

## Criminal records check requirements for school employees

*This is intended as general information and should not be relied upon as legal advice. If legal advice is required, the services of an attorney should be obtained.*

Type of Employee	BCII*	FBI	When	Initiated By	Other Details	RC Section
Board members	Cannot be required.					
Administrators (superintendents, treasurers, principals, other administrators)	Required	Required	Applicant under final consideration	School district	Subject to periodic records checks when license is renewed	RC 3319.291 RC 3319.39 OAC 3301-20-01
			When applying for or renewing a license	ODE		
Teachers (two-year and five-year license holders)	Required	Required	Applicant under final consideration	School district	Subject to periodic records checks when license is renewed	RC 3319.291 RC 3319.39 OAC 3301-20-01
			When applying for or renewing a license	Applicant/ODE		
Teachers (permanent certificate holders)	Required	Required	Applicant under final consideration	School district		RC 3319.291 RC 3319.39 OAC 3301-20-01
			Every five years by September 5	Applicant/ODE		
Bus drivers	Required	Required	Prior to transporting students	School district or private employer		RC 3327.10 RC 3319.39 OAC 3301-83-23
			Every six years			
Substitute teachers, tutors, licensed educational aides, guidance counselors, school psychologists and school nurses	Required	Required	Applicant under final consideration	School district	Subject to periodic records checks when license is renewed	RC 3319.291 RC 3319.39 OAC 3301-20-01
			When applying for or renewing a license	Applicant/ODE		
Licensed coaches (includes coaches with pupil activity contracts)	Required	Required	Applicant under final consideration	School district	Subject to periodic records checks when license is renewed	RC 3319.39 OAC 3301-27-01 OAC 3301-20-01
			When applying for or renewing a license	Applicant/ODE		
Non-licensed educational aides	Required	Required	Applicant under final consideration	School district		RC 3319.391 RC 3319.39 OAC 3301-20-03
			Every five years by September 5			
Non-certified employees (custodians, food service workers, secretaries, etc.)	Required	Required	Applicant under final consideration	School district		RC 3319.391 RC 3319.39 OAC 3301-20-03
			Every five years by September 5			

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\*BCI check not required on subsequent checks if the individual can demonstrate that he/she has been a resident of the state for the preceding 5 years and has previously been subject to a BCI check.

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Adult education instructors	Required	Not required if individual has resided in Ohio for 5 years and job will not involve routine interaction with children (or if routine interactions will occur, individual will be supervised)	Applicant under final consideration	School district	Adult education instructors who are being rehired for short-term employment and whose duties do not involve routine interaction with children are not required to have a records check if they have previously undergone a records check in the same district w/in the preceding two-year period.	RC 3319.39(A)(1)
Contractors (providing “essential school services” with unsupervised access to children)	Required	Required	Within the 5-year period immediately prior to the date on which the person will start working	Private employer	Not required if district assigns an employee to: 1) be present in same room w/child, or 2) if outdoors, stays w/in a 30-yard radius of child or maintains visual contact with child	RC 3319.392 RC 3319.39
Volunteers	Not required by law. May require by board policy.					RC 109.572

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