***Teacher Education Department***

***BCI & FBI Information***

**Please be aware that processing for electronic fingerprinting may take 5-6 weeks.**

**Schedule an Appointment**

Electronic fingerprinting is available in 116 Allyn Hall at the WSU’s Educational Resource Center (ERC) by appointment only during their scheduled open hours. Appointments may be made by calling the ERC at 937-775-2878. Walk-ins may be accommodated if there are no appointments scheduled at that particular time. **NOTE: Program Applications Require BOTH the FBI and BCI Background Checks!**

**FBI/BCI Costs**

* FBI Background Check $30.00/ Ohio BCI Background Check $27.00
* BFBI (combination BCI and FBI) Background Check $55.00
* Payable by: Cash; Money Order (payable to WSU); or Credit card (Discover, MasterCard or Visa); NO CHECKS

Electronic fingerprinting is also available through most county sheriff offices if you prefer to look into this option. Be aware that costs can vary.

**FBI/BCI Form Questions Guide**

* Take this form with you to your fingerprinting appointment!
* NOTE: It is ***illegal*** for any ERC employee to tell you how to answer questions on the form.

1. What type of background check do you require: (choose one)

\_\_\_BCI&I (Ohio)

 \_\_\_FBI

 \_­**X** BFBI (Ohio BCI&I & FBI) FYI: **Choose this if you are applying for the Intervention Specialist Program**

*Note: If you are confused about what you need to get, call Tom Rathbun at 775-4585 or email him at* *TED5@wright.edu*

2. Where are results being sent? (Select the responses shown on this sheet: Electronic copy goes to ODE, mailed copy goes to OPFE)

1. Direct/Electronic Copy Option ONLY (choose one):

Select: \_\_X\_\_ None

1. Direct/Electronic Copy Option (choose one) with Postal Mail Option (Place address in letter C):

Select: \_\_X\_\_ Ohio Department of Education

1. Postal Mail Option (provide one complete mailing address below):

**Use the address below for your application to the Graduate Intervention Specialist program:**

Wright State University, CEHS, Attn: Teacher Education Department, Chair

 3640 Colonel Glenn Highway

 310 Allyn Hall

 Dayton OH 45435

3. What are the reasons for the background check? (Choose from list)

 Copy the below phrases on to ERC’s form – use complete phrase, **not** the reason code

BCI: School Employees – Teachers Only

FBI: Public School District or Chartered Non Public School

**\*If you are not using ERC and are asked for a BCI reason code, use the code: 3319.39B3**

For answers to frequently asked questions regarding the BCI or how to obtain another copy of previous results, please click on the following link: <http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>