

Kentucky Criminal Records – Frequently Asked Questions

What will happen to my application if I don't order a criminal record?

Your application will not continue any further and you may not be recommended for hire until we have a current criminal record on file.

How do I determine if I have a current criminal record on file with FCPS?

- Log into your online application
- Click "Manage Workspace Documents"
- Scroll until you find "Criminal History- Courts (AOC)". You will see the date your information was last added to your application.

Please call (859) 381.4190 for more information.

Do I need to order a criminal record every time I apply?

No, you only need to order a criminal record if you don't already have one on file OR if you are a first time applicant with Fayette County Public Schools. In the event that you are recommended for hire, we will verify that the KY criminal record on file is less than 365 days old.

Does ordering a criminal record guarantee that I'll be approved to work for the district?

No, FCPS is required by Kentucky state regulations (KRS 160.380, KRS 17.165) and district policy (3.11, 3.22) to screen candidates for certain criminal charges and behaviors. We reserve the right to not extend an offer of employment to a candidate based on their criminal history.

If I am hired, will the district reimburse the cost of my KY criminal records report?

No, the district will not reimburse you for this charge.

If I am a current employee, do I need to order a new criminal record?

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Yes, if you are applying for a position in a different job category. No, if you are applying for a position in the same job categories in which you are currently employed.

Job categories-

Administrative (principal, director, etc.)

Certified (teacher, social worker, instructional coaches, resource specialists, etc.)

Classified Salary (FRYSC, grants analyst, etc.)

Classified (bus driver, bus monitor, paraeducator, clerical, maintenance, etc.)

Substitute

Supplemental (athletic or academic coach)

I am from out-of-state; can I submit a records report from another state?

No, per KRS new hires are required to have a Kentucky state criminal record.

Does an FBI national criminal check supersede a KY state criminal record?

No, per KRS 160.380 new hires must have both a state and national criminal record check.

In previous years, the district picked up this cost. Why are you not picking it up now?

The Kentucky court system recently began charging for copies of criminal records; at this time, FCPS has passed this cost to candidates.

Where do I go to order my KY state criminal record?

Visit the KY Courts website here:

<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>.

Once ordered, where do I forward my criminal records check?

You can bring in a copy of your criminal records check to the FCPS HR department OR email to rebecca.collins2@fayette.kyschools.us.