



In order to maintain the integrity of The Registry and also tiered Trainers and Technical Assistance (TA) Professionals approved through The Registry system, a name-based criminal record check is required for all tiered Trainers and TA Professionals. Accepted record checks must be dated within 5 years.

The Registry's requirement for Trainers and TA Professionals is consistent with the crimes listed in the [Wisconsin Department of Children and Families \(DCF\) Child Care Crimes Table](#).

SUSPENSION:

Tiered Trainers and TA Professionals that fail to submit a background check as described in The Registry's [Trainer and TA Professionals Agreement Form](#) or have been convicted of a crime listed in the DCF Child Care Crimes Table will face immediate suspension of the corresponding Registry Endorsement:

- The status of suspended tiered Trainers will be changed to "Registered" and only Registered training will be considered by The Registry for approval.
- 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 Registry system.
- 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 Registry Appeals Committee.

- All appeals will be reviewed by The 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 Registry will contact the Trainer within **15 business days** of receiving the appeal informing her/him of what the findings were and of the final decision.
- Written appeals should explicitly include the following:
 - Trainer full name and Registry ID#



Criminal Record Check Policies & Procedures

- 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@the-registry.org
 - Fax: 608-222-9779 (Attn: Appeals Committee)
 - Mailed to:

The 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.