



BACKGROUND CHECK REQUIREMENTS

IMPORTANT INSTRUCTIONS

Hard copies of all background checks must be sent directly by BCI&I to:

*Catholic Diocese of Youngstown
Attn. Office of Safe Environment
144 West Wood Street
Youngstown, OH 44503.*

This needs to be communicated to the person doing the background check.

A link to a background check location finder is available at <https://doy.org/safe-environment/>.

PARISHES AND INSTITUTIONS

Priests, Deacons, Religious, Seminarians, Persons in Formation

Code (BCI or BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- BCI/FBI background check at start of service; renew every five years

Parish or Institution Employee

Code (BCI or BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- BCI/FBI background check at start of service; renew every five years

Parish or Institution Volunteer Working with Minors or Vulnerable Adults

Code (BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- BCI/FBI background check at start of service; renew every five years

CATHOLIC SCHOOLS

***IMPORTANT:** For those who hold an Ohio Department of Education (ODE) License, whenever a background check is needed it must be sent electronically to the ODE and a hard copy must be sent to the Office of Safe Environment at the Diocesan Offices. This needs to be communicated to the person doing the background check so the proper information can be completed on the form.

Licensed School Administrators, Teachers, and Employees*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew FBI background check every five years

Preschool Teacher, Licensed and Non-Licensed Preschool Employees*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew BCI/FBI background check every five years

Substitute Teachers who Need License Services from the Diocesan Office of Catholic Schools*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew FBI background check every five years

Long-term Substitute Teachers (*more than one continuous month of teaching*) whose Licenses were Obtained from the Ohio Department of Education, Another District, or an Educational Service Center*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew FBI background check every five years

Short-term Substitute Teachers (*less than one continuous month of teaching*) whose Licenses were Obtained from the Ohio Department of Education, Another District, or an Educational Service Center

These persons are not required to complete background checks for the Diocese of Youngstown. In order to obtain a license they already completed background checks. The School should have copies of this person's license, background check verification, and any other applicable documentation on file.

Non-Licensed School Employee Paid with School Operating Funds upon Hire via Third Party Contract

Code BCI: 3319 39B1 – School Employees – non teaching position

Code FBI: 3319 39

- BCI/FBI background check at start of service
- Renew BCI/FBI background check every five years

School Employees Paid with Auxiliary or Title Funds (Including those hired via Third Party Contract) who Need License Services from the Diocesan Office of Catholic Schools *

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew FBI background check every five years

School Employees Paid with Auxiliary or Title Funds (Including those hired via Third Party Contract) whose Licenses were Obtained from the Ohio Department of Education, Another District, or an Educational Service Center

These persons are not required to complete background checks for the Diocese of Youngstown. In order to obtain a license they already completed background checks. The School should have copies of this person's license, background check verification, and any other applicable documentation on file.

Limited/Temporary Access Private Contractor

These persons are not required to complete background checks for the Diocese of Youngstown, but they must be accompanied by compliant School personnel at all times.

Employed Coaches and/or Anyone Requiring a Pupil Activity Permit (i.e. All Volunteer High School Coaches)*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- BCI/FBI background check at start of service
- Renew FBI background check every five years

Elementary Volunteer Coaches

Code (BCI/FBI): 2151 86 – Out of Home Child Care

* The Diocese encourages all elementary volunteer coaches to obtain a Pupil Activity Permit.

Lived in Ohio for the last 5 years

- BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- BCI/FBI background check at start of service; renew every five years

School Volunteer Working with Minors or Vulnerable Adults
Code (BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- BCI/FBI background check at start of service; renew every five years

NOTE

In extraordinary circumstances, the Office of Safe Environment reserves the right to alter background check requirements for individuals, unless the requirements are stipulated by the State of Ohio. This includes the right to require background checks from other background check providers besides the Civilian Identification Office.

NOTIFICATION OF ADDITIONAL SAFE ENVIRONMENT REQUIREMENTS

Anyone who is required to complete a background check for the Diocese of Youngstown must also complete a safe environment training session every five years, read the diocesan *Safe Environment Policy for the Protection of Children and Vulnerable Adults*, and complete and submit Appendix 9 to the Compliance Officer at their location of employment or service. The requirement for safe environment training is ordinarily fulfilled by completing an online VIRTUS training module. Additional information and links for completing these requirements may be found at <https://doy.org/safe-environment/>.

Please contact the Compliance Officer at your location of employment or service with any questions about these requirements.