

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR REGISTRATION AS JUVENILE MARTIAL ARTS INSTRUCTOR

A complete application includes:

- Form #2881, Application for Juvenile Martial Arts Instructor
- Form #2687, Authorization for Release of FBI Information
- Recent color head-and-shoulders photograph
- \$75 credentialing fee
- Submit fingerprints

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. **Application for Juvenile Martial Arts Instructor Permit (Form #2881):** Complete all portions of the form. Incomplete application forms may result in an delay of registration.
2. **Authorization for Release of FBI Information (Form #2687):** Must be signed by the applicant and a witness and returned with the application.
3. **Photograph:** Submit ONE recent photograph of your head and shoulders only with your name printed on the photograph.
4. **Fingerprints:** All applicants must submit their fingerprints electronically for a background check. Schedule an appointment with the Department's approved vendor, Fieldprint, by visiting their web site at:

<http://www.FieldprintWisconsin.com/>

Use the Fieldprint code "FPWIMartial" when prompted. The cost for the digital fingerprints will be \$39.25 and is expected at the time of reservation. You should plan to arrive at the test center fifteen minutes before the scheduled start time of the appointment for check-in.

You must submit your application to the department within 14 days of being fingerprinted.

Out of State Applicants: If you currently reside outside of the state of Wisconsin and are unable to come to Wisconsin to have digital fingerprints taken, you may submit fingerprints at any Fieldprint station in the United States by registering at the web site above and using the Fieldprint code "FPWIMartial" when prompted.

Criminal History Checks Notice: Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.

5. **Convictions and Pending Charges (Form #2252):** All applicants who answer "YES" to any of the questions on the application about convictions of crimes, other violations and pending charges, in Wisconsin or any other state must complete form #2252. The Department will obtain a state and federal criminal records search on all applicants.

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No person may, for a fee, provide martial arts instruction to a minor if the person is a disqualified offender. A “disqualified offender” means any of the following:

- a) A person who is required to comply with the reporting requirements under s. 301.45(1g),
- b) A person who has been convicted of a violation of s. 940.01 or a violation of the law of another state or the United States that would be a violation of s. 940.01 if committed in this state.

If an applicant has **EVER** been convicted of a misdemeanor or felony or has pending charges, and if the Department determines that the crimes are substantially related to the practice of a juvenile martial arts instructor, the Department will not grant any kind of permit until it has received sufficient information to determine whether the permit should be granted, denied or limited. It is the responsibility of the applicant to provide complete information to the Department. Applications are deemed complete after submission of all relevant background information by the applicant. A certified copy of the police report, criminal complaint and judgment of conviction is required for each conviction.

A juvenile martial arts instructor registration expires on August 31 of each even-numbered year. It may be renewed for a two-year period 60 days prior to expiration. Permits issued between July 1, 2012 and August 31, 2012 will not expire until August 31, 2014.