



# Three Rivers Local School District

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## New BACKGROUND CHECK REQUIREMENTS effective January 1, 2010:

### Administrators, Teachers and Aides:

- BCII and FBI background checks required for all *initial application* for any license in the State of Ohio.
- License renewals- Ohio residents continuously for the past 5 years:  
FBI is required if the report on file with ODE is more than 5 years old
- Non-Ohio Residents: Both the BCII and FBI checks are required if the reports on file with ODE are more than 5 years old.

Educators who hold a PERMANENT Certificate are still required to submit background checks to ODE every five (5) years. The above changes will apply to permanent certificate holders in regards to residency and the requirement of an FBI only or BCII and FBI checks.

**All Non-Licensed School Employees** are still required to have a BCII and FBI background check every five (5) years with the exception of School Bus/Van Drivers with the requirement of every six (6) years. *No changes have been made to this requirement as of this date.*

BCII and FBI background checks must be completed through WebCheck; an immediate electronic submission of prints to BCII for processing.

**Drivers license/Photo ID must be shown at time of fingerprinting. Fingerprints must be released to ODE and a copy of the background report sent to Three Rivers Schools.**

The following locations offer BCII and FBI background checks through WebCheck. Please call for specific hours of operation and costs. \*\* Denotes Saturday hours

Cincinnati Deputy Registrar \*\*  
BMV License Bureau  
7990 Reading Road  
Cincinnati, OH 45237  
769.6446

HCESC  
11083 Hamilton Ave  
Cincinnati, OH 45231  
674.4201

Hamilton County Sherriff \*\*  
Downtown Justice Center  
Cincinnati, OH 45202  
946.6221

Hondros College\*\*  
4605 Duke Drive  
Mason, OH 45040  
247.9711

St. Teresa of Avila  
1175 Overlook (at Glenway)  
Cincinnati, OH 45238  
921.9200