



## Obtaining a Criminal Background Record Check

### **Historical Background:**

Since 2016 the Wisconsin Registry has required a criminal background record check for all Registry approved Tier Trainers, Specialist 2 & 3 Trainers, and Technical Assistance (TA) Professionals. As of January 2021, the Wisconsin Registry included Registry approved Registered Trainers in this requirement as well.

### **Registry Trainer & Technical Assistance (TA) Professional Criminal Background Record Check**

#### **Requirement Update:**

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.

#### **Criminal Background Record Check Criteria:**

- 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 background check.

#### **Eligibility Determinations Information:**

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.

#### **Expired Criminal Background Record Checks:**

A criminal background record check is considered expired if the completion date of the record check is older than 5 years. If a criminal background record 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 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. If a Trainer or TA Professional's background check on file expires within 6 months, Registry staff will contact the Trainer or TA Professional via email requesting an updated criminal background record check.

## How to Obtain a Criminal Background Record Check:

### ***DOJ Name-Based Criminal History Record Check***

1. Complete the DOJ Criminal History Record Request (DJ-LE-250)
  - **Recommended:** Register for a WORCS user account to request and pay for your name-based criminal history check online. <https://recordcheck.doj.wi.gov/>
    - Select Requestor Type: *General Public*
    - Select Request Purpose: *General Information*
  - OR**
  - Complete the fillable form online, print and mail with payment to the state for processing. <https://www.doj.state.wi.us/sites/default/files/dles/cib-forms/record-check-unit/DJ-LE-250-single%20PDF%20FORM.pdf>
    - Select Requestor Type: *General Public*
    - Select Request Purpose: *General Information*
    - Follow the form's instructions and submit to the DOJ for processing.
2. Submit a copy of your DOJ name-based criminal history record results to the Wisconsin Registry.
  - Upload your DOJ name-based criminal history record results to your individual Registry Profile under the 'Trainer Requirement' section of the Trainer tab.
  - OR**
  - Mail a copy of your DOJ name-based criminal history record results or submit through email or fax.
    - Mailing Address:
      - Wisconsin Registry
      - Attn: PD Department
      - 2908 Marketplace Dr, Suite 103
      - Fitchburg, WI 53719
    - Email: [support@wiregistry.org](mailto:support@wiregistry.org)  
Attention: PD Department
    - Fax: 608-222-9779  
Attention: PD Department

For questions regarding obtaining a criminal background record check, please contact the Wisconsin Registry at [support@wiregistry.org](mailto:support@wiregistry.org)