

Webchecks are completed for MVTCT staff, MVCTC partner school staff, and those students who are required to have a Webcheck.

All available dates and times are listed on the online scheduling program.

**For all Background Checks. You must bring your government issued photo identification and you must know your social security number as that is a required field in the background check process. If you do not bring these 2 items, you will not be fingerprinted. You must have a scheduled appointment or you will not be fingerprinted.**

***If you are under 18 years of age you must bring to your appointment a completed WAVIER form (attached) which must be signed by a parent or guardian.***

**For CTC Staff. Please bring your authorization card with you if you received one.**

**If you are staff of a partner school district fingerprinting fees are \$56.25 for both BCI and FBI, \$31.25 for FBI only, and \$25.00 for BCI only. The fee is payable by cash exact change, or by personal check written to MVCTC. **Attached 'Background Check Fingerprinting – Schools' form must be completed with reason checked and brought with you to your appointment.****

Starting February 20, 2024, enter the high school campus via the north entrance (traffic light shared with Adult Education). Turn left parking in Visitor parking. Follow signs to doorway B6.

**If MVCTC is closed or delayed for weather. In case of closures background checks are canceled and must be re-scheduled. In case of delays during the delay time those background checks must be re-scheduled.**

If you need to cancel an appointment, please call 937-854-9306 and leave a message. To re-schedule use the online schedule program.

**NATIONAL WEBCHECK WAIVER (UNDER 18)**

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (1HP198 – Miami Valley Career Technology Center) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCL&I) to conduct a criminal records check for information relating to me or my child.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest convictions and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General’s Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

\_\_\_\_\_  
Juvenile Applicant Full Name – Printed

\_\_\_\_\_  
Parent / Guardian Name Printed

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
MVCTC Staff Witness Signature

\_\_\_\_\_  
Date Signed

MIAMI VALLEY CAREER TECHNOLOGY CENTER

BACKGROUND CHECK – FINGERPRINTING

NAME \_\_\_\_\_

**PLEASE CHECK THE APPLICABLE SECTION BELOW FOR THE BACKGROUND CHECK. PLEASE NOTE IF NOT CHECKED WE WILL NOT COMPLETE A BACKGROUND CHECK.**

**PERSON REQUESTING BACKGROUND CHECK MUST BRING THIS FORM WITH THEM TO THEIR APPOINTMENT.**

**\*\*WE WILL NO LONGER COMPLETE BACKGROUND CHECKS FOR VOLUNTEERS-PARENTS/COACH (NOT NEEDING LICENSURE WITH ODE) \*\***

School Codes Reference Guide

\_\_\_\_ Teacher/Coach (Needing Licensure with ODE) • BCI-3319.291 School Employee/Licensure • FBI-3319.291 School Employee/Licensure o Must Send Direct Copy to ODE

\_\_\_\_ Teacher/Coach (NOT Needing Licensure with ODE) • BCI-3319.39 B3 School Employees-Teachers Only • FBI-3319.39 Public School District or Chartered Non-Public School District o NO Copy To ODE-For Local School District Use ONLY

\_\_\_\_ Bus Drivers (Needing Licensure with ODE) • BCI-3327.10 School Employee/Licensure • FBI-3319.291 School Employee/Licensure o Must Send Direct Copy to ODE

\_\_\_\_ Bus Drivers (NOT Needing Licensure with ODE) • BCI-3327.10 School Bus Driver • FBI-3319.39 Public School District or Chartered Non-Public School District o NO Copy To ODE-For Local School District Use ONLY

\_\_\_\_ Non-Teaching Staff/Tutors (Needing Licensure with ODE-Can Be Pupil Activity Licensure) • BCI-3319.291 School Employee/Licensure • FBI-3319.291 School Employee/Licensure o Must Send Direct Copy to ODE

\_\_\_\_ Non-Teaching Staff/Tutors (NOT Needing Licensure with ODE) • BCI-3319.39 B1 School Employee Non-Teaching • FBI-3319.39 Public School District or Chartered Non-Public School District o NO Copy To ODE-For Local School District Use ONLY

\_\_\_\_ School Nurse (Needing Licensure with ODE) • BCI-3319.291 School Employee/Licensure • FBI-3319.291 School Employee/Licensure o Must Send Direct Copy to ODE

\_\_\_\_ School Nurse (NOT Needing Licensure with ODE) • BCI-3319.39 B1 School Employee Non-Teaching • FBI-3319.39 Public School District or Chartered Non-Public School District o NO Copy To ODE-For Local School District Use ONLY