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## Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*John Kasich*  
Executive Director  
*Jeffrey M. Rosa*

### CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

#### Instructions for Individuals Residing in Ohio or Within 50 Miles of Ohio

Applicants residing in Ohio or within 50 miles of Ohio are required to utilize “WebCheck” to electronically submit their fingerprints to BCI. The Board will typically receive the results of a criminal records check submitted via “WebCheck” within 7 to 10 business days. In addition to the \$22 BCI fee and the \$24 FBI fee, the electronic fingerprinting company or law enforcement agency may charge its own fee to process the fingerprints.

Since the law requires applicants to submit a records check completed by both BCI and the FBI, you must use the services of a “WebCheck” vendor that participates in the “National WebCheck.” The sheriff’s offices in all 88 Ohio counties participate in the “National WebCheck.” A list of other “WebCheck” vendors in Ohio, arranged by county, is available online at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

**When locating an electronic fingerprinting site on the webpage, please note that you must use the services of a vendor that has (BCI & FBI) listed after the vendor’s name.** Only these entities participate in the “National WebCheck.” The Board does not endorse or recommend any specific electronic fingerprinting company.

You need both the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from BCI and FBI.

#### Steps for “WebCheck”

1. Identify a “WebCheck” vendor that participates in the “National WebCheck.”
2. Submit your fee directly to the “WebCheck” vendor. **Do not send your fingerprints or fee to the Board.**
3. Request both a BCI and FBI criminal records check.
4. Request that the criminal records check results be sent directly to:

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*The Board will **not** accept criminal records checks that are not sent to the Board directly from the BCI. The results may not be sent to you, your employer, or to the entity that conducted the fingerprint.*

5. List the reason fingerprinted as: “Required for licensing per ORC 4755.70 and Volunteer for Children’s Act”
6. **Bring the following information with you to the “BCI & FBI” Webcheck Vendor:** (1) this notice; (2) a valid form of photo identification, and (3) payment, in the appropriate amount and form, payable to the vendor.

## **Instructions for Individuals Residing More than 50 Miles From Ohio**

You must contact the Board at [board@otptat.ohio.gov](mailto:board@otptat.ohio.gov) or 614-466-3774 to request that the Board mail you the appropriate forms to have your fingerprints taken at a local law enforcement agency. Please note, the Board will not mail these cards until after you submit an initial application for licensure. In addition, it is taking the FBI 3 to 4 months to process ink rolled fingerprints. Since Ohio does not have temporary licensure, please take this delay into account. You may also elect to physically come to Ohio to have your fingerprints taken electronically to minimize the time it takes to process your application.

### **Additional Information for Individuals Who Previously Submitted Fingerprints to BCI**

When an individual submits fingerprints to BCI for a criminal records check, BCI will keep the fingerprints on file for twelve (12) months. If less than one year has passed since the initial submission of fingerprints to BCI, the applicant can request that BCI run another check on the same fingerprints and run a new criminal records check report to be sent to the Board. In this situation, BCI charges the applicant \$8. You will need to provide BCI with the information identified above in the “Steps for WebCheck” section of this notice. If more than 12 months passed since you submitted your fingerprints to the BCI, you will need to submit new fingerprints and follow the steps identified in the first page of this notice.

This service only applies for the BCI check. Even if you previously submitted your fingerprints to the FBI, you will need to identify a “National WebCheck” vendor, submit new fingerprints, and request that the FBI criminal records check results be sent directly to the Board. You will need to bring this notice with you to the WebCheck vendor but will only need to request the FBI check.

### **Frequently Asked Questions**

**Question: I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirements of the Board?**

*Answer: No. The law requires that an applicant for an initial license from a licensing agency shall submit a request to the bureau of criminal identification and investigation for a criminal records check of the applicant. Upon completion of the criminal records check, the superintendent of BCI shall report the results of the check, and any information the FBI provides, to the licensing agency identified in the request for a criminal records check.*

**Question: How much time will this add to the licensure process?**

*Answer: The Board typically receives the criminal records check results approximately 7-10 days after you are electronically fingerprinted. For out-of-state applicants completing the ink-rolled fingerprints, it is taking the FBI 3-4 months to process the fingerprints and submit the results of the criminal records check to the Board.*

**Question: What happens if I have a criminal history reported to the Board?**

*Answer: The Board will review the records related to the criminal history and determine if the offenses identified make you ineligible for licensure in Ohio.*

**Question: Will I need to submit a criminal records check to renew my license every two years?**

*Answer: No. The records check requirement does not apply to the biennial renewal process or to individuals reinstating an expired Ohio license.*