



November 2022

Training Solutions

Welcome to the latest edition of *Training Solutions*,

This month, we are sharing information on:

- Our Updated Criminal Background Record Check Policy
- Submitting a Conference in the Registry PDA System
- Online Training Requirements

As always, please [contact us](#) for any questions you have regarding the news and information below.

Best Regards,

Christine Moldenhauer, Director of Operations

Ashley Salzwedel, Professional Development Coordinator



Trainer and TA Professional Criminal Background Record Check Policy Update

Please note: If your current criminal background record check is not expired, there is no action you need to take at this time.

As of January 2023, all Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals updating an expired criminal background record check, or individuals applying for the first time, must meet the following criteria.

Criteria Staying the Same

- 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 five years.

Updated Requirement

- The Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI is accepted by the Wisconsin Registry as proof of a completed criminal background record check. *The DCF Letter of Eligibility will no longer be accepted.*

Criminal Background Record Check Policy and Wisconsin Registry Barred Offenses List

All Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and 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 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](#). Should a Trainer or TA Professional wish to appeal the decision of the Wisconsin Registry, the appeal process is outlined in the [Criminal Background Record Check Policy](#).

Reminder for Trainers and TA Professionals When Renewing Your Membership

- If your criminal background record check is going to expire within the next 6 months of your renewing membership year, you must submit an updated copy of your criminal background record check to maintain Registry approval. Trainers and TA Professionals are encouraged to plan ahead and upload an updated criminal background record check with their renewal application.

For more information on completing a criminal background record check, review the [Obtaining a Criminal Background Record Check guide](#).

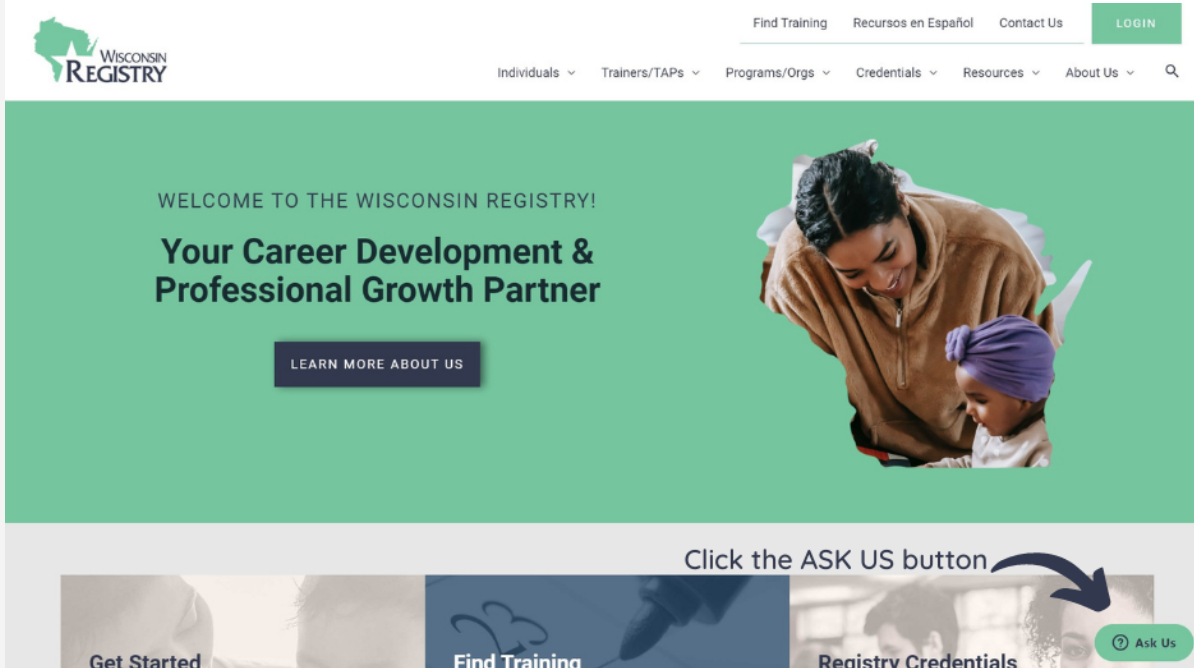
Criminal Background Record Check Resources

- [Obtaining a Criminal Background Record Check guide](#)
- [Criminal Background Record Check Policy](#)
- [Wisconsin Registry Barred Offenses - Trainers and TA Professionals](#)
- [Wisconsin Registry Training & Technical Assistance Professional Agreement](#)

Submitting a Conference in the Registry PDA System

For Training Organizations wishing to submit conference sessions through the Wisconsin Registry Professional Development Approval System (PDASystem), the first step is to notify the Wisconsin Registry.

Contact the Wisconsin Registry either through the mint green **ASK US** button on any page of our website OR email support@wiregistry.org at least a month before registration is required.



You will need to provide the following conference information:

1. Your name and the conference name
2. Date(s) of the conference
3. Location (including if it is virtual)
4. Training Sponsor Organization name and Org ID number.

You will receive an email after the conference has been set up in the PDASystem. Then you may start scheduling courses. See the following resource for full directions on [How to Set up a Conference](#).

Online Training Requirements

We have received inquiries regarding the extra requirements for online training and want to distinguish between two types of online training submitted to the Wisconsin Registry.

Live Online Training is offered at a scheduled time through online meeting platforms, such as Zoom, WebEx, Microsoft Teams, etc., and *does not require* additional course or event information to be approved.

Online Training is self-paced or where the Trainer is not interacting in real-time with the participants and **must include additional components** to be approved.

When Submitting a Course:

- The course must meet Tier Training requirements.
- Include the word ONLINE in the course title
- Include in the course methods that the delivery method will be in an online format.
- Provide the URL to the web-based portion of the course.

When Submitting an Event:

- Provide a link for the Wisconsin Registry to access the online training if you did NOT already do so in the course.
- Provide contact information for technical support and training content questions.
- Trainer must be a currently approved Tier or Specialist Trainer.

Please note: The above online requirements do not include webinars. The Wisconsin Registry recommends that webinars be either a Registered or Tier 1 training because a webinar is typically general content information on a specific topic. Tier 2 and Tier 3 training requires an opportunity for interaction and to practice/apply the learned information.

Looking for previous Training Solutions Newsletters?

Our past Training Solutions Newsletters are archived on the [Trainer & TA Professional Resource Center](#) under Registry Communications.

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