

## **Electronic Fingerprint Information**

**Judith Herb College of Education** students **MUST** provide a current Background check (less than one year old) from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigations (FBI) stating they are free of any convictions **before beginning ANY PreK-12 Field experience.** This includes EDU 1700, and Infant and Toddler.



.....  
EDU 1700 = AYA or MIDD grades or SPED candidates use code **3319.39**

Early childhood candidates use code **5104.013** AND **follow directions on additional page to register for OCCRR.**

CIEC 4340/5340, and CIEC 4480/5380 students' use code **5104.013**

**Infant and Toddler and Early Childhood Cohort 1 please see additional sheet page 2**

\*\*\*CIEC 3380/5480, CIEC4770/5770, CIEC 4930/6940, all SPED students, all Multi-age students, all AYA/MIDD students' use code **3319.39**

- ❖ **STUDENT TEACHING**...If you will be applying for your teaching license within one year, use code 3319.291, tell the agency you also want results of your Ohio BCI & I and FBI sent to the Ohio Department of Education – Office of Certification/Licensure for Section 3319.291 (use this code) Certification.

Preferred local agencies that submit fingerprints electronically for Ohio BCI&I and FBI checks are:

### **UT Police Department**

By appointment only. To schedule an appointment visit [www.police.utoledo.edu](http://www.police.utoledo.edu) and click on “fingerprinting”

Any questions call, 419-530-4439

### **National Background Check**

1715 Indian Wood Circle Suite 200, Maumee, OH 43537

Phone 877-932-2435 or [www.fastfingerprints.com](http://www.fastfingerprints.com)

\*\*We also schedule Fast Fingerprints on campus twice a year.

If you have background checks sent to your home address. Once you receive it, email a copy (scanned or picture) to [Shirley.Michel@Utoledo.edu](mailto:Shirley.Michel@Utoledo.edu) or [Melissa.Stewart@UToledo.edu](mailto:Melissa.Stewart@UToledo.edu)

## **Early Childhood Infant and Toddler and Cohort 1 Additional Instructions**

In order to do field hours in an Ohio Licensed Day/Preschool, students must be registered with OCCRRA (Ohio Child Care Resource & Referral Association). In order to complete this registration, fingerprints must be sent electronically to ODJFS (Ohio Department of Job and Family Services).

When you have fingerprints done you must request 2 things.

1. Send prints electronically to ODJFS
2. Mail a hard copy to your home address. Once you receive the copies (they will come in two different envelopes) scan and send a copy to [Shirley.Michel@UToledo.edu](mailto:Shirley.Michel@UToledo.edu) or [Melissa.Stewart@UToledo.edu](mailto:Melissa.Stewart@UToledo.edu)

IF you have a Michigan home address you need to send your copies to UT at:

The University of Toledo  
Judith Herb College of education  
Office of Student Services, Gillham Hall 3100  
2801 W. Bancroft St., Mail Stop #914  
Toledo, OH 43606-3309

The code to use is 5104.013

Once fingerprints are done create an OCCRRA account

To create the account on OCCRA go to: <https://registry.occrra.org/>

Go to: Create Account

Fill in the required information. Make sure to write down your username and password as well as the OPIN number that OCCRRA will give you.

After the account is created you will go to the top right side in the drop down menu under your name and “Request Background Check”

Follow instructions

You will not be able to register with OCCRRA until your background check/fingerprints have been done