



Licensure Renewal

(New Hire with Current License)

Are you a . . .
Principal, Teacher, Teacher/Classroom Aid,
Librarian, High School Coach,
Substitute Teacher or Nurse renewing your license
with ODE?

What is needed

FBI 3319.291

Have you lived outside of OH in the last 5 years or is your license expired?

NO

YES

Selection.com/
Fastrax
through your
VIRUTS account

ORC BCI
3319.291

Standards & Guidelines
Protecting Youth &
Vulnerable Adults

How to get it

Use below link to find a fingerprinting location other than the Pastoral Center
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
DIRECT COPY MUST BE SENT ELECTRONICALLY to ODE
Hard copy must be mailed to:
Jacqueline R. Maume
Diocese of Toledo
1933 Spielbusch Avenue
Toledo, Ohio 43604

To be completed online through

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396

*Each requirement must be renewed every 5 years.