Background Check request JFS 01175

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

How to submit a request

Log in to your Ohio Professional Registry (OPR) profile or create one by using this Create Profile User Guide to submit a JFS 01175. 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 or support@occrra.org . OPR staff will assist you with sign in issues and password resets.

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

To begin your background check request, select the drop-down arrow beside the Account section of your OPR profile. When selected, the 'Request Background Check' button will appear (you will be re-directed to the Background Check Module).
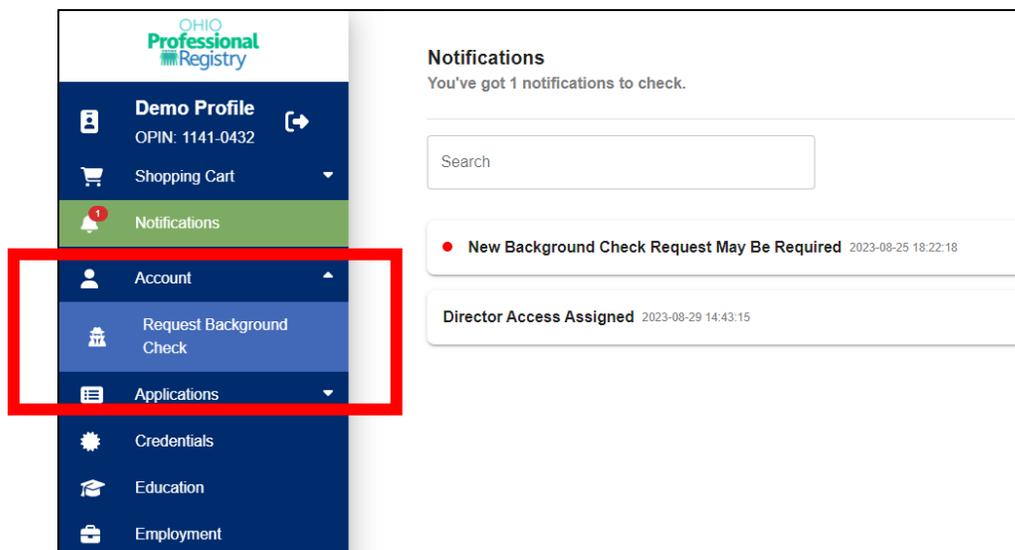
Review the information on the Overview Screen and gather the information needed to complete the background check request. Click Start Request.

Completing the Background Check Request

Review the Profile Account information that has been populated from your OPR Account Tab. If this information is not correct, click Edit Profile to return to the OPR and update your Account Tab.

Please note: If you return to your profile to make any changes, you will need to follow the instructions in step 3 above and click on Request Background Check again. If the information is correct, click Start Request.

Current Address

Your current address will be pulled from your OPR profile. You will need to add a 'From' date to begin the address entry process. If you've only lived at one address in the past five (5) years, enter the 'From' date and proceed.

If you've lived a more than one address in the last five (5) years, the system will automatically provide a 'Previous Addresses' line. Continue to add addresses until you've entered at least five (5) years.

Out-of-State Requests or Additional Text Needed

If you are employed Out-of-State, or require the results to be emailed, enter an email address in the text box. This box can also be used to provide additional information regarding this check. Examples could include:

- I obtained new FBI/BCI fingerprints on XX/XX/XXXX (date).
- My program is renewing my JFS 01176 early even though I do not expire until next year, I obtained new FBI/BCI fingerprints on xx/xx/xxxx (date).
- I am not employed by a center but I am a student/therapist/volunteer and have been working with students in a program the last 6 months.
- I left a program for 5 months and decided to return, I did not obtain new fingerprints but need a new 1176 because I was re-hired.

Use text box to provide any additional information for processing.

Program Search

Search for the program(s) that need to receive the Background Check Results (JFS01176). You can search by Program Name or Program License Number.

If you are not currently employed in child care, you can still have your Background Check completed. Only click on **No Program Associated At This Time** if you are NOT employed at a licensed child care program.

Program Search

Please select any program(s) that you would like to receive the JFS 01176 "Program Notification of Background Check Review for Child Care." This may include a program where you are currently associated or a program where you will be associated in the future that has not yet received the JFS 01176. If the request for a background check is for the five year update, please select all programs where you are associated to ensure all programs receive the updated JFS 01176.

If you are not currently associated with a program, please check the box for "No associated program at this time" and continue with your request. Once you are associated with a program, you will be required to submit another request for a background check and select the program to receive the JFS 01176.

Enter Program Name [🔍] ☐ **No program associated at this time**

Enter Program Number [🔍]

Program Search Results

Name and Address	Program Number	County	Type

No Results Available.

Rows Per Page: [10 ∨]   < 0 of 0 >   [Clear]   [Add]

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

Background check request #367150 was posted successfully on 8/31/2023 for program license number(s)

Thank you. Your request ID is #367150 and your submission was posted successfully on 8/31/2023 for OPIN 11410432.

Please note that you shall not begin your assigned duties and/or be near children until notification of preliminary approval or JFS 01176 "Program Notification of Background Check Review for Child Care" indicating you are eligible for employment is available in the OPR.

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.
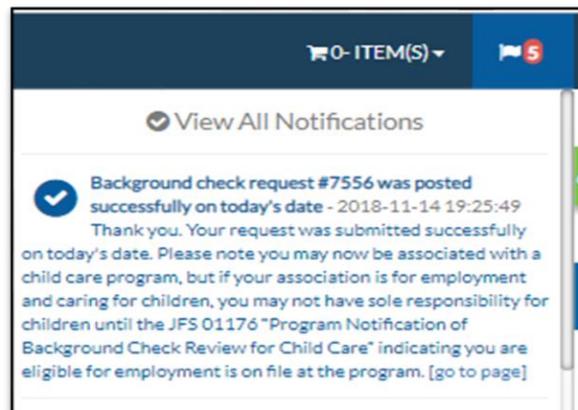
If you have questions or need more information after the Background Check Request has been submitted, you will need to contact ODJFS for any information on the status of the background check. Also remember standard processing time is **30 business days**. Include the name and OPIN of the professional and email CCbackgroundcheck@jfs.ohio.gov.