

All Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and Technical Assistance (TA) Professionals must submit to the Wisconsin Registry documentation of a criminal background record check completed within the last 5 years. This requirement helps maintain the integrity of both the Wisconsin Registry and the community of approved Trainers and TA Professionals providing professional development to the early care and education field of Wisconsin. By requiring a criminal background record check for all approved Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals, the Wisconsin Registry is holding these individuals to the same standards as early care and education professionals and taking precautions to protect the safety of professional development participants.

The criminal background record check must be submitted to the Wisconsin Registry at the time of submitting a Registry Trainer or TA Professional application. The criminal background record check must be dated within the last 5 years. The Department of Justice (DOJ) name-based criminal history record check is accepted by the Wisconsin Registry as proof of a completed criminal background record check.

The Wisconsin Registry reviews an individual's criminal background record check and determines their eligibility to be approved as a Registry Trainer or TA Professional using the barred crimes listed on the [Wisconsin Registry Barred Offenses – Trainers and TA Professionals document](#).

SUSPENSION:

All Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals that fail to submit a criminal background record check as described in the [Wisconsin Registry's Training & Technical Assistance Professional Agreement](#) or have been convicted of a crime listed in the [Wisconsin Registry Barred Offenses – Trainers and TA Professionals document](#) will face immediate suspension of the corresponding Registry Endorsement:

- The status of a suspended Trainers will be changed to "Unapproved". Suspended Trainers will no longer be able to schedule training events using the Wisconsin Registry Professional Development Approval System (PDASystem).
- The status of suspended TA Professionals will be changed to "Unapproved". Suspended TA Professionals will no longer be able to schedule professional assistance events using the Wisconsin Registry PDASystem.
- Suspended Trainers and TA Professionals that have scheduled events prior to suspension will be allowed to facilitate scheduled events 90 calendar days following the suspension date. All events scheduled after 90 days will be canceled. The suspended Trainer / TA Professional is responsible for reimbursing payments received in full made by event attendees for such canceled events.
- Trainers and TA Professionals have **10 business days** from the date of suspension to appeal the suspension of the corresponding Registry Endorsement. Please see the Appeals section below for more information regarding the appeals process.

APPEALS:

Trainers and TA Professionals will have **10 business days** from the time of suspension to submit a written appeal to the Wisconsin Registry Appeals Committee.

- All appeals will be reviewed by the Wisconsin Registry's Appeals Committee. Once an appeal is submitted, the committee will review the appeal and if needed, will request further documentation. If no further documentation is needed, the Wisconsin Registry will contact the Trainer or TA Professional within **15 business days** of receiving the appeal informing them of the Wisconsin Registry's findings and the final decision.
- Written appeals should explicitly include the following:
 - Trainer or TA Professional's full name and Registry ID#
 - Address, daytime contact telephone number and email address
 - A statement/explanation of the grounds for appeal and why the decision should be reversed
 - A requested remedy; and the signature of the appellant and date the appeal is being submitted
- Written appeal letters and any supporting documentation may be attached in an email, faxed, or mailed to:
 - Email: support@wiregistry.org
 - Fax: 608-222-9779 (Attn: Appeals Committee)
 - Mailed to:
Wisconsin Registry Appeals Committee
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719
- Decisions made by the committee are final and are permanent regarding the status of an individual's Registry Trainer and/or TA Professional Endorsement.