

POLICY: CRIMINAL BACKGROUND CHECK August 2008

A **Criminal History Search** (Wisconsin Statute 165.82) will be required of anyone participating in any graduate Counseling course or for applying for admission to the Counseling Professions Department.

Procedure for Disclosure/Criminal Background Check and Appeal Process

1. Many school systems and community agencies are not accepting observation, field, or intern students unless they have had and passed a criminal background check. Furthermore, licensing as a counselor requires this same check. Therefore the Counseling Professions Department passed a policy change in the spring of 2008 that now requires all entering/admitted students to proceed with their criminal Background Check.

Starting in fall semester 2008, all students taking counseling classes must initiate a request for a criminal background check to be provided to the Counseling Professions office. Once a report is received, the Program Assistant will provide a note to the student and advisor indicating that s/he has been cleared. This note can be taken by the student on his/her observations/field/internship experience to show, if requested. Criminal background checks take about two weeks to arrive after a request is made; the report will be maintained in the Counselor Education office and utilized also for admission to Level 2 of the Counseling Program. Instructions for initiating background checks are provided in the Counseling Handbook on the Counseling Professions department website:

<http://www.uwsuper.edu/acaddept/coun/index.cfm>, and are available in the Counseling Professions office (McCaskill 111)

2. All students applying for Level 2 in the Counseling Professions Department must make sure that her/his file contains a copy of the criminal background check report by checking with the Program Assistant. No student will be reviewed for candidacy that has not passed a background check.
3. The Coordinators of the Community and School Programs will review and evaluate any criminal background check showing a conviction. Guidelines provided by the Wisconsin Department of Public Instruction and the Wisconsin Department of Licensing will be followed in determining whether a criminal conviction would prohibit field placement. If a determination is made that a criminal conviction would *not* prohibit licensure, the student will be accepted for admission.
4. For those cases where a determination has been made that a criminal conviction may be of concern to the Counseling Professions program, each case will be reviewed by a committee of Counseling Professions faculty and instructors (including the coordinator of the specific internship area) appointed by the Chair of the Counseling Professions Department. Students may be requested to provide further documentation to supplement the written explanation that accompanied their disclosure statement and/or the description forwarded by the State Department of Justice.
5. The cases in which admission to the Counseling Professions or to Candidacy may be denied by the above committees are responses relating to anyone who has been arrested or convicted for (i) a drug offense, especially if it involves sales, (ii) a sexual offense, or (iii) a violent offense. Within ten (10) working days, a hearing will be convened by the Department Chair with the applicant and the committee members. Within (5) academic working days after the hearing, each student will be informed in writing of the committee's decision.

**CRIMINAL BACKGROUND CHECK
Procedures for Submitting the Paperwork**

August 2008

Agencies and schools have the right to require a criminal background check on those who seek to work in close contact with minors and vulnerable adults. Many of the universities and colleges in Wisconsin have undertaken to set up such a check before volunteer, observations, field, and internship work in the schools and agencies. The criminal background check must be completed for the most recent state in which the student has lived and submitted to the appropriate state agency:

A. If you are a **Wisconsin resident**, the form ***Wisconsin Criminal History Single Name Record Request*** can be accessed at http://www.doj.state.wi.us/dles/cib/forms/record_check_forms.aspa and in the Counseling office. Follow directions included on the Record Request form and submit the form and payment to the State of Wisconsin's Department of Justice for processing. You may download the form on-line from the Counseling Professions Website:

<http://www.uwsuper.edu/acaddept/coun/index.cfm>

- The following boxes on the form should be checked:
Requestor Type - General Public
Request Purpose - General Information
Payment Type - Amount Enclosed \$18.00
- **Fingerprinting is not required for submission of background check.**
- Checks should be made payable to "Wisconsin Department of Justice."
- Remember to include a stamped return envelope addressed to
 Counseling Professions Department
 University of Wisconsin – Superior
 P O Box 2000
 Superior, WI 54880
- Mail DOJ Record Request form, check and return envelope to:
 Crime Information Bureau, Attn: Record Check Unit
 P O Box 2688
 Madison, WI 53701-2688

B. If you are a **Minnesota resident**, use the sample **UW-S form letter of consent** to **MN BCA** to obtain background check report for the Counseling Professions Department. Directions are included on the form letter. Submit the form and payment to the Minnesota Department of Public Safety's Bureau of Criminal Apprehension for processing as follows:

- Provide in PRINT the personal identification information requested on the letter.
- Sign and date the letter **in the presence of a notary** so that he/she may validate your signature.
Letters sent without the notary stamp will not be processed.
- A check in the amount of \$15.00 should be made payable to "MN Bureau of Criminal Apprehension" (or MN BCA) and notation should be included on the check that it is "for UW-Superior Counseling Professions Admission."
- Include a stamped envelope addressed to attention: Counseling Profession Department, MC-111 UW-Superior, PO Box 2000, Superior, WI 54880.
- Mail the form letter, check and **return envelope** to:
 Minnesota Bureau of Criminal Apprehension, Attn.: CJIS-Criminal History Access
 1430 Maryland Avenue East, St. Paul, Minnesota 55106

C. If you are a **Michigan resident**, submit your request for a criminal background check as follows:

- Provide your name, race, sex, date of birth, social security number, as the person requesting a search. A maiden name or previous name is also helpful.
- Submit \$10.00 per search processing fee in the form of a money order or check made payable to the State of Michigan.
- Provide the Counseling Professions Department return address to mail back the responses.
- Mail the above information to:
Michigan State Police, CJIC, Identification Section
7150 Harris Drive, Lansing, MI 48913.
- Allow 3 to 5 weeks for processing and mail delivery.
- For further questions: Phone (517) 322-1956; FAX (517) 322-0635
E-Mail CJIC_applhelp@michigan.gov

B. **Residents of any other states:** call Wisconsin's Department of Justice at (608) 266-5764 for contact numbers for obtaining criminal background reports from other states.

Wisconsin Criminal Background Check

Download the submission form on-line from the link
at the Counseling Profession Department homepage at
<http://www.uwsuper.edu/acaddept/Coun.index.cfm>

or download the

Single Subject Requests: Form DJ-LE-250

from Wisconsin Department of Justice at
http://www.doj.state.wi.us/dles/cib/forms/record_check_forms.asp

NOTE: Fingerprinting is not required for submission of background check for the purpose of Counseling Professions Program Admission or Candidacy.



COUNSELING PROFESSIONS DEPARTMENT
PO Box 2000, McCaskill 111 * Superior, WI 54880
(715) 394-8309

Date: _____

TO: Minnesota Bureau of Criminal Apprehension
Attention: CJIS-Criminal History Access
1430 Maryland Avenue East, St. Paul, Minnesota 55106

The following named individual has made application with the Counseling Professions Department for the purpose of admission into the Counseling Professions Programs and/or Counseling Internship experience.

Last Name of Applicant (please print) _____

First Name (please print) _____

Full Middle Name (please print) _____

Maiden, Alias or Former (please print) _____

Date of Birth: _____ Sex: (M or F): _____
Month / Day / Year

Social Security Number: _____

The undersigned authorizes the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the Department of Counseling Professions at the University of Wisconsin – Superior for the purpose of admission into the Counseling Professions Programs and/or Student Counseling Field Experience. The expiration of this authorization shall be one year from the date of signature below.

A **\$15.00** check payable to “**Bureau of Criminal Apprehension**” is enclosed to cover processing fees, on which notation is made for “**For UW-Superior Counseling Admission/Internship**” on check’s memo line. A **postage paid envelope** is enclosed for return to the UW-S Counseling Professions Department.

Signature of Applicant
*(Must be signed in the presence of a Notary Public,
who will verify below via Notary Seal)*

Date

Notary: