



# Ohio Board of Psychology

## ***Criminal Records Check Requirement***

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. The Board may refuse to issue a license to any candidate for violation of ORC § 4732.17(A)(1): “Conviction of a felony, or of any offense involving moral turpitude, in a court of this or any other state or in a federal court” and/or based on evidence that deems the candidate is not in compliance with Board law requiring “good moral character” under ORC § 4732.10(B)(2).

### **Psychology Board Procedures for the Criminal Records Check**

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 BCII 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 completed no earlier than **one year** prior to the issuance of the license or certificate, and applicants are responsible for planning accordingly. Out-of-state applicants traveling to Ohio for the administration of the oral examination or COBA workshop should make plans to take care of the fingerprinting procedures at an *NWC* agency *while in Ohio* for the oral examination.

**On the appropriate BCII-prescribed form to be completed at the *NWC* site:**

- 1) Indicate the applicant’s name and address;
- 2) Direct the results to: Psychology Board, 77 S. High St, 18<sup>th</sup> floor, Columbus OH 43215-6108;
- 3) Request that BCII obtain from the FBI any information it has pertaining to the applicant;
- 4) The “Reason” Code is 4732.091

- 5) 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.

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

**Question 1: I live outside of Ohio. I know I must come to Ohio to take the oral examination (for COBA's, a workshop/written exam), but why can't I do the records check at home?**

*Answer: Only Ohio WebCheck® (NWC) sites that provide "BCII & FBI" background checks are acceptable to ensure that the Board can review an accurate, thorough, and timely criminal records check before issuing a license.*

**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.*