



# BACKGROUND CHECKS FOR STAFF AND STUDENTS

|            |        |           |      |
|------------|--------|-----------|------|
| First Name | Middle | Last Name | Date |
|------------|--------|-----------|------|

## 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**