission)

BCI   ▶ Reason: BCI – NO ORC – "Other—working with children and elderly"  
 FBI   ▶ Reason: FBI – NCPA/VCA – "Volunteer Children's Act" (if non-resident state of Ohio less than 5 years)  
 Individual Responsible for Fees