



## Obtaining a Criminal Background Record Check

### **Historical Background:**

Since 2016 The Registry has required a background check for Registry approved all Tier Trainers, Specialist 2 & 3 Trainers, and Technical Assistance (TA) Professionals. Starting January 2021, The Registry will include Registry approved Registered Trainers in this requirement as well.

### **Department of Children and Families (DCF) Background Check Requirements:**

On October 1, 2018, the [Child Care Development Block Grant \(CCDBG\)](#) changed the background check requirements for individuals in licensed and certified child care centers. As a result, DCF requires individuals in licensed and certified child care centers complete a fingerprint background check every five years; in addition to completing the Department of Justice (DOJ) name-based background check each year between fingerprinting.

### **Registry Trainer & Technical Assistance (TA) Professional Background Check Requirement Update:**

As of January 2021, all Registered Trainers, all Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals must submit to The Registry documentation from the Department of Children and Families of a completed fingerprint background check completed within the last 5 years. This requirement helps maintain the integrity of both The Registry and the community of approved Trainers and TA Professionals providing professional development to the early care and education field of WI. By aligning with the DCF background check requirements, The Registry is holding approved Trainers and TA Professionals to the same standards as early care and education professionals and taking precautions to protect the safety of professional development participants.

The background check must be submitted to The Registry at the time of submitting a Registry Trainer or TA Professional application. Accepted background checks must be dated within the last 5 years. The Final Eligibility letter from the Department of Children and Families is accepted by The Registry as proof of a completed background check.

### **Eligibility Determinations Information:**

The Registry's requirement for Trainers and TA Professionals is consistent with the barred crimes listed on the [Barred Offenses – Regulated Child Care](#) document as determined by DCF Admin Code Chapter 13. To find detailed information on the appeals process for background check decisions, in addition to frequently asked questions, visit <https://dcf.wisconsin.gov/ccbgcheck/appeals> .

### **Expired Background Checks:**

If a background check is going to expire within a Trainer or TA Professional's membership year, the Trainer or TA Professional must submit an updated copy of his/her background check to maintain Registry approval. Trainers and TA Professionals are encouraged to plan ahead and upload an updated background check with their renewal application. If Registry membership



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expires within 6 months, Registry staff will contact the Trainer or TA Professional via email for a new background check.

### Steps to Obtaining a Background Check:

<p><b>In-State</b> Trainers &amp; TA Professionals</p>	<ol style="list-style-type: none"><li>1. Complete the WI Department of Children and Families (DCF) Criminal Background Records Check process.<ul style="list-style-type: none"><li>– Log in to the Wisconsin iChildCare Portal Information<ul style="list-style-type: none"><li>○ The iChildCare Portal is a secure website, available 24/7, where individuals can:<ul style="list-style-type: none"><li>▪ Request a background check for themselves</li><li>▪ View their individual background check eligibility status</li><li>▪ Update their personal information, such as a change in address, phone number, or name.</li></ul></li><li>○ <a href="https://dcf.wisconsin.gov/childcare/ichildcare/portalinfo">https://dcf.wisconsin.gov/childcare/ichildcare/portalinfo</a></li></ul></li><li>– Follow this step-by-step guide to schedule a Fieldprint Fingerprint Scan Appointment <a href="https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf">https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf</a><ul style="list-style-type: none"><li>○ Concerned with how the personal information collected will be used? Review Fieldprint’s frequently asked questions. <a href="https://www.fieldprintwisconsin.com/SubPage_FullWidth.aspx?ChannelID=326">https://www.fieldprintwisconsin.com/SubPage_FullWidth.aspx?ChannelID=326</a></li></ul></li></ul></li><li>2. Submit your Criminal History Record to The Registry.<ul style="list-style-type: none"><li>– Upload the DCF Final Eligibility Letter to your individual Registry Account under the “Trainer” tab.</li><li><i>OR</i></li><li>– Mail a copy of this documentation or submit through email or fax:<ul style="list-style-type: none"><li>○ Email: <a href="mailto:support@the-registry.org">support@the-registry.org</a> (Attention: PD Department)</li><li>○ Fax: 608-222-9779 (Attention: PD Department)</li><li>○ Mailing Address: The Registry Attn: PD Department 2908 Marketplace Dr, Suite 103 Fitchburg, WI 53719</li></ul></li></ul></li></ol>
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**Out-of-State**  
Trainers & TA Professionals

1. Download and complete the DOJ Criminal History Record Request from (DJ-LE-250)
  - Visit <https://www.doj.state.wi.us/sites/default/files/dles/cib-forms/record-check-unit/DJ-LE-250-single.pdf>
  - Select Requestor Type: “General Public”.
  - Select Request Purpose: “General Information” or “Child Day Care-Caregiver” depending on your employment status.
  - Follow the form’s instructions and submit to the DOJ for processing.
2. Submit your Criminal History Record to The Registry
  - Upload to your record to your individual Registry Account under the “Trainer” tab.
  - OR*
  - Mail a copy of this documentation or submit through email or fax:
    - a. Email: [support@the-registry.org](mailto:support@the-registry.org)  
(Attention: PD Department)
    - b. Fax: 608-222-9779  
(Attention: PD Department)
    - c. Mailing Address:  
The Registry  
Attn: PD Department  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719