

Criminal records check requirements for school employees¹

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	RC 3319.291, 3319.39
			When applying for or renewing a license	Ohio Department of Education (ODE)		
Teachers (Two-year and five-year license holders)	Required	Required	Applicant under final consideration	School district	Subject to periodic records check when license is renewed	RC 3319.291, 3319.39
			When applying for or renewing a license	Applicant/ODE		
Professional certificate holders (Eight-year, permanent & permanent non-tax)	Required	Required	Applicant under final consideration	School district	By a date prescribed by ODE	RC 3319.222, 3319.291, 3319.39
			By September 5, 2008 and every five years thereafter	Applicant/ODE		
Substitute teachers, tutors, licensed educational aides, guidance counselors, school psychologists, and school nurses	Required	Required	Applicant under final consideration	School district	Subject to periodic records check when license is renewed	RC 3319.291, 3319.39
			When applying for or renewing a license	Applicant/ODE		
Licensed coaches (including coaches with pupil activity)	Required	Required	Applicant under final consideration	School district	Subject to periodic records check when license is renewed	RC 3314.19, 3319.39,

¹ Effective September 12, 2008

permits)			When applying for or renewing a license	Applicant/ODE		3319.391
Non-licensed educational aides	Required	Required	Applicant under final consideration	School district	Criminal records checks must be repeated by September 5th of the fifth year after the last records check was requested for the employee	RC 3319.291, 3319.39
			For individuals employed on 11/14/2007 when HB 190 took effect, a criminal records check must be initiated by September 5, 2008.			
Adult education instructors (without unsupervised access to children)	Not required by law	Not required by law				RC 3319.39(A) (1)
Non-certified employees (custodians, food service workers, secretaries, casual day-to-day employees, etc...)	Required	Required	Applicant under final consideration	School district	Criminal records checks must be repeated by September 5th of the fifth year after the last records check was requested for the employee	RC 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 September 5, 2008.			
Contractors (providing “essential school services” with unsupervised access to children)	Required	Required	Within the five-year period prior to the date on which the person will start working in the district, ESC or school.	Private employer	Not required if the district, ESC or school assigns an employee to (1) be present in the same room as the child; or (2) if outdoors, stay within a 30-yard radius of the child or maintain visual contact with the child.)	RC 3314.19, 3314.41, 3319.39, 3319.391 3319.392
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	RC 3319.089, 3319.39, 5107.541
Volunteer coaches	Not required	Not required	When applying for or renewing a permit	Applicant to ODE	OHSAA requires volunteer coaches to hold pupil activity	RC 3319.303;

	by law	by law			permits. ODE requires a records check to obtain a pupil activity permit.	OAC 3301-27-01
All other volunteers	Not required by law; may require by policy	Not required by law; may require by policy	When required by board policy	School district	District must notify volunteers that a records check may be required if the volunteer will have “unsupervised access” to a child on a “regular basis.” If district conducts such a check, and a volunteer was convicted of or pled guilty to an offense listed in RC 109.572(A)(1), and the district decides to accept or retain the volunteer, the district must notify parents.	RC 109.575 109.576
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 ²	RC 3327.10, 3319.39

² School bus drivers also must have a driving record check semi-annually.