

School of Education, Professional & Continuing Education

Criminal Background Check Policies and Guidelines: 04/09/19

1. In compliance with [WI PI 34.018\(2\)](#), all license preparation programs with admissions processes have incorporated a CBC as part of the **admissions requirement, effective S19** - this includes graduate programs leading to certification (SPY, EdL, DoI, RDG).
2. As of **Jan. 28, 2019**, all CBCs run ordered by UWL and run through Castle Branch will be good for 5 years for every SOE undergraduate or graduate student.
3. Any CBCs that were done prior to **Jan. 28, 2019** are still subject to the 'old' rule: CBC within 2 years for Field Experiences, within 1 year for Student Teaching. This will work itself out in time as future admit groups do their 5-year CBC up front.
4. Anyone who was **already admitted to a program prior to S19 but does not yet have a CBC** will go through their CBC process as a part of their first clinical experience.
5. Anyone who was **already admitted to a program prior to S19, has a current CBC on file through admission or a field experience, and is adding another certification or changing programs (ie: new admission) does not need a new CBC unless their old one has expired.**
6. Anyone who did a CBC as part of a pre-admission field experience will **still need to complete a CBC at the time of admission**. (Programs should try to avoid this situation, and/or share with students in advance that they will need a recheck at admission. The fee for the recheck (\$15) is less than the original (\$35).)
7. **ECMC students ONLY: WI Department of Children & Families (DCF) CBC requirement ([WI 48.686](#)) ECE 425 and child care center placements**
 - (a) An existing DCF CBC cannot be used in place of the CBC requirement at admission.
 - (b) Students who have been working at a child care center **PRIOR to October 1, 2018** and got their CBC through their employer were 'grandfathered' in with the CBC they had from DCF's previous system/rules. However, that CBC is not portable. Therefore, they must go through a new DCF CBC (initiated by UWL) for their ECE block.
 - (c) Students who were hired at a child care center **AFTER October 1, 2018** and got their CBC through their employer do have a portable CBC. Therefore these students may use their current DCF CBC for their ECE block.
 - (d) Because placements are often decided late and there is variability in the number of pre-school vs pK4 placements, all students entering ECE block will need an active DCF CBC regardless of their placement.