



BACKGROUND CHECK REQUIREMENTS

IMPORTANT INSTRUCTIONS

The Civil Identification Office must send a PHYSICAL copy of your background check DIRECTLY to the Diocese of Youngstown. The diocese will NOT accept copies from the individual or any other institution, including our own parishes and schools. This information, including the mailing address noted below, needs to be communicated to the person completing your background check. Physical copies must be mailed to the Diocese of Youngstown at:

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

Ohio Department of Education & Workforce Licenses and Pupil Activity Permits*

For those who hold an Ohio Department of Education & Workforce (ODEW) License, including a Pupil Activity Permit (PAP), and for non-licensed school employees, the Civil Identification Office must send an ELECTRONIC copy of your background check to the ODEW, **in addition to** sending a PHYSICAL copy to the Diocese of Youngstown. The ODEW will NOT accept copies from the individual or any other institutions. This information, including the mailing address noted above, needs to be communicated to the person completing your background check.

***Pupil Activity Permits**

A Pupil Activity Permit (PAP) is required for anyone, including a licensed teacher, who plays a role in directing, supervising, and/or coaching a student activity program that involves athletics, routine or regular physical activity, or activities with health and safety considerations. All those completing an application for a PAP in CORE must use the Youngstown Diocese IRN 052563 when prompted for the Superintendent's Signature.

Rapback

Licensed school employees, and anyone required to obtain a Pupil Activity Permit, are automatically enrolled in Rapback when they apply for their respective license or permit. These persons must use the Youngstown Diocese IRN 052563. Non-licensed school employees, when enrolling in Rapback, must use the IRN for their specific school. Anyone enrolling in Rapback must have an ELECTRONIC copy of their background check sent to the ODEW, **in addition to** a PHYSICAL copy being sent to the Diocese of Youngstown.

Questions

For more information about the diocesan safe environment requirements and background checks, including the locations that offer background checks, please visit <https://doy.org/safe-environment/>. Any questions about licensing, PAPs, or Rapback should be directed to the diocesan Office of Catholic Schools.

CODES AND RENEWAL REQUIREMENTS

PARISHES AND INSTITUTIONS

Codes found in the Catholic Schools section of this document take precedence over these codes.

Priests, Deacons, Religious, Seminarians, Persons in Formation for Religious Life

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 Interacting 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

Before completing your background check, please review the information on the first page concerning ODEW licenses, pupil activity permits, and Rapback.

Licensed School Administrators, Teachers, and Employees

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

- 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 ODEW

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

Non-Licensed School Employee Paid with School Operating Funds (Including those hired 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 Volunteer Interacting 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

Substitute Teachers

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

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

Substitute teachers in our Catholic Schools are required to have a Substitute Teaching License with the Ohio Department of Education & Workforce, and a VIRTUS account noting completed online VIRTUS training with the Diocese of Youngstown before they begin working. Substitute teachers are also required to complete background checks for the Diocese of Youngstown. These background checks must be in process before they begin working in our schools. When obtaining a Substitute Teaching License, the applicant completed a background check for the ODEW. The diocese will NOT accept copies of that background check, or background checks completed for other schools, districts, or institutions.

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 ODEW

- 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 & Workforce, Another District, or an Educational Service Center

These persons are not required to complete background checks or VIRTUS training for the Diocese of Youngstown. To obtain a valid ODEW license, they already completed background checks and enrolled in Rapback. The School must have copies of this person's license, a document verifying that they were background checked (e.g., a print out of the background check dates noted in CORE), and any other applicable documentation on file. The School must also review the person's educator profile in CORE.

Limited/Temporary Access Private Contractor

These persons are not required to complete background checks or VIRTUS training for the Diocese of Youngstown, but they must always be accompanied by compliant School personnel while they are in the building.

COACHES

Before completing your background check, please review the information on the first page concerning ODEW licenses, pupil activity permits, and Rapback.

High School Athletic Directors and Coaches [PAP Required]

(Employees and Volunteers coaching students in grades 9-12)

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

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

Grade 7-8 Athletic Directors and Head Coaches [PAP Required]

(Employees or Volunteers)

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

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

Grades 7-8 Coaches [PAP Recommended]

(Employees or Volunteers)

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

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

Grades K-6 All Coaches [PAP Recommended]

(Employees or Volunteers)

Code (BCI/FBI): 3319 291 – School Employees – Licensure with ODEW

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

Grades K-8 Any Coaches NOT Applying for a PAP

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, or accept, background checks from other background check providers besides the Civilian Identification Office.