



Criminal Background Records Check Policy

As of January 2021, all Registered Trainers, all Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals must submit to The Registry documentation from the Department of Children and Families (DCF) of a completed fingerprint background check completed within the last 5 years. This requirement helps maintain the integrity of both The Registry and the community of approved Trainers and TA Professionals providing professional development to the early care and education field of WI. By aligning with the DCF background check requirements, The Registry is holding approved Trainers and TA Professionals to the same standards as early care and education professionals and taking precautions to protect the safety of professional development participants.

The background check must be submitted to The Registry at the time of submitting a Registry Trainer or TA Professional application. Accepted background checks must be dated within the last 5 years. The Final Eligibility letter from the Department of Children and Families is accepted by The Registry as proof of a completed background check.

The Registry's requirement for Trainers and TA Professionals is consistent with the barred crimes listed on the [Barred Offenses – Regulated Child Care](#) document as determined by DCF Admin Code Chapter 13. To find detailed information on the appeals process for background check decisions, in addition to frequently asked questions, visit <https://dcf.wisconsin.gov/ccbgcheck/appeals> .

SUSPENSION:

All Registered Trainers, all Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals that fail to submit a background check as described in The Registry's [Training & Technical Assistance Professional Agreement](#) or have been convicted of a crime listed in the DCF Barred Offenses – Regulated Child Care 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 Registry system.
- 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.



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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#
 - 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.