

Background Checks at CPS Board of Education

Background checks are available in the Employee Care Center at the Education Center, 2651 Burnet Avenue, for current and new CPS employees, consultants, volunteers and interns working with our district.

Hours to obtain BCI and FBI information are Monday through Thursday 9:30AM-12:30PM, 1:30PM-3:00PM.

No appointment necessary-walk-ins welcome—Monday through Thursday (not Fridays)

What to bring State ID or Driver's License, and payment type. Payment types: credit card or exact cash (no change available)

BCII and FBI-\$50. BCII only-\$25. FBI only-\$30. (\$5 local background check not offered.)

Note: It takes upto 30 days for results to be returned – when available, you will be notified via email (check spam/junk).

For renewals, only the FBI is needed if you have continually lived in Ohio for the past five years. New employees and non-Ohio residents need both.

Not sure if you need a background check? Check your SAFE account at ODE. Those with expiring background checks should receive notification via Business Plus/Sungard.

Please call 513-363-0645 with questions or concerns.