



Mansfield Christian School

500 Logan Road
Mansfield, OH 44907
(419) 756-5651

Dear Faculty, Staff, Coaches, Substitute Teachers, and Volunteers:

Faculty: Those holding an Ohio professional certificate (2 yr., 5 yr., non-tax or permanent 8 year) must complete fingerprinting and background checks. Faculty is required to have fingerprints and a background check completed prior to employment, **then every 5 years.**) All background check reports must be submitted to the Office of Educator Licensure via electronic submission directly from the Ohio BCI.

Please inform the WebCheck Facility to check the box under “Reason Fingerprinted” to send the results electronically to the Ohio Department of Education for Teacher Certificate. In the “Mail To” section, the educator should use Mansfield Christian School’s address. If this is not completed, you will have the expense of resending it to the state!!

Staff: All Non-Instructional Staff are required to have proof of fingerprinting and background checks every five years.

Coaches: All paid new coaches may not begin coaching until MCS has a copy of BCI (fingerprinting) and FBI (background check). Please make sure a copy is sent to Mansfield Christian School. Copies will be kept on file and will expire after five years. All assistant coaches (unpaid) must have a background check performed through *Protect My Ministry (Ministry Mobilizer)*.

Volunteers: Mansfield Christian requires that anyone working alone with children (i.e. clinic volunteers) must have a background check (FBI) and proof of fingerprinting (BCI). Please make sure that a copy is sent to Mansfield Christian School (See Volunteer Policy). All other volunteers must have a background check through *Protect My Ministry (Ministry Mobilizer)*.

If getting a BCI/FBI check, please take this form with you to one of the agencies below. The cost may range from \$57-65 for both. The cost is the responsibility of the employee, coach or compensated volunteer and MCS does not reimburse for either BCI or FBI.

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| <p><u>WebCheck Facilities:</u></p> <p>Mansfield City Bd. Of Ed. (Raemelon Bldg) Cost \$57 856 W. Cook Rd., Mansfield, OH \$30 FBI Only 419-525-6400 Cash/Check Mon-Fri 8-4 only</p> <p>Richland County Sheriff’s Office Cost \$65 597 Park Avenue East, Mansfield, OH \$30 FBI Only 419- 774-5881 CASH Only Mon.-Fri. 8:00-4:00</p> <p>Bureau of Motor Vehicles Cost \$60 15 E. Temple Ct., Mansfield, OH \$40 FBI Only 419-522-9400 Cash/Check M-F 8-4, Sat 8-11 Only</p> <p>Mid-Ohio Ed Service Center Cost \$65 890 W. 4th St., Mansfield, OH \$40 FBI Only 419-774-5520 Cash/Check/ M,T,Th,F 8:15-12 and 1:30 -3:45 Credit Card</p> | <p><u>School Address:</u> Mansfield Christian School 500 Logan Road Mansfield, OH 44907 (419) 756-5651</p> |
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