



**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"
 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"
 Individual Responsible for Fees
▶ Send copy to Medical Assistant Coordinator

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"
 Individual Responsible for Fees
▶ Send copy to Health Information Technician Coordinator

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"
 Individual Responsible for Fees
▶ Send copy to Phlebotomy Coordinator