FBI/BCI Background Checks

All students are required to have both a valid BCI and FBI on file in the field office prior to starting any field placement or internship.

You are able to have your background checks completed at various locations. You will want to call to set up an appointment in whichever location you choose:

* **ASHLAND CENTER CANDIDATES:** Safety Services located in Hawkins Conard Student Center on the Ashland Campus can provide this service. Call 419-207-5555 to set up an appointment.

* **COLUMBUS CENTER CANDIDATES:** You can have your background checks completed at the Columubus Center. Call 614-794-0803 for more details.

* **ELYRIA CENTER CANDIDATES:** The Lorain County Community College Campus Security (440-366-4053) or the LCCC University Partnership Ridge Campus (440-366-4800).

* You can also have your background checks completed through most educational service centers or at your local Sheriff’s office. Call ahead for details and to set up an appointment.

When having your background checks completed the following are required:

- Driver’s license, state issued ID, or passport
- Ohio Revised Code for reason for fingerprinting
  - BCI 3319.39B3
  - FBI 3319.39
  - If applying for licensure within a year, use the code 3319.291 for both
- Address where results need to be sent:
  - Ashland University
    - 239 Schar College of Education
    - 401 College Avenue
    - Ashland, OH 44805

You will need to pay for both the BCI and FBI background checks when you have these completed. This amount can vary from place to place.

Typically, FBI checks are valid for five years and BCI checks for one year. You are responsible for presenting copies of your current BCI and FBI background checks to your placement upon request.

**Notice:** BCI/FBI results could take up to 30-days to process. You cannot start any field placement or internship until we have valid results on file in the field office. These results must be valid for your entire placement. If your background check expires during the middle of your placement, you will need to have a new check completed prior to the start of the placement. No student will be allowed to start a placement with a background check which expires part way through the semester.

The only reports we will accept are those generated by the above codes. Any background checks completed by other organizations will need to be approved by the director on a case to case basis.

Any issues found on the screening tool list, according to ODE’s Standard for Licensure, may result in the student’s inability to be placed in a field placement or internship. If there are any issues, you will
need to share the results of your background check with the district. They will need to grant you special permission to complete your placement in their district before you are able to start this placement. There is a form which will need to be signed and sent to the field office. If the district denies the placement, the field office will do their best to find you a placement, however, there is no guarantee we will be able to secure a placement for you. As a result of this, you may not be able to fully complete the requirements for your program. Ultimately, this may jeopardize your ability to obtain a teaching license.