

Official Notice to Students

Primary, Middle, Montessori, Reading, TESOL, Secondary, Special Education AND Educational Administration Programs

As a student in the School of Education, FBI/BCI background checks and the AOR 105 form are required for your participation in field experiences and observations.

Acquiring this documentation is your responsibility. You must be able to provide documentation to the school to which you are assigned. It may take several weeks to receive the results, so please be proactive in obtaining them before your field placement begins. **Please also note that you must inform the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences if your moral character statement or FBI/BCI status changes.*

BCI/Bureau of Criminal Identification and Investigation/ FBI Fingerprinting (completed on a yearly basis)

Electronic fingerprinting can be done at many locations in Ohio, including Xavier University. If you prefer to have the fingerprinting completed at Xavier University, you may visit Xavier University's Campus Police website at <https://www.xavier.edu/police/webcheck-fingerprinting-services/index> for more information.

The cost is \$62.50 (subject to change), billed to your Bursar's account. You will need to supply your State ID and your Xavier University All Card.

You should have the results of your BCI/FBI fingerprinting sent to your program administrative assistant (if you have a question, please ask for assistance at the police station).

If you have fingerprinting completed at a location other than Xavier University, please verify that they will complete a BCI and FBI check. Both checks are now necessary. Visit the Ohio Attorney General's website to find fingerprinting locations, visit: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> or contact the BCI in London, Ohio at (740) 845-2375 for information regarding fingerprinting.

You may contact Castlebranch, a web-based software service, to secure background check locations outside of Ohio and will serve as a repository for your required documents. Students will open an account and place your order with this service. Go to <http://mycb.castlebranch.com> for more information.

If obtaining background checks from locations other than the XU police department, please send results to:

**Xavier University
ATTN: School of Education
Hailstones Hall
3743 Saint Francis Xavier Way
Cincinnati, OH 45207-3231**

The Ohio Department of Education will only accept electronic submissions of the results from the reporting agency.

Due to the confidentiality of these documents, the results can be picked up in person, with a state or XU ID with your program director's administrative assistant in Hailstones Hall.

ADDITIONAL INFORMATION REGARDING THE SCHOOL OF EDUCATION REQUIREMENTS FOR THE BCI/FBI

The candidate is required to undergo **annual** fingerprinting (FBI and BCI background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates “may not be eligible or ineligible” on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, the candidate should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate’s responsibility to provide immediate written notification to the university addressed to the program director, the Director of the School of Education, the Associate Dean of the College of Professional sciences, and the state of Ohio regarding his/her report and/or any changes in the status.

AOR Form 105 - Student Internship (AOR 105)

Students must sign this form for all off-campus internships, field experiences and observations. This form needs to be completed **each semester** and for **all** field placements and school locations. You can list multiple locations on one form. To obtain the form click here - <https://www.xavier.edu/insurance/docs/waivers/AOR105.pdf>