

Lakeland Community College

Early Childhood Education Departmental Policy  
Regarding Criminal Background Check

Students admitted into Lakeland Community College’s Early Childhood Education Program and/or enrolled in any Early Childhood Education course with a required fieldwork component must present the following evidence within **14 days** from the start of the semester:

- Registering for an Ohio Professional Identification Number (OPIN) in the Ohio Professional Registry (OPR) by accessing the Ohio Child Care Resource and Referral Association (OCCRRA) website at occrra.org.
- Completion of ODJFS “Request For Background Check For Child Care” document JFS 01175 and “Child Care Center Orientation Training” as indicated on OCCRRA website (occrra.org). Inaccurate completion of these requirements may result in immediate administrative withdrawal from all courses requiring fieldwork.
- A date stamped Fingerprint Control Form from Human Resources indicating the process has been paid for and your prints have been completed.
- Second fingerprinting of both BCI&I and FBI Criminal Background Check prior to the scheduled “start date” of Practicum (EDUC 2180) or Student Teaching (ECED 2800).
- An interruption of attendance for one full academic year will require students to complete the fingerprinting process (both BCI&I & FBI) and meet the above stated evidence.

I, \_\_\_\_\_, hereby have read and understand that I must provide the above stated evidence before being admitted into Lakeland Community College’s Early Childhood Education Program and/or enroll in any Early Childhood Education course with a fieldwork component. Additionally, if at any time during my enrollment in any Early Childhood Education course, I am convicted of any offense or offenses listed under the Ohio Administrative Code (OAC) rules 5101:2-12-09 I will notify the Program Director of the Early Childhood Education Department immediately. Should a prior conviction prohibit me from entering the program, I will be held to the College’s policy regarding “Withdrawal from Classes.”

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

NOTE: Upon request by field site personnel, students may need to produce a copy of fingerprint results prior to admission into the classroom. Therefore, it is recommended that students carry a copy with them to field sites.