

## **FINGERPRINTING INFORMATION**

### **ECED 1130: Introduction to Early Childhood Education**

As a student enrolled in ECED 1130, Introduction to Early Childhood Education, you will be required to complete 10 hours of fieldwork. Therefore, a criminal background check is necessary along with the completion of the online screening requirements for Ohio Jobs & Family Services (ODJFS) and Early Childhood Education Program Fingerprinting Policy. Additionally, registration to the Ohio Professional Registry (OPR) to obtain an Ohio Professional Identification Number (OPIN) is required. For your convenience, the information on this process is posted on Blackboard at the start of the semester. **The completed forms are due back to the Early Childhood Education Department within 14 days from the beginning of the semester (January 27, 2020).**

Corporate Screening is the fingerprinting company that the College employs for conducting the background checks. The document to initiate this process is posted on Blackboard and attached to this email. **YOU MUST HAVE YOUR FINGERPRINTS COMPLETED AT THE COLLEGE CAMPUS (CLOCKTOWER DRIVE).** Part of completing this process will include the following:

Once you have provided your credit card payment and completed the process online with Corporate Screening, print out the Fingerprint Control Form, and bring that along with the Fingerprint Code Form & a government photo ID to your school's designated fingerprint location (Human Resources Dept., Room C-2103, hours and days available – M-F 8:00 a.m. – 4:00 p.m.). If you are unable to come on any of those dates/time, you can go to Corporate Screening's office, 16530 Commerce Ct, Middleburg Hts. M-F 8:30 – 5:00 no apt. needed, or 5:00 – 7:30 by apt. only to have it completed. Remember: you will need to know your Lakeland email and ID #, to take your Fingerprint Control Form, Fingerprint Code Form, and government photo ID.

**For online classes**, after the initial intake process has been completed, please submit the date on the link provided on Blackboard at the start of the semester. This indicates that the process has started and in good faith, you can begin your fieldwork. **The fingerprinting must be completed within 14 days from January 13, 2020 or you will be withdrawn from the course.**

Any questions regarding the fingerprinting process may be directed through email to the Senior Program Assistant at [tbonnema2@lakelandcc.edu](mailto:tbonnema2@lakelandcc.edu). Please include "ECED 1130 Online Question" as the subject. We will only reply to Lakeland email accounts; therefore, it is necessary that you use yours.