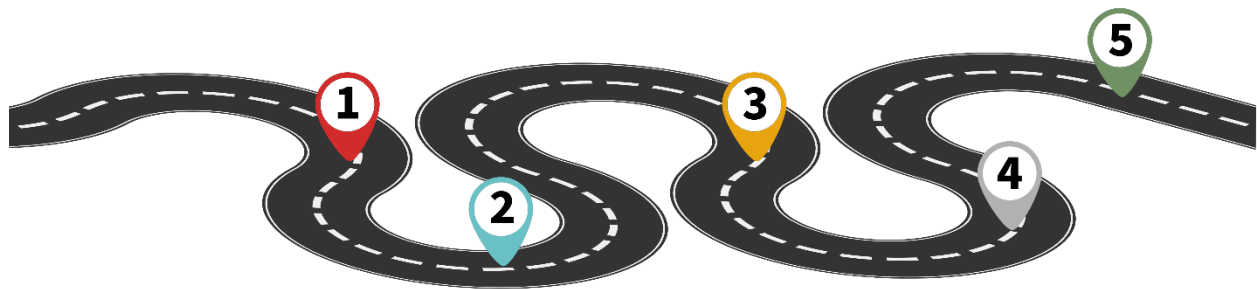


Rapback Expansion

TIMELINE FOR SCHOOLS AND DISTRICTS FOR RAPBACK ENROLLMENT OF DRIVERS AND NON-LICENSED PERSONNEL

In October 2023, the State Board of Education was [granted the authority under Ohio law](#) to enroll non-licensed individuals in Rapback including school bus and van drivers, employees, and contractors. This expansion of Rapback will allow the State Board to send timely notifications to districts and schools related to criminal activity of their non-licensed staff. There are five steps that can be completed now and some helpful timelines to ensure you are on track for completion.



1 By July 31st - Obtain an Educator State ID

Each current non-licensed staff member and bus or van driver should obtain their own educator state ID as soon as possible. Creating an educator state ID will require each driver and non-licensed staff member to first create their own OH|ID account and CORE account. See the [Rapback Expansion Manual](#) for a step-by-step guide of how to obtain an educator state ID.

2 By August 15th - Create a School/District Process for Onboarding New Drivers and Non-Licensed Personnel that Includes Rapback Enrollment

Schools and districts should establish a procedure for onboarding newly hired drivers and non-licensed personnel. The best practice is to add this process to onboarding checklists to ensure that all individuals who need to be included in Rapback are included. The school or district should also determine who will review related Rapback associations and hits.

3 By September 1st - Complete a Background Check to be Sent to the State Board, if needed

All non-licensed personnel, along with any drivers who are not currently enrolled in Rapback, must complete a new BCI background check and ensure that it is sent to the State Board. Note: drivers who are already enrolled in Rapback through DEW should not need to complete a new background check.

- Non-licensed personnel should use BCI reason code “3319.39B1” when completing their background check.
- School bus and van drivers should use BCI reason code “3327.10” when completing their background check.

4 By October 31st - Associate and Confirm Enrollment of All Drivers

All drivers should be associated to their employer in CORE and enrolled in Rapback by this date. Any drivers who are enrolled through DEW and not registered and associated in CORE will be unenrolled after this date. Unenrolled drivers will have to complete additional steps including a new BCI background check to become re-enrolled.

5 By December 31st - Associate and Confirm Enrollment of All Non-Licensed Personnel and Contractors

Any individuals in a non-licensed position that requires enrollment should be associated with their school or district and enrolled Rapback by this date.

After December 31, 2024, schools and districts should ensure that any newly hired non-licensed personnel, contractors, and drivers are properly enrolled in Rapback within 30 days of hiring.

Questions?

Visit our [website for more information](#) on the Rapback process for drivers and non-licensed personnel. For additional questions, please contact us at contact.center@sboe.ohio.gov or 855.983.4868.

