



Children's Tutoring Initiative

Background Check Information

Children's Tutoring Initiative requires that all tutors be properly screened before working with a student. The type of background check requirement depends on the school.

We contract with multiple background check places across Central Ohio to provide a choice close to you.

Locations You Can Get A Background Check

1. ESC of Central Ohio

a. Locations:

2080 Citygate Drive Columbus OH 43219 Appointments Available: Monday, Wednesday, Friday	7840 Graphics Way Lewis Center, OH 43035 Appointments Available: Tuesday, Thursday
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b. Instructions:

- i. [Visit the ESC website to schedule your appointment at either location.](#) Select BCI and FBI.
 - ii. After scheduling, you will receive a text message with information that will help you check in to your appointment. *Make sure you have this text accessible on the day of your appointment.*
 - iii. On the day of your appointment, follow the building's check-in procedures.
 - iv. **Tell the representative that you are getting your background check for Charleys Kids Foundation/Children's Tutoring Initiative. If asked, give them the reason code: "NCPA/VCA"**
- c. **Payment:** Charleys Kids/CTI will be paying for the background check and you will not be billed.

2. Prairie Township

a. **Location:** 23 Maple Drive Columbus, OH 43228

b. Instructions:

- i. Please call 614-982-2190 to schedule an appointment on **Monday-Friday from 8am-4pm**. They accept walk-ins on Friday.
- ii. You will be asked for your name and email address so that they can send you a confirmation of the appointment. Please arrive no earlier than 5 minutes prior to or after your appointment time.

- iii. **Tell the representative that you are getting your background check for Charleys Kids Foundation/Children's Tutoring Initiative. If asked, give them the reason code: "NCPA/VCA"**
- c. **Payment:** Charleys Kids/CTI will be paying for the background check and you will not be billed.

Other Locations are being added soon:

- Quantum Digital Services
- 1st Choice Fingerprinting - Westerville
- 1st Choice Finger Printing - East Main Street
- GE FINGERPRINTING LLC

District Requirements

District: Columbus City Schools, Reynoldsburg City Schools, South-Western City Schools, and Private Schools

- **Required Screening:** FBI/BCI
 - a. Renewal required every FIVE (5) years
 - b. Screening can be done at any of the following locations:
 - ESC
 - Prairie Township
- Background check results will be sent to Charleys Kids/ CTI

District: Dublin City Schools

- **Required Screening:** SecureVolunteer (online)
 - a. Renewal required every THREE (3) years
- **Instructions:**
 - a. [Visit the Secure Volunteer Website](#) to submit your background check information.
 - b. You will be provided with a Tutoring Badge via email. Take a picture of your badge and email it to cti@charleyskids.org.
- **Payment:** You may be reimbursed by CTI for your background check.
To be reimbursed
 - a. Send a picture of your volunteer badge to cti@charleyskids.org
 - b. You will be mailed a gift card for reimbursement for your background check payment.
 - c. A gift card will be mailed to the address provided in the Tutor Application.

District: Hilliard City Schools

- **Required Screening:** SecureVolunteer (online)
 - a. Renewal required every THREE (3) years

- **Instructions:**
 - a. [Visit the Secure Volunteer Website](#) to submit your background check information.
 - b. You will be provided with a Tutoring Badge via email. Take a picture of your badge and email it to cti@charleyskids.org.
- **Payment:** You may be reimbursed by CTI for your background check.
 - Send a picture of your volunteer badge to cti@charleyskids.org
 - a. You will be mailed a gift card for reimbursement for your background check payment.