

Background Check Request JFS 01175 OPR Electronic Request Submission



Overview:

The Ohio Professional Registry (OPR) and the Ohio Department of Job & Family Services (ODJFS) have worked together to support the process for background checks. Professionals working at the program types listed below will be able to submit the JFS01175 electronically from their OPR Profile.

Program Types:

- Ohio Department of Job and Family Services (ODJFS) licensed child care centers, Type A FCC homes and Type B FCC homes
- County Department of Job and Family Services (CDJFS) certified In-Home Aide (IHA)
- Ohio Department of Education (ODE) licensed programs approved to provide publicly funded child care (PFCC) services
- Child Day Camps approved to provide PFCC services

For complete information on the [Background Check Process](#) please refer to the information posted on the ODJFS Child Care website.

Submission Instructions:

In order to submit an electronic JFS 01175, a professional must have a profile in the OPR. If you do not have a profile, please refer to the [Create Profile User Guide](#).

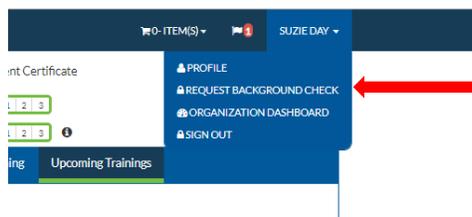
If you previously created a profile and cannot sign in, **do not create a new profile***. Contact the Ohio Professional Registry staff at 877-547-6978, option 1. OPR staff will assist you with log in issues and password resets.

****Duplicate profiles cannot be linked and you may lose verified education, training and/or credentials.***

Request Background Check Electronic JFS 01175

Log into your OPR Profile at <https://registry.occrra.org>

- a. Click on your name in the upper right hand corner
- b. In the drop down menu select **Request Background Check** (you will be re-directed to the Background Check Module)



- c. Review the information on the Overview Screen and gather the information needed to complete the background check request
- d. Click Start Request

Section I

- a. Review the Profile Account information that has been pulled from your OPR Profile
- b. If this information is not correct, click Edit Profile to return to the OPR and update your profile
 - a. *Please note: If you return to your profile to make any changes, you will need to follow the instructions in 1. above and click on Request Background Check again*
- c. If the information is correct, you will click Start Request

Section I – Personal Information

- a. Enter your Social Security Number (the number will only display the last four digits, this is encrypted information)
- b. Add any Aliases or Maiden Names
- c. Add any addresses you have resided at in the past five years
 - a. You will need to include any and all addresses you have resided at in the last five years
 - b. You will need to include your current address in the field
 - c. If you have lived at your current residence for five years or longer, enter the address only, **do not** click on Add
 - d. You will need to **Click Add** to add additional addresses to cover five years of residency (beyond the one current address)
 - e. **Please note: Dates must be entered in the mm/dd/yyyy format in order to be accepted and for the most current address the date 'To' will be the date the form is completed**
- d. Using the fields provided, enter Race, Ethnicity, Gender, Height, Weight, Hair and Eye Color
- e. If currently employed in child care, enter the start date of your current employment
- f. Check if you have been employed in child care in the last six months
- g. Include information on physical markings
- h. Click next section when all data has been entered

Section II – Program Search

- a. Search for the program(s) that need to receive the Background Check Results (JFS01176 or JFS01177 notification). You can search by Program Name or Program License Number
- b. Click on the programs in the search result to add them to this request
- c. If you are not currently employed in child care, you can still have your Background Check completed. Click on the *No program associated at this time* and the results will not be sent to any programs.
- d. Electronically sign the form by typing your name in the signature field
- e. Agree to the terms and conditions
- f. Submit your request

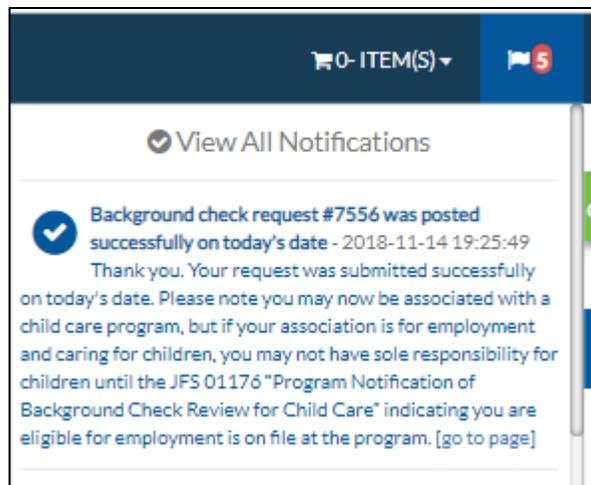
Once the request is submitted, you will see the following message:

Thank you. Your request ID is #7556 and your submission was posted successfully on today's date of 11/14/2018. Please note you may now be associated with a child care program, but if your association is for employment and caring for children, you may not have sole responsibility for children until the JFS 01176 "Program Notification of Background Check Review for Child Care" indicating you are eligible for employment is on file at the program.

Please click the link below to return to your OPR user profile.

[Go to Profile](#)

Click on Go to Profile to return to the OPR. You will also receive this notification in your OPR Profile Notifications.



If you have questions or need more information after the Background Check Request has been submitted, please contact the JFS Child Care Policy Help Desk at 1-877-302-2347, option 4.