Finger Prints and Criminal Background Checks: Ohio law requires all individuals providing health care to vulnerable populations submit fingerprints and criminal background checks before contact is made with these populations. Current accreditation practices also require that students be screened in the same way that employees in the health care agencies are screened.

The Bureau of Criminal Identification and Investigation (BCI&I) is responsible for processing state of Ohio and Federal Bureau of Investigation (FBI) background checks based upon the requirements set forth in Ohio Revised Code Section 109.572.

All students must complete the BCI & I for Ohio. Those students who have lived outside of Ohio at any time in the last 5 years must also complete the FBI background check. This must be completed prior to the start of the first clinical course. If background checks have expired prior to clinical experiences, a new background check may be required. At this time, background checks are good for twelve months. So, the pre-licensure student could need to do this process 3 times to complete a 3 year program. In addition, background checks will need to be completed prior to graduation (pre-licensure track) in preparation for applying for licensure. You may be able to use the 3rd set of data to satisfy the Ohio Board of Nursing’s application process for licensure. The RN-BSN Completion student may only have to complete one background check if all three clinical courses are completed within 12 months.

Conviction of (or plea of guilty or no contest to) a felony or misdemeanor may result in dismissal from the Department of Nursing. If you have questions, please contact the Chair of the Department of Nursing.

How to Obtain Finger Prints and Background Checks

Civilian Background Checks must be submitted electronically via WebCheck, National WebCheck. The cost for both is approximately $50. Some local agencies may charge a service fee. The detail of this process is located at the following website:

http://www.ag.state.oh.us/business/fingerprint/index.asp

To locate an agency, go to the following website and search your county or zip code. For example, if you search Muskingum County, you will get 3 different locations.

http://www.ag.state.oh.us/business/fingerprint/data/index.asp

You will need to go prepared with a valid driver’s license and most likely a social security card. They may take a current passport. You are best served if you call ahead for an appointment and ask them what forms of identification they will accept.

You are asked to specify where the results are to be sent. They have to be sent directly to the staff office of the Department of Nursing. You can also contact BCI & I if you apply for a job and they require this information. BCI & I will send your data to your new employer as long as the check is still current. For the Nursing Program, have the results sent to
the Chair: Elaine F. Haynes, PhD, RN, Director of Nursing, Muskingum University, New Concord, OH 43762. Or, e-mail at ehaynes@muskingum.edu.

Effective fall of 2011 WebCheck is available at the Campus Police office (you must call ahead to make sure someone is available for you). The form for nursing students is located on our website at http://muskingum.edu/dept/nursing/handbooks.html. If only one needs to be completed (State) the fee is $30 and if both are required (State and FBI), the fee will be $60. The fee/fees will be charged to your student account in the business office.