



# Three Rivers Local School District

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## **BACKGROUND CHECK REQUIREMENTS**

**BCI and FBI background checks are required for all new employees.**

Background checks can be obtained at Three Rivers District Office for all school employees and volunteers. Background checks are completed by appointment only. Contact Gail Montague at 513.824.7344 to schedule an appointment.

### **Administrators, Teachers, Aides and Coaches:**

- BCII and FBI background checks required for all *initial application* for any license in the State of Ohio.
- *License renewals*- Ohio resident continuously for the past 5 years:  
FBI background check ONLY if a BCII is on file with ODE
- Non-Ohio Residents: Both the BCII and FBI checks are required if the reports on file with ODE are more than 5 years old.

Educators who hold a PERMANENT Certificate are still required to submit background checks to ODE every five (5) years. The above changes will apply to permanent certificate holders in regards to residency and the requirement of an FBI only or BCII and FBI checks.

**All Non-Licensed School Employees** are still required to have background check every five (5) years with the exception of School Bus/Van Drivers with the requirement of every six (6) years.

**\*\*FBI background check ONLY is required IF you have lived in Ohio continuously for 5 years and TRLS D has a BCII on file for you\*\***