



Ohio Board of Psychology

Criminal Records Check Requirement for COBA Applicants

State law requires applicants for certification and licensure 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 § 4783.04(A)(2), persons submitting an application are not eligible for ABA certification 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 certificate to any candidate for violation of ORC § 4783.09(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 § 4783.04(A)(1).

Procedures for the Criminal Records Check

Electronic fingerprint impressions can be provided in person at most 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 BCII 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.

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

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 COBA certification, and applicants are responsible for planning accordingly.

On the appropriate BCII-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 certification per ORC § 4783.04(A)(2)"

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.

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

Question 1: I live outside of Ohio. Why can't I do the records check at home?

Answer: Only Ohio WebCheck® (NWC) sites that provide "BCII & FBI" background checks are acceptable to ensure that the Board can review an accurate, thorough, and timely criminal records check before issuing a license.

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 30 days after you are fingerprinted. Completing the records check in advance of submitting the application could speed up the license process by several days.

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

Answer: 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 criminal records check to renew my certificate every two years?

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