



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
 Individual Responsible for Fees ▶ **Submit to ODE, Teacher Certification** ▶ **Send copy to Treasurer**

Non-Teaching School Employee

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

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 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 ▶ **Send to Program 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" (if non-resident state of Ohio less than 5 years)
 Individual Responsible for Fees ▶ **Send to Program Coordinator**

NATCEP(STNA) (program admission)

- 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 Bill KCCC ▶ **Send to KTC Nursing Office Administrative Assistant**

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 Bill KCCC
 ▶ **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 ▶ **Send to Program Coordinator**