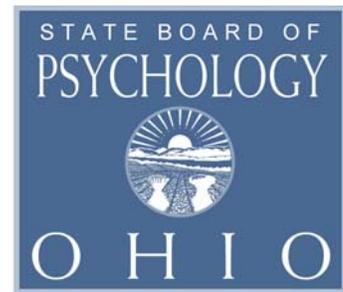


Criminal Records Check Requirement for Psychologist and School Psychologist Applicants



State law requires applicants for licenses issued by virtually all Ohio professional and occupational licensing boards, including the State Board of Psychology, to complete a criminal records check conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). Pursuant to ORC 4732.091, persons submitting an application and fee after March 23, 2008 are not eligible for licensure by the State Board of Psychology in the absence of a criminal records check and a determination that the results do not make the applicant ineligible for a license to practice psychology or school psychology. Under existing law, the Board may refuse to issue a license to any candidate for violation of ORC 4732.17 (A) "(1) Conviction of a felony, or of any offense involving moral turpitude, in a court of this or any other state or in a federal court" and/or based on evidence that deems the candidate is not in compliance with Board law requiring "good moral character" under ORC 4732.10 (B)(2).

Psychology Board Procedures for the Criminal Records Check

Electronic fingerprint impressions can be provided in person at most of the eighty eight (88) Ohio county sheriff's offices or another agency holding the **National Web Check ("NWC")** designation. Psychology Board applicants **must** use an Ohio WebCheck® vendor that can conduct both the BCI and FBI background checks. To find locations of all *NWC* agencies in Ohio, applicants are directed to the **WebCheck® Community Listing** on the Ohio Attorney General's website below, where each Ohio county can be selected from a drop-down menu and locations, contact information, and business hours of *NWC* agencies are displayed. Be certain to select an agency with "BCII & FBI" appearing after the company name to enable the FBI background check so that the applicant and the Board comply with this requirement.

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

This link can also be found by clicking on "Licensing" and then "Criminal Records Checks" at the Psychology Board website, www.psychology.ohio.gov.

To be valid for the Psychology Board's purposes, the criminal records check can be completed no earlier than **one year** prior to the issuance of the license, and applicants are responsible for planning accordingly. With an acceptable records check in the Board's possession before the oral examination is passed, licenses will still generally be issued within 1-3 business days after a candidate passes the oral examination. Out-of-state applicants traveling to Ohio for the administration of the oral examination should make plans to take care of the fingerprinting procedures at an *NWC* agency *while in Ohio* for the oral examination. Directions to *NWC* fingerprint sites located near to oral examination sites can be sent to out-of state applicants upon determination of the site and date of the oral examination.

On the appropriate BCI-prescribed form to be completed at the *NWC* site, the applicant shall:

- 1) Indicate the applicant's name and address;**
- 2) Direct the results to: Psychology Board, 77 S. High St, 18th floor, Columbus OH 43215-6108;**
- 3) Request that BCII obtain from the FBI any information it has pertaining to the applicant;**
- 4) List the agency code as "1AB002"; and,**
- 5) List the reason as "required for licensure per ORC 4732.091."**

The applicant is responsible for paying all prescribed fees at the *NWC* site selected and shall not pay any fees to the Board for his purpose. In addition to a WebCheck® agency fingerprint processing fee of approximately \$15.00 to \$20.00, the BCII fee is \$22.00 as of July 1, 2008 and the FBI records check fee is \$24.00. Some anticipated questions and answers can be found on the reverse of this page. Please direct questions about this requirement to the Board office at (614) 466-8808 or toll free (877) 779-7446.

Q&A: Criminal Records Checks for Ohio Psychology Board Licensure

Question 1: I live outside of Ohio. I know I have to come to Ohio to take the oral examination, but why can't I do the records check at home?

Answer: Only Ohio WebCheck® (NWC) sites that provide "BCI & FBI" background checks are acceptable to ensure that the Board can review an accurate, thorough, and timely criminal records check before issuing a license. Because all license applicants are required to pass an oral examination administered by members of the Board at one of several locations in Ohio, out-of-state candidates are expected to complete the fingerprinting process at an Ohio NWC site while in Ohio for the oral examination (or up to one year in advance as feasible).

Question 2: I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirement of the State Board of Psychology?

Answer: No. According to the law, the Board is responsible for reviewing the results of a new criminal records check completed for the Board before issuing a license.

Question 3: How much time will this add to the licensure process?

Answer: Records check results should get to the Board in no more than 7-10 days after you are fingerprinted. If the Board has an acceptable criminal records check in hand prior to the oral examination, the license will be issued without delay in 1-3 business days after the oral examination is passed. For out-of-state applicants completing the records check while in Ohio for the oral examination, the process will be delayed as long as it takes to receive the results. If it is feasible to get to Ohio in advance of the oral examination, the records check may be completed no more than one year in advance of the license being issued, which is typically within 1-3 business days after the oral exam is passed. Completing the records check in advance of the oral exam could speed up the license process by several days.

Question 4: What happens if I have a criminal history reported to the Board?

Answer: You will be notified. Depending on the nature of the results of the records check, the Board will determine if the offense(s) render the application ineligible for licensure and/or whether the offenses on record were denied on the notarized application form. The Board may refuse to issue a license to any applicant based on conviction of a felony or of any offense involving moral turpitude, for not being of "good moral character," or for using fraud, misrepresentation, or deception in the application process.

Question 5: Are the results of my background check confidential?

Answer: Yes. The results are confidential, although you or a legal representative may review the results.

Question 6: Will I need to do a criminal records check to renew my license every two years?

Answer: No. The records check requirement does not apply to the biennial registration process.