# BACKGROUND CHECK SERVICES at MCESC AND MCCTC

## The following outlines the Webcheck fingerprinting services available at the Mahoning County Educational Service Center and the Mahoning County Career and Technical Center.

***Effective 3/20/2008 3:29 PM***

**Ohio Law:**

Ohio House Bill 190, effective on November 14, 2007, and House Bill 79 before it, create the following requirements for **all Ohio school district employees:**

- ***Licensed educators*** *must provide clearance within 365 days of the credential application date on both the Ohio BCI and federal FBI background checks for all new, transitioning and renewal certificates and licenses.*

- ***Educators who hold only a Permanent Certificate and/or 8-Year Professional Certificate holders*** *must complete both the BCI and FBI checks prior to September 5, 2008, and every 5 years thereafter. Prints taken after November 14, 2006, count for this purpose.*

- ***Educators who hold both License(s) and Certificate(s)*** *determine their background check requirement by the credential they are working under – if they are working under a License, their fingerprinting follows the license renewal cycle – if they are working under a Permanent or Professional Certificate, they follow the September 5, 2008, deadline.*

- ***School bus drivers*** *must have both BCI and FBI checks at initial employment and at certificate renewal.*

- ***All other school employees*** *who are non-certificated/licensed must gain both BCI and FBI clearances prior to September 5, 2008, , and then every 5 years thereafter.*

- ***All job applicants*** *under final consideration for employment must complete both the BCI and FBI print process prior to board action on employment.*

Both the Mahoning County Educational Service Center and the Mahoning County Career and Technical Center offer electronic "web check" fingerprinting service for both the state BCI (Ohio Bureau of Criminal Investigation) and national FBI (Federal Bureau of Investigation) background checks.

This service is primarily to serve the school districts in Mahoning County, Ohio, and both the MCCTC and MCESC prioritize response to those requests first and before any requests from any other agency personnel or school staffs from outside the county.

Fingerprint service at both the MCCTC and MCESC offices are conducted **ONLY by appointment.**

# BACKGROUND CHECK SERVICES at MCESC AND MCCTC

At the MCESC, appointments are made through Brenda Lawrence, (330) 965-7828 @ extension 1075. Voice mail messages are returned; please leave an after business hours phone number to ensure contact.

At the MCCTC, appointments may be made for both day and evening. For an appointment from 8:00 AM – 10:30am, call Bill Flora, (330) 729-4000 @ extension 1521. For an appointment from 2:00 PM – 3:30 PM, call Adult Education, (330) 729-4100 @ extension 1900.

**MCESC & MCCTC Processing Fees:**

Both the MCCTC and MCESC conduct web checks under the following fee schedule. Other sites in the area have varying fees – see below.

- All MCESC and MCCTC employees: **$46 for BCI & FBI together**, **by check or money order only**, made payable to your employer; BCI separately is **$22**; FBI separately is **$24**.

- All Mahoning County school employees, including Mahoning school substitute teachers: **$56,** by check or money order only, made payable to MCCTC or MCESC ( whichever entity conducts the service); BCI separately is **$29**; FBI separately is **$31**.

- All non Mahoning County school employees IF scheduling is possible: **$60**, by check or money order only, made payable to MCCTC or MCESC ( whichever entity conducts the service);BCI separately is **$31**; FBI separately is **$33.**

**IMPORTANT NOTE: THE PROCESSING FEES ANNOUNCED ABOVE MAY CHANGE BY ANNOUNCEMENT.**

**There are other area centers who conduct background web checks.** All school employees who go to any other agency should make absolutely sure that the center keys the prints to go to the Ohio Department of Education**. A listing of the Ohio Attorney General's Web Check community sites in operation as of 3/20/2008. (NWC) indicates National (FBI) Web Check site. For a to-the-minute list of sites, including map quest direction links, go to:**

**http://www.ag.state.oh.us/business/fingerprint/data/index.asp**

**The Mahoning County Sheriff's Office is not listed on the AG website, but may have the capability to do both state and national checks. Contact them for information:** 110 Fifth Avenue, Youngstown, Ohio 44503, Phone (330) 480-5000.

**BACKGROUND CHECK SERVICES at MCESC AND MCCTC**

# WEBCHECK

## Ohio BCI II & FBI Fingerprinting Services for Required Background Checks

Available **by appointment only** at the

## Mahoning County Educational Service Center

***100 DeBartolo Place, Suite 220, Boardman***
***(330) 965-7828 @ 1075 -- Brenda Lawrence***
***7:00 AM – 3:00 PM appointments or otherwise as scheduled***

and **by appointment only** at the

## Mahoning County Career & Technical Center

***7300 North Palmyra Road, Canfield***
***(330) 729-4000 @ 1521 -- Bill Flora***
***8:00 AM – 10:30 AM appointments, or***
***(330) 729-4100 @ 1900 -- Adult Education***
***2:00 PM – 3:30 PM appointments***

## FEE SCHEDULE AS OF 3/20/2008:

$ All Mahoning County school employees, including Mahoning school substitute teachers: **$56,** by check or money order only, made payable to MCCTC or MCESC ( whichever entity conducts the service); BCI separately is **$29**; FBI separately is **$31**.

$ All non Mahoning County school employees IF scheduling is possible: **$60**, by check or money order only, made payable to MCESC (whichever entity conducts the service);BCI separately is **$31**; FBI separately is **$33. (No non-school personnel at MCCTC.)**

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