

All full-time Healthcare Occupations and Public Safety programs at the Miami Valley Career Technology Center as well as staff are required to complete a criminal background check, which is done by electronic fingerprinting. You **must** schedule an appointment with the Safety Office by completing the online scheduling.

All available dates and times are listed on the online scheduling program.

**For all Background Checks.** You must bring your government issued photo identification and you must know your social security number as that is a required field in the background check process. If you do not bring these 2 items, you will not be fingerprinted. You must have a scheduled appointment or you will not be fingerprinted.

***If you are under 18 years of age you must bring to your appointment a completed WAVIER form (attached) which must be signed by a parent or guardian.***

**For Adult Education Students.** After you have scheduled your appointment, you will pay the \$60 fee at the adult education office. This may be paid by cash, money order, check, or credit card. If you make a Saturday appointment for your background check – payment must be made in the Adult Education Office Monday through Friday during regular office hours. You must take your receipt of payment with you to your appointment, if you do not have your receipt you will not be fingerprinted. The safety officer will sign and date your receipt as proof that you did have the fingerprinting completed.

**For CTC Staff.** Please bring your authorization card with you if you received one.

**If you are staff of a partner school district** fingerprinting fees are \$56.25 for both BCI and FBI, \$31.25 for FBI only, and \$25.00 for BCI only. The fee is payable by cash exact change, or by personal check written to MVCTC.

Starting December 19, 2022, the Safety Office is located across the street from the adult education office in the South Building. You will use the South entrance (traffic light shared with Caterpillar) turn left coming from the north onto campus. As you turn onto campus you will turn left at the first driveway and park in front of the building and enter doorway 14 where the 6 handicap parking spaces are located. Visitor entrance.

**If MVCTC is closed or delayed for weather. In case of closures background checks are canceled and must be re-scheduled. In case of delays during the delay time those background checks must be re-scheduled.**

If you need to cancel an appointment please call 937-854-9306 and leave a message.

**NATIONAL WEBCHECK WAIVER (UNDER 18)**

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (1HP198 – Miami Valley Career Technology Center) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCL&I) to conduct a criminal records check for information relating to me or my child.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest convictions and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General’s Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

\_\_\_\_\_  
Juvenile Applicant Full Name – Printed

\_\_\_\_\_  
Parent / Guardian Name Printed

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
MVCTC Staff Witness Signature

\_\_\_\_\_  
Date Signed