

# Onsite Cooperative Member Requirements, Information Sheet & Forms

This document is to provide information and guidance for DCP members in obtaining background check clearance. Licensure rules for the state require that any adult who will be staying in the classroom is required to have **both a BCI and FBI background check** using the ODJFS form 1175. There is also a FAQs section that should help with clarification. If you have any additional questions regarding the background checks and medical statement, please contact our licensing administrator, Sarah Cooper, at [communications@dcpkids.com](mailto:communications@dcpkids.com).

## 1. Create a profile at the Ohio Professional Registry.

Go to the website: [registry.occrra.org](http://registry.occrra.org)

- Click on the button that says “Create a profile”
- Enter a valid email address and confirm.
- Fill in fields with name and date of birth. Select “check name”
- Fill in personal information. “Former name” could be your maiden name or any other reason your name may have changed at any time. For “start date” select the first day of school, April 5, 2021.
- A user name will be created for you. You create your own password. Select the “Create Profile” button.
- OCCRA will send you a confirmation email. Be sure to check for this email and verify your email address.

## 2. Obtain BCI Background Check at a WebCheck agency

Please go to an authorized WebCheck agency to submit your fingerprints for **both BCI and FBI background checks**. Please see additional information for local WebCheck agency options.

- When speaking to the WebCheck agent, inform them you are a child care owner. Use code **5104.013** *An Employee, Owner, Licensee, Administrator, or Person Residing in a Type A or B Home, or an In-Home Aide*. **Request the WebCheck Agent choose “Child Care Center Type A/ODJFS” from their Direct Copy List.** (The electronic results will be delivered directly to ODJFS.)
- Complete the fingerprint process as directed by the WebCheck agent.

## 3. Submit Request in OCCRRA account

- Log in to your OCCRRA account at [registry.occrra.org](http://registry.occrra.org).
- In the top right corner, press the drop down arrow beside your name.
- Select “Request Background Check” from the drop down box.
- Review the information on the digital JFS 01175 form, and continue using the “Next Section” buttons until you have correctly and honestly filled out the form.
- Program Search Page:
  - Search for Delaware Cooperative Preschool. Our “Program number” is **410308**. When DCP shows in the “program search results” area, select the toggle button in front of the program, and then select the blue “Add” button on the right.
  - If you want to submit a background check to another ODJFS daycare program, you can find the program in the search function as well. However, this background check is NOT applicable to Ohio Department of Education (ODE) positions.
- Type in your name as an electronic signature and select the toggle button for “I agree to terms and conditions.”
- Choose the “Submit” button to submit your background check request form.

4. ODJFS will complete and review all necessary checks.
5. OPR will notify DCP that the background check is completed.
6. OPR will send you an email notifying you that your background check results are available. You can log into your OCCRRA account to verify that you have been approved.

**Additional Information:**

- Your background check is good for 5 years. **\*\*You do NOT have to redo the check every year you are at DCP. \*\***
- Be SURE to complete step 2 above BEFORE step 3. Submitting a request for background check before your fingerprints are in the system may cause delays, or you may be required to submit (and pay for) another electronic fingerprint.
- Any adult who will be serving in the classroom must be background checked. If Dad is always going to be serving as parent helper/OCM, then only dad need to submit for a background check. However, if both mom and dad will be in the classroom, both will need to have background checks. If a babysitter or grandparent will be serving as parent helper/onsite cooperative member, that person will need to have the background check.
- Local WebCheck Agencies: This list is current as of 2/25/2021.  
**\*\*Because of COVID-19, please call ahead before traveling to any location to verify they are providing fingerprinting services at this time. Please note that many Webcheck locations are observing limited hours and have specific restrictions in order to adhere to social distancing requirements. These measures are in place to protect those entering and working in each location.\*\***

Location & contact information	Hours	Fees
<b>Powell License Agency, LLC</b> 256 W. Olentangy St., Powell, OH 614-766-7730	Monday-Friday 9am - 4pm Saturday 8am - 11am	Unlisted
<b>Delaware County Sheriff's Office</b> 844 US Highway 42, North. (740) 833-2801	By Appointment Only	\$70
<b>Celtic Security &amp; Investigations LLC</b> 614-824-7506	24/7 Mobile Service Available By Appointment Only	Unlisted
<b>Powell Police Department</b> 47 Hall St., Powell, OH 614-885-5005	Monday-Friday 8:30am - 4pm By Appointment Only	Unlisted
<b>WhereWolfe Intelligence</b> 4950 Medallion Dr. W, Westerville, OH 614-929-4243 <b>***DCP USES HIS SERVICES OFTEN***</b>	Monday-Friday 7am - 7pm Saturday-Sunday 10am - 6pm By Appointment Only Mobile Webcheck Available	Unlisted