



Child Care Employee

(required background check code 5104.013)

Employee of the school, affiliates of the school within the building, volunteers with scheduled hours, student placement (high school or college), special class instructors (ie. music & dance), and individual with a work placement requirement. Any individual who never has care, custody or control of a child.

If you have had a background check using code 5104.013 prior to October 29, 2017 and it is less than 5 year old, please follow instructions 2 and 3; if you need to complete a new background check, please follow instructions 1 and 3.

OSU Staff, Students and Faculty:

Prior to start date:

1. Background check completion

- [Take the printed instructions for processing background checks](#) to a WebCheck agency for completion
 - Office of Human Resources - Gateway Building C, Suite 300 at 1590 N. High St. 43210 (614) 292-3595
 - hours: Tuesday through Friday, 9-11AM and 1-4PM
- Protect your private information required for background check
 - OSU undergraduate students:
 - Include the phrase “osusecure” (not case sensitive) anywhere in the subject of your message.
 - OSU graduate students, faculty and staff:
 - Contact OCIO to request Zix encryption for your email to protect your personal information (i.e. SS number)
 - Go to [Service Now](#) and request the software
 - Click on Request Software; fill out the form requesting your name and then ‘click’ next. At the bottom of the list of software you should see ZixSelect. Select and complete the request.
 - Once OCIO (8HELP) gets back to you with your fulfillment, if you need assistance, please contact OIT’s service desk at 7-TECH.
- Complete and sign the [JFS 01175](#).
- You will need your OPIN number (process detailed in #3 below) to complete the JFS 01175.
- Email completed JFS 01175 to CCBackgroundCheck@jfs.ohio.gov & copy SFC@osu.edu using the Zix encryption on your email or “osusecure” in the subject line of your email.

2. Background check with code 5104.013 completed prior to October 29, 2017

- Protect your private information required for background check
 - OSU undergraduate students:
 - Include the phrase “osusecure” (not case sensitive) anywhere in the subject of your message.
 - OSU graduate students, faculty and staff:
 - Contact OCIO to request Zix encryption for your email to protect your personal information (i.e. SS number).
 - Go to [Service Now](#) and request the software.



- Click on Request Software; fill out the form requesting your name and then 'click' next. At the bottom of the list of software you should see ZixSelect. Select and complete the request.
- Once OCIO (8HELP) gets back to you with your fulfillment, if you need assistance, please contact OIT's service desk at 7-TECH.
- Complete and sign the [JFS 01175](#) and scan a copy of your completed background check (FBI & BCI).
- Email scanned background checks and JFS 01175 to CCBackgroundCheck@jfs.ohio.gov AND SFC@osu.edu using the Zix encryption or "osusecure" in the subject line of your email.

3. Other documents required

- Completed Medical Statement form [JFS 01296](#)
- For field student placements only, signed [Standards of Behavior](#) form
- For field student placements only, completed [OSU Minors Policy](#) training and printed certificate of completion
 - Scroll down and select 'training'
 - Log in using your name.number and password
 - Enter 'Minor Policy' in search bar
 - Choose year 1 policy (if you've taken the minors policy, choose the next year for completion)
 - Print certificate of completion
- Ohio Professional Identification Number ([OPIN](#))
 - Click 'create account'
 - Enter your information and click create profile
 - Once you have created your profile you will receive an email to verify your email address, as well as, your Ohio Professional Identification Number (OPIN)
 - If you already have a registry profile, you can log into your account and your 8 digit pin will be next to your name (ie. 1115-2548)
- Once all documents outlined in #3 have been completed and signed, provide them in a sealed envelope (Attn. Samantha Peterson) to the front desk of the Schoenbaum Family Center 175 E. 7th Ave Columbus, OH
 - As documented above, envelope should include:
 - Medical Statement
 - OSU Minors Policy Standards of Behavior form, signed (field student placements only)
 - OSU Minors Policy certificate of online training completion (field student placements only)

Individuals NOT affiliated with the Ohio State University:

Prior to start date:

1. Background check completion

- Take the [instructions for processing background checks](#) form to a WebCheck agency for completion.
- Contact your agency on instructions to obtain encryption software for your email to protect your personal information (ie. social security number).
- Complete and sign the [JFS 01175](#) and email to CCBackgroundCheck@jfs.ohio.gov AND copy SFC@osu.edu using the encryption software on your email.



- If you are unable to obtain encryption software, you may drop the JFS 01175 form off in person to SFC in a sealed envelope, ATTN. Samantha Peterson, background check coordinator, and she can encrypt and send the JFS 01175 for you.
2. Background check completed with code 5104.013 prior to October 29, 2017
- Contact your employing agency on instructions to obtain encryption software for your email to protect your personal information (ie. social security number).
 - Complete and sign the [JFS 01175](#) and scan provide a copy of your completed background check (FBI & BCI).
 - Email scanned background checks and JFS 01175 to CCBackgroundCheck@jfs.ohio.gov AND SFC@osu.edu using the Zix encryption.
 - If you are unable to obtain encryption software, you may drop the JFS 01175 form off in person to SFC in a sealed envelope, ATTN. Samantha Peterson, background check coordinator, and she can encrypt and send the JFS 01175 for you.
3. Other documents required
- Completed Medical Statement form [JFS 01296](#)
 - For field student placements only, signed [Standards of Behavior](#) form
 - For field student placements only, completed OSU Minors Policy training and printed certificate
 - **Directions for External Users:**
 - Go to the [BuckeyeLearn Self-Registration page](#) to create an account
 - For program please put **The Schoenbaum Family Center School**
 - Once you have created an account, go to <https://ohiostate.csod.com> (your username is your email address)
 - See the [Forgot Password](#) page to reset a password
 - See the [Locating and Accessing Minor Participants Training Job Aid](#) for how to request and launch the content
 - If the content does not launch, disable your pop-up blocker. For directions go to go.osu.edu/blpopup
 - Please see [Minors Training BuckeyeLearn FAQs](#) for non-Ohio State accounts if you have additional questions.
 - Any issues with completion of the minors policy certificate should be directed to **Lindsay Bond**, Youth Policy and Special Projects Coordinator, bond.217@osu.edu
 - Ohio Professional Identification Number ([OPIN](#))
 - Click 'create account'
 - Enter your information and click create profile
 - Once you have created your profile you will receive an email to verify your email address, as well as, your Ohio Professional Identification Number (OPIN)
 - If you already have a registry profile, you can log into your account and your 8 digit pin will be next to your name (ie. 1115-2548)
 - Once all documents outlined in #3 have been completed and signed, provide them in a sealed envelope (Attn. Samantha Peterson) to the front desk of the Schoenbaum Family Center 175 E. 7th Ave Columbus, OH
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