



Electronic Fingerprinting Information for Student Teaching

All Lourdes College of Education student teachers must provide a current background check (less than one year) from the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) stating they are free of any convictions ***before*** beginning any field experiences in the PreK-12 classroom with our partner schools. All screenings should be renewed yearly. Please **specify that your fingerprints need to be sent to Lourdes University Department of Education, 6832 Convent Blvd Sylvania, OH 43560.** Additional information is provided below.

- **490 Student Teachers**: Request all results of your BCII and FBI fingerprinting be sent to Lourdes University Department of Education and the Ohio Department of Education's Office of Certification/Licensure using Reason Code 3319.291 (School Employee-Licensure with Ohio Department of Education) if applying for your permanent teaching license within one year of your last semester as a student teacher.
- **All Other Field and Clinical**: You may use Reason Code 3319 39B1 for a non-teaching volunteer type screening or the 3319.291 for Licensure. All other screening types will require FBI screening codes for the National Child Protection Act/Volunteers for Children Act: NCPA/VCA

Possible locations are listed for you on the back of this flyer. Please contact Mrs. Therese Hernandez, Coordinator of Clinical and Field Experiences with any additional background check questions at 419.824.3622 or thernandez@lourdes.edu.

Fingerprints can be submitted electronically for BCI and FBI checks through:

Toledo Area Locations

<p>Catholic Diocese of Toledo No appointment necessary \$25 each (BCI, FBI), Cash or check only Tuesday 12-4. Thursday 9 - 1 Catholic Center 1933 Spielbush Avenue Toledo, OH 43604 Phone: 419.244.6711</p>	<p>Sylvania Deputy Registrar License Bureau No appointment necessary BCI-\$32, FBI-\$34, Both \$61, M 8-6:30PM, TWRF 8-5PM, Sat 8 – noon 4900 North McCord Road Sylvania, OH 43560 Phone: 419.885.0201</p>
<p>Reliable Drug & Alcohol Testing No appointment necessary \$36 BCI, \$36 FBI, Both \$65 7610 New West Rd MWF 9 – 5PM, T 10-6PM, R 1 – 7PM Toledo, OH 43617 Phone: 419.517.1027</p>	<p>Sylvania Police Department 24/7/365 \$40 each (BCI, FBI) For Sylvania Residents or Businesses Only 6635 Maplewood Ave Sylvania, OH 43560 Phone: 419.885.8902</p>
<p>Christ the King Catholic Church No appointment necessary \$25 each (BCI, FBI), Cash or check only Monday – Friday 9am – 4 pm Parish Office 4100 Harvest Lane Toledo, OH 43623 Phone: 419.475.4348</p>	<p>Tiffin Area Location: North Central Ohio Educational Service Center M – R 8:30- 3:30pm, F 8:30 – 2:30pm, \$30 each (BCI, FBI) 928 West Market Street, Suite A Tiffin, OH 44883 Phone: 419.447.2927</p>