



April 2025

Training Solutions

Español

Hello and happy spring! We have some exciting updates to share!

In this edition of *Training Solutions* you can find:

- Trainer and Technical Assistance (TA) Professional Membership Renewal Reminders
- Information about required Criminal Background Checks
- Information about upcoming changes to the Technical Assistance (TA) Professional Types
- Save the Date for the 2025 PDAS Summit

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

Best Regards,
The Wisconsin Registry Professional Development Team



Reminder: Renew Your Membership if You Submit Documents

There are two reasons you may need to renew your Wisconsin Registry Trainer or TA Professional membership:

1. Your Trainer or TA Professional Membership is set to expire.
2. You have new documents to submit to the Wisconsin Registry for verification.

Your Trainer or TA Professional Membership is set to expire.

Renewing your Trainer or TA Professional membership *before* it expires is vital to ensuring your access to submit training or the ability for a Training Sponsor Organization (TSO) to list you as a Trainer for events is uninterrupted. If your membership lapses, you will be unable to be listed as a Trainer on events or submit new events in the Wisconsin Registry Statewide Training calendar.

Trainer and TA Membership approval is valid for 1 year. As your membership expiration date approaches, you will receive automatic reminder emails from the Wisconsin Registry.

You have new documents to submit to the Wisconsin Registry for verification.

When submitting new documentation to the Wisconsin Registry, such as official transcripts, training certificates, or training experience to be reviewed and verified, you must first apply or renew your Registry membership.

As a Wisconsin Registry member, you have important and private information located on your Individual Profile. For us to protect your information, we need you to open the door to your profile for us. Your online application submission is the key we need! Once we have the key, we can access your profile and verify your information.

Renewal Reminders:

- There is no longer a fee for renewing your Trainer endorsement and Technical Assistance (TA) Professional membership!
- The Wisconsin Registry has many resources explaining which documents we are able to verify and how to submit them including:
 - [What Documents to Send to the Wisconsin Registry](#)
 - Submitting [Official Transcripts](#)
 - [Trainer](#) or [TA Professional](#) Hours of Experience.

Required: Criminal Background Checks

A criminal background record check is required for all Registry approved Registered Trainers, Tier Trainers, Specialist 2 & 3 Trainers, and Technical Assistant Professionals.

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.

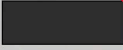
The DOJ name-based criminal history record check is different than the fingerprint background check required by Department of Children and Families (DCF) program employment.

Plan to submit an updated Department of Justice (DOJ) background check if the current background check on file for a Trainer or TA Professional will be expiring during the current Membership year. Submitting an updated background check will help prevent any delays in processing the application.

For step-by-step instructions for how to obtain a background record check, see the [How to Obtain a Criminal Background Record Check](#) guide.

DEPARTMENT OF CHILDREN AND FAMILIES
CHILD CARE BACKGROUND UNIT
207 W WASHINGTON AVE
PO BOX 8916
MADISON, WI 53708-8916

Date: 03/24/2021



The State of Wisconsin is an equal opportunity service provider. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the telephone number shown above. These services are free.


Final Background Check- Eligibility

This notice is to inform you that you **passed** the final background check process for the following role:

- Caregiver

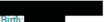


This means the Department of Children and Families (DCF) Child Care Background Unit has completed all the components of the required background check and determined you are **eligible** to assume a role or reside at a child care program.

This eligibility is valid while you remain employed or remain residing at the current child care program until the next required background check is completed. The background check is valid for up to 180 days after an individual leaves employment/residency in a child care program. After 180 days, a new FBI fingerprint-based background check is required.

 **STATE OF WISCONSIN**
DEPARTMENT OF JUSTICE

Request Date: 7/8/2021
Report Date: 7/8/2021

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau:

Name: 
Date of Birth: 
Alias Names: 

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see [Section 111.335](#) and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in an arrest record, and
2. The process for submitting a challenge

The applicant should submit his or her challenge to CIB on Form DJ-LE-347. Form DJ-LE-347 is available free of charge on the Department's website or by calling (800) 292-2344. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below:

NO RECORD FOUND

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like "sex" or "race") may result in:

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data that was submitted to be searched, but is not the same person whose identifying data was submitted for searching. The Crime Information Bureau (CIB) therefore cannot guarantee the response below pertains to the person in whom you are interested without a fingerprint submission.

Based on the above identifying data provided for this search, no matching Wisconsin arrest records were found at this time. These search results do not preclude an individual from having an arrest record at a local law enforcement agency that was not reported to the Department of Justice or in another state, or juvenile records that are confidential by law. The results of this search are effective and current for the date of this search only. A new search should be submitted if an updated response is needed at a later time.

Reminder: Technical Assistance (TA) Professional Types Expanding Soon

The Technical Assistance (TA) Professional Types will be expanding soon!

Those currently approved as a TA Professional will be designated as Advanced Technical Assistance Professionals. Additionally, two new types, Basic Technical Assistance Professional and Intermediate Technical Assistance Professionals have been added. These two new membership types were developed with feedback from the field to include those who do not yet meet the current requirements for TA Professional, but are working toward meeting them.

The additional TA Professional Types aim to be more inclusive and enable a broader range of individuals to provide consulting, mentoring, coaching, and TA Professional events in the field.

Highlights of the [new TA Professional levels](#) can be found below. All four levels require a Department of Justice Name Based Criminal History Record check completed within the last five years and a signed Registry T-Tap Agreement. They all also require completion of the PDAS Foundations Course and PDAS Technical Assistance Professional course or equivalent.

Provisional TA Professional

- **Education Level:** Registry Level 10 or up with related credentials, licensure, or agency endorsement in a specialty area.
- **Experience:** One (1) year in an approved program or agency and two (2) years working directly with children.
- **Training Experience:** Mentoring agreement with an approved Registry Technical Assistance Professional for one (1) year.

Basic Technical Assistance Professional

- **Education Level:** Registry Level 10 or up with related credentials, licensure, or agency endorsement in a specialty area.
- **Experience:** Two (2) years in an approved program or agency and two (2) years working directly with children.
- **Training Experience:** Twenty (20) hours of Technical Assistance experience.

Intermediate Technical Assistance Professional

- **Education Level:** Registry Level 12 or up with related credentials, licensure, or agency endorsement in a specialty area.
- **Experience:** Four (4) years in an approved program or agency and two (2) years working directly with children.
- **Training Experience:** Forty (40) hours of Technical Assistance experience.

Advanced Technical Assistance Professional

- **Education Level:** Registry Level 13 or up with related credentials, licensure, or agency endorsement in a specialty area.
- **Experience:** Four (4) years in an approved program or agency and two (2) years working directly with children.
- **Training Experience:** Forty (40) hours of Technical Assistance experience and two (2) years of responsibility for the professional development of others.

SAVE THE DATE: 2025 PDAS SUMMIT

We are excited to announce the date for the 2025 PDAS Summit! This year's Summit will be held on Thursday, September 25, 2025 at the Harley-Davidson of Madison. We hope to see you there!

This year's theme is "Empowering Connections" and we are looking for proposals that hit on topics including how to bridge gaps and engage educators who may, for whatever reason, feel isolated.

The PDAS Summit is a one-day event targeted to those who provide trainings to the early care and out-of-school-time field. Any proposed sessions should be designed to "train the trainers" who work with this important workforce.

If you would like to be considered for hosting a session, please fill out [this form](#) by Friday, May 16.

Looking for previous Training Solutions Newsletters?

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