

FAQ: Criminal Background Check

Ohio law requires candidates for employment in schools to complete a criminal records check. Comprehensive Sub Solutions will verify that the records check is satisfactory for hiring. The Ohio State Board of Education will verify that the records check is satisfactory for issuance of a teaching license, substitute license, or educational aide permit. For initial employment with any organization, the records check must be no more than 12 months old and processed under the appropriate code, even if you are currently working for another educational organization.

What background checks are required for hiring?

Ohio law requires both an FBI and Ohio BCI records check for initial employment.

Can I use a previous background check?

Yes, if it is less than 12 months old and it is processed with the appropriate reason code: 3319.291.

To obtain a copy contact the organization that processed your background check directly. By law, the hiring organization can only release criminal record checks to the applicant. They cannot be sent directly to another organization.

Where can I have a background check completed?

Background checks for new hires can be processed at our in-person orientation.
If you prefer to schedule prior to your orientation:

To schedule an appointment at **HCESC**, [click here](#).

To learn more about background checks at **CCESC** [click here](#).

Will I see my results?

To obtain a copy of your background check submit your request [here](#).
Only background checks processed by Sub Solutions can be provided to employees.

How much does a background check cost?

\$60 for both FBI and Ohio BCI at HCESC and CCESC. \$35 for one (FBI or Ohio BCI). Local school districts have similar pricing.

HCESC ***only*** accepts credit/debit cards (***except American Express***) for background check payment.

Can I be hired before my background check is returned?

No. Sub Solutions does **not** hire applicants conditionally while waiting on results.

What is the processing time?

While most return within a couple days, results can take up to 30+ days to process.

How often must I have a background check?

Ohio Residents: If you have maintained employment (no breaks) with Sub Solutions, you must renew your FBI background check every 5 years.

Out of State Residents: You must renew your FBI and Ohio BCI background checks every 5 years regardless of maintaining your employment status with Sub Solutions during that time.

What offenses disqualify applicants from working in schools?

Disqualifying offenses are listed in the following sections of Ohio Revised Code: [O.R.C. 3319.39](#), [O.R.C. 3319.31](#), and [OAC 3301-20-01](#).