

Criminal Records Check Requirements for School Employees

Type of Employee	BCII	FBI	When	Initiated By	Other Details	Revised Code Section
Board Members	Cannot be required	Cannot be required				
Administrators (Superintendents, Treasurers, Principals, other administrators)	Required	Required	Applicant under final consideration	School district	Subject to periodic records check when license is renewed	R.C. 3319.291, 3319.39
			When applying for or renewing a license	Ohio Department of Education		
Teachers	Required	Required	Applicant under final consideration	School district	Subject to periodic records check when license is renewed	R.C. 3319.291, 3319.39
			When applying for or renewing a license	Ohio Department of Education		
Teachers with Permanent Licensure	Required	Required	When applying for employment	School district	Criminal records check (cont.) must be completed every five years	R.C. 3319.222, (cont.) 3319.291, 3319.39
			Upon a date prescribed by ODE and every five years thereafter	Ohio Department of Education		
Substitute Teachers, Tutors, Licensed Educational Aides, Guidance Counselors, School Psychologists, and School Nurses	Required	Required	When applying for employment	School district	Subject to periodic records check when license is renewed	R.C. 3319.291, 3319.39
			When applying for or renewing a license	Ohio Department of Education		
Coaches	Required	Required	When applying for employment	School district	Subject to periodic records check when license is renewed	R.C. 3314.19, 3319.39, 3319.391
			When applying for or renewing a license	Ohio Department of Education		

Non-Licensed Educational Aides	Required	Required	When applying for employment	School District	Criminal records checks must be repeated every five years from (cont.) (1) the date of application for employment; or (2) the date prescribed by ODE	R.C. 3319.291, 3319.39
			For individuals (cont.) employed on 11/14/2007 when HB 190 took effect, a criminal records check must be initiated by a date prescribed by the Department of Education			
Non-certified employees (Custodians, Food service workers, secretaries, casual day-to-day employees, etc...)	Required	Required	When applying for employment	School District	Criminal records checks must be repeated every five years from (1) the date of application for employment; or (2) the date prescribed by ODE	R.C. 3314.19, 3319.39, 3319.391
			For individuals employed prior to 11/14/2007 when HB 190 took effect, a criminal records check must be initiated by a date prescribed by the Department of Education			
Contractors	Required	Required	For non-licensed individuals employed on 11/14/2007 when HB 190 took effect, a criminal records check must be initiated by a date prescribed by the Department of Education	Private Employer	Criminal records checks must be repeated every five years from (1) the date of application for employment; or (2) the date prescribed by ODE	R.C. 3314.19, 3319.39, 3319.391
ODJFS work experience program Volunteers	Required	Required	Upon application	School District	Applies to individuals with a child enrolled in a school district participating in a county dept. of job and family services work experience program	R.C. 3319.089, 3319.39, 5107.541
All other Volunteers	Not Required	Not Required				
Bus drivers	Required	Required	Prior to transporting students	School District or Private Employer	Criminal records checks must be repeated every six years upon re-certification ¹	R.C. 3327.10, 3319.39

¹ School bus drivers also must have a driving record check semi-annually.