



# Ohio Board of Psychology

## ***Criminal Records Check Requirement In-State and Out-of-State Applicants***

State law requires applicants for licenses 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). ORC 4732.091 indicates that persons are not eligible for licensure 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.

### **Completing the Background Check in Ohio**

Electronic fingerprint impressions can be provided in person at most of the eighty-eight (88) Ohio county sheriff's offices or another agency holding the **National Web Check ("NWC")** designation. Psychologist, school psychologist, and certified Ohio behavior analyst applicants must use an Ohio WebCheck® vendor that can conduct both the BCI 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.

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

To be valid for licensure, the criminal records check can be no more than **one year** old prior to the issuance of the license or certificate, and applicants are responsible for planning accordingly.

**At your selected NWC vendor, please remember these important details:**

- 1) **Confirm they will mail your results to: Psychology Board, 77 S. High St, 18<sup>th</sup> floor, Columbus OH 43215-6108; By law, results must be mailed to the Board by BCI.**
- 2) **Request BCII and FBI background checks;**
- 3) **The "Reason" Code is 4732.091 (the state law requiring background checks)**
- 4) **The applicant is responsible for paying all fees at the NWC site selected and shall not pay any fees to the Board for his purpose.**

### **Out-of-State Applicants: Completing the Background Check Outside of Ohio**

Ink fingerprint impressions may be provided at a local law enforcement agency in the applicant's home state. The process takes longer than coming to Ohio for electronic finger printing, although the convenience makes it a good option. Applicants who wish to complete the fingerprinting out-of-state may request the instructions and fingerprint cards from the Board office. By emailing:

[Denitra.hairston@psy.ohio.gov](mailto:Denitra.hairston@psy.ohio.gov). Out-of-state applicants traveling to Ohio may complete the background check as directed above—the same process for in-state applicants.

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

**Question 1: I live outside of Ohio. May I get the background check completed without coming to Ohio?**

*Answer: Yes. Please request the instructions and materials from the Board office.*

**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 generally arrive in the Board office within 30 business days after you are fingerprinted. If the Board has an acceptable criminal records check in hand prior to the examination, the license will be issued without delay within approximately one week after the examination is passed. For out-of-state applicants completing the records check while in Ohio for the examination/workshop, the process will be delayed as long as it takes to receive the results. If it is feasible to get to Ohio in advance of the oral examination, the records check may be completed no more than one year in advance of the license being issued. Completing the records check in advance of the oral exam could speed up the license process by several weeks.*

**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 a criminal record check to renew my license every two years?**

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