

DCP Classroom Volunteer Background Check Requirements

This document is to provide information and guidance for DCP members in obtaining background check clearance. Licensure rules for the state require that any adult who will be staying in the classroom is required to have **both a BCI and FBI background check** using the ODJFS form 1175. There is also a FAQs section that should help with clarification. If you have any additional questions regarding the background checks and medical statement, please contact our licensing administrator at communications@dcpkids.com.

1. Create a profile at the Ohio Professional Registry

Go to the website: registry.occrra.org

- Click on the button that says "Create a profile"
- Enter a valid email address and confirm.
- Fill in fields with name and date of birth. Select "check name"
- Fill in personal information. "Former name" could be a maiden name or any other reason your name may have changed at any time. For "start date," select the first day of school.
- A user name will be created for you. You'll create your own password. Click "Create Profile."
- OCCRA will send a confirmation email; check for this email and verify your email address.

2. Obtain BCI Background Check at a WebCheck agency

Please go to an authorized WebCheck agency to submit your fingerprints for **both BCI and FBI background checks** (see additional information below for a list of local WebCheck agencies).

- When speaking to the WebCheck agent, inform them you are a child care owner. Use code **5104.013** *An Employee, Owner, Licensee, Administrator, or Person Residing in a Type A or B Home, or an In-Home Aide*. **Request the WebCheck Agent choose "Child Care Center Type A/ODJFS" from their Direct Copy List** (Electronic results will be delivered directly to ODJFS).
- Complete the fingerprint process as directed by the WebCheck agent.

3. Submit Request in OCCRRA account

- Log in to your OCCRRA account at registry.occrra.org.
- In the top right corner, press the drop down arrow beside your name.
- Select "Request Background Check" from the drop down box.
- Review the information on the digital JFS 01175 form, and continue using the "Next Section" buttons until you have correctly and honestly filled out the form.
- Program Search Page:
 - Search for Delaware Cooperative Preschool. Our "Program number" is **410308**. When DCP shows in the "program search results" area, select the toggle button in front of the program, and then select the blue "Add" button on the right.
 - If you want to submit a background check to another ODJFS daycare program, you can find the program in the search function as well. However, this background check is NOT applicable to Ohio Department of Education (ODE) positions.
- Type in your name as an electronic signature and select the toggle button to agree to terms and conditions.
- Choose the "Submit" button to submit your background check request form.

4. ODJFS will complete and review all necessary checks.

5. OPR will notify DCP that the background check is completed.

6. OPR will send you an email notifying you that your background check results are available. You can log into your OCCRRA account to verify that you have been approved.

Additional Information:

- A background check is generally valid for 5 years. ****You do NOT have to redo the check every year you are at DCP, provided there is no more than a six month lapse in volunteering.**
- Be SURE to complete step 2 above BEFORE step 3. Submitting a request for background check before your fingerprints are in the system may cause delays, or you may be required to submit (and pay for) another electronic fingerprint.
- Any adult who will be serving in the classroom must be background checked. If a certain adult is always going to be serving as the designated volunteer for your family, then only that person has to submit for a background check. However, if two or more caregivers will be in the classroom from time to time, they will all need to have background checks. If a babysitter or grandparent will be serving as a classroom helper, that person will need to have a background check.
- Local WebCheck Agencies: This list is current as of early 2021.
****Because of COVID-19, please call ahead before traveling to any location to verify they are providing fingerprinting services at this time. Please note that many Webcheck locations are observing limited hours and have specific restrictions in order to adhere to social distancing requirements. These measures are in place to protect those entering and working in each location.****

Location & contact information	Hours	Fees
Powell License Agency, LLC 256 W. Olentangy St., Powell, OH 614-766-7730	Monday-Friday 9am - 4pm Saturday 8am - 11am	Unlisted
Delaware County Sheriff's Office 844 US Highway 42, North. (740) 833-2801	By Appointment Only	\$70
Celtic Security & Investigations LLC 614-824-7506	24/7 Mobile Service Available By Appointment Only	Unlisted
Powell Police Department 47 Hall St., Powell, OH 614-885-5005	Monday-Friday 8:30am - 4pm By Appointment Only	Unlisted
WhereWolfe Intelligence 4950 Medallion Dr. W, Westerville, OH 614-929-4243 ***DCP USES HIS SERVICES OFTEN***	Monday-Friday 7am - 7pm Saturday-Sunday 10am - 6pm By Appointment Only Mobile Webcheck Available	\$65