

## **All Employees of Canton City Schools**

On November 14<sup>th</sup>, Governor Ted Strickland Signed House Bill 190, which requires all employees of our school district to have a background check. This check includes both the BCI and FBI. The cost is \$51.00 for both the BCI and the FBI and is your responsibility. It is payable at the time of the fingerprinting. You are going to be required to have this done every 5 years, except for those holding a State Board License and bus/van drivers who are on a 6 year cycle.

All background checks must be completed by August 15, 2008. You will need to contact Gloria Davidson at 330-438-2766 to set up an appointment. This is going to be a huge undertaking. We anticipate that we will be able to schedule one person every 15 minutes; therefore it is imperative that you keep your scheduled time. Fingerprinting will take place Monday through Thursday. There will be some evening hours available. Please check the schedule below.

### **Administrators/Teachers/Counselors:**

Individuals who hold only a permanent or 8 year Professional License and are currently teaching or working under that certificate must have your background check completed by August 15, 2008.

If you hold a 1, 2, 4 or 5 year certificate/license you will need to be fingerprinted when you renew your current certificate or license. Adult Education teachers will need to be fingerprinted when renewing.

### **Support Staff:**

If you hold an Educational Aide Permit, you must be fingerprinted before renewing your permit.

All other employees, aides, account specialists, adult education teachers, BAC coaches, child nutrition workers, carpenters, clerks, clerk typists, coaches, community workers, computer technicians, custodians, firemen, executive assistants, FIC coordinators, liaisons, librarians, lifeguards, monitors, office assistants, payroll officers, payroll specialists, PBX operators, placement officers, secretaries, substitutes must be fingerprinted by the August 15<sup>th</sup> deadline.

### **This is the law; there are no exceptions or exemptions!!!**

All employees must go through this process.

If you had a BCI done in the last year, you still need to have the FBI check completed. Call to make an appointment. The cost for the FBI is \$29.00.

## Schedule for fingerprinting:

Monday - Thursday  
8:00 am to 3:30 pm  
(except for the 6:00 pm days listed below)

### 6:00 pm days

April 7	May 5	June 4	July
April 10	May 7	June 10	as needed
April 14	May 12	June 19	
April 17	May 14	June 23	
April 22	May 19		
April 24	May 21		
April 28	May 26		
April 30	May 28		

**Union 609** employees will be fingerprinted from April 7 – April 25.

**Union 161A** employees will be fingerprinted from April 28 – May 16.

**Union 107** employees will be fingerprinted from May 19 – June 6.

**Union 161** employees will be fingerprinted from June 9 – June 27.

**Non union** employees will be done the months of July and August.

**CPEA members** renewing a license can call to make an appointment anytime.