

New Background and Fingerprinting Check Process

Effective January 1, 2014

The Archdiocese of Cincinnati has instituted a new process to conduct background checks and fingerprinting for volunteers and employees of parishes. The new process became effective on January 1, 2014. Up until now, all volunteers, teachers, staff and clerics were required to be fingerprinted every five years as a part of the background check. **Beginning January 1, 2014, volunteers will not have to be fingerprinted, but they will have to do a background check online with Selection.com using their VIRTUS account.** If you are a volunteer that has contact with children, you will need to have a background check and to attend a Virtus Training session before you are permitted to volunteer where children are present.

Here are some Questions and Answers regarding the new background check and fingerprinting process:

How do I complete a new background check?

To conduct a new background check you will need to log onto www.virtus.com. If you do not have an account, you will need to set one up. Select the Toolbox tab, and then click on the Selection.com Background Check link on the left side. The link will take you to the Selection.com website to enter your information and to process your background check.

Who will need to have a Background check?

Anyone that volunteers and that has over one hour of contact with children during a month will need to have a background check.

Anyone who has a background check that is over 5 years old. (With the new background check with Selection.com, you will not need to redo your background check because Selection.com will continue to conduct a check every quarter)

Do current approved volunteers need to be re-screened retroactively come January 1, 2014?

Current volunteers will need to have either completed fingerprints in the last 5 years, or they will need to do an on-line background check through Selection.com. This way, as we move forward, at any given point, all volunteers will have had a background check within the last 5 years. Volunteers will be contacted if the background check is over 5 years old and asked to complete a new background check with Selection.com.

How much will the background check cost? The on-line background check is \$25.

How will volunteers pay for the background check?

Volunteers can pay for the background check online through personal credit / debit card / PayPal for payment at the time of service. Employees should contact the parish business manager prior to the background check.

Who needs to be background checked through fingerprinting?

If you fall under any one of these categories, you must have your background check done through fingerprinting **in addition** to the on-line background check.

- Clerics residing / serving within the Archdiocese of Cincinnati – This includes priests, seminarians, deacons, and religious women.
- Day Care Center employee (Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home Owner.
- Maintenance staff, administrative staff, cafeteria staff, before- school care, after-school care, or any other non-licensed school employee.
- Non-paid student teacher or non-paid teacher doing pre-service field experience.
- Paid lunchroom monitor or paid playground monitor.
- Paid school bus or van driver.
- Paid substitute teacher.
- Paid teacher, including non-tax supported school teacher.
- Paid teacher aide or paid classroom aide.
- Pupil Activity Supervisor or coach – *THIS APPLIES TO ALL PAID OR VOLUNTEER HIGH SCHOOL COACHES.* Grade school coaches will only need to do the on-line background check.

How much will the fingerprinting cost? The cost of BCII fingerprint checks will be \$30. FBI fingerprints will be \$32 for people who have lived outside the state of Ohio in the last 5 years.

Where can I have my fingerprints processed?

You can go to the offices of Selection.com at:

155 Tri County Pkwy
Cincinnati, OH 45246

or: 1711 Runway Drive
Middletown, OH 45042