

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

INFORMATION FOR COMPLETING CONVICTIONS AND PENDING CHARGES FORM

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Important Notice: DO NOT SUBMIT THIS FORM UNLESS ALL DOCUMENTATION REQUESTED BELOW IS INCLUDED. Incomplete information will delay the processing time.

If you have been convicted of a crime or have criminal charges pending against you, complete this form and return it with your application, application fee, and an additional \$8.00 conviction review fee. If you obtained fingerprints as a requirement for your application, you do not need to submit the \$8.00 fee. Please consult the "Frequently Asked Questions" on page ii for more information on completing this form.

List all felonies, misdemeanors, and other violations of federal, state, or local law, including municipal ordinances resulting only in monetary fines or forfeitures, of which you have ever been convicted, in this state or any other. This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. For each conviction or violation, list the type of offense, date, and location. Violations for which you received a ticket and paid a fine must be reported. You do not need to report dismissed charges. If you have charges pending, see page 3 for a list of required documents.

For each Conviction, it is your responsibility to submit the following documents:

Note: Do not submit CCAP printouts. They do not satisfy documentation requirements and cause delays in processing.

Certified copies of the Police Report or Criminal Complaint:

Contact the Police Station(s) for copies of Police Report(s). Contact the Court(s) for copies of Criminal Complaint(s).

Judgment of Conviction and Sentencing:

Contact the Court(s) for Judgment(s) of Conviction.

Sentencing Verification:

Contact the Court(s) for copies of documentation indicating that you completed the terms of your sentence, including but not limited to, documents such as a letter from the Department of Corrections stating that you completed probation, jail time, a receipt from paying a fine, etc.

Chemical Dependency Assessment(s) (Commonly referred to as 'AODA,' submit if court-ordered.)

Personal Statement for each conviction:

The statement must include a description of the facts that led to the conviction, including who was involved, where you were, what happened and why, the penalties imposed, and verification that you completed all sentencing requirements. If you have alcohol and/or drug related convictions or pending charges, please include a statement describing your current usage of alcohol and/or drugs.

\$8.00 CIB Review Fee (if applicable)

If you discover the required information is not available after contacting the appropriate agency/police department, and/or court, please indicate this in a personal statement and submit the personal statement to DSPS, along with any documentation that is available.

The Fair Employment Act (Wis. Stat. §§ 111.31-111.395) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form will be considered a false statement on an application.

Wisconsin Department of Safety and Professional Services

FREQUENTLY ASKED QUESTIONS

- 1. If I was charged with a crime but not convicted, do I need to report that or submit any documents?**
 - Send in a court document stating either that the charges were dismissed or that you were acquitted. If you entered into a deferred prosecution agreement, submit a copy of the agreement and verification that you have complied with all terms and conditions of the agreement.
- 2. If the conviction was expunged, do I need to report or submit anything?**
 - If a court has expunged your conviction, you must still disclose the conviction and provide all documents required for Form # 2252. Include a court document stating that the conviction was expunged.
- 3. What do I do if records are no longer available due to the length of time that has passed since the conviction?**
 - If, after contacting the appropriate records custodian (Court, Police Department, etc.), you find that documents are not available and the conviction or ordinance violation is more than five years old, indicate that the records are no longer available for that offense in your personal statement. If the conviction was a misdemeanor or ordinance violation and within the last five years, you must include a letter from the records custodian confirming the unavailability of the records. If the conviction was a felony and within the last 10 years, you must include a letter from the records custodian confirming the unavailability of the records.
- 4. Do I need to report or submit anything about minor traffic violations, i.e. a speeding ticket?**
 - There is no need to disclose most traffic violations, unless the traffic violation involves alcohol or other drug use (including Operating While Intoxicated convictions), then they must be disclosed.
- 5. How can I find out if I am excluded from getting a license due to a conviction?**
 - Whether an applicant will or will not be issued a license based on a conviction record is determined on a case-by-case basis. Each profession is regulated by its particular statutes and rules. Please refer to the statutes and rules of the profession for which you are applying in order to determine whether your conviction records are substantially related to the practice of the profession.
- 6. How long does it take to review these documents?**
 - The time period for conviction review varies depending on a variety of factors, including whether all required information and documentation has been submitted, whether the conviction record needs to be reviewed by the board, etc.
- 7. What are certified court records and where do I get them?**
 - These are records certified as true and correct by the Office of the Clerk of Courts and may include judgment of conviction, police report/incident report/criminal complaint, court-ordered assessment report, etc. Records may be obtained from the Office of the Clerk of Courts in the county in which your case was heard or relevant police department.
- 8. If I was underage at the time of the offense, do I need to report or submit anything?**
 - Yes, report the conviction. You must submit all court documents and verification that you have complied with all sentencing requirements. Any conviction received while underage involving alcohol (including convictions for Operating While Intoxicated) or other drug use must also be disclosed.
- 9. What needs to be in the personal statement?**
 - A personal statement should describe the events that led to each offense and conviction listed on Form # 2252, along with an explanation of the penalties imposed, and verification that you completed all sentencing requirements. The statement should address the “who,” “what,” “when,” “where,” “how,” and “why” of the circumstances that led to each conviction. Include any information about changes in your life that you would like to be considered, including past and current alcohol and/or drug treatment programs, whether you completed those programs, and, if not, why not.
- 10. Do I need to hire a lawyer?**
 - It is your decision as to whether you hire an attorney. If you decide you want a legal opinion from an attorney, you would need to hire a private attorney, as the legal department of DSPS does not provide legal advice to applicants.

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
 Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
 Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

CONVICTIONS AND PENDING CHARGES FORM

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK

Your name, address, telephone and electronic address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Profession

Application/License #

Last Name

First Name

MI

List All Other Names Used

Date of Birth

 / /

Social Security #

 - -

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Race/Sex information is required for criminal background check.

Race: White American Indian or Alaskan Native Hispanic
 Black Asian or Pacific Islander Other
Sex: Male Female

Email Address

Daytime Telephone Number

 - -

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this form.

CIB Review Fee
\$ 8.00 Total Fee Attached (only required if you were not fingerprinted as a requirement of your application)

For Receiving Use Only

Wisconsin Department of Safety and Professional Services

**FORM IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED.
FOR EACH CONVICTION LISTED BELOW, SUBMIT:**

- Personal Statement
- Form #2252 and appropriate fee(s)
- Judgment of Conviction and Sentencing
- Sentencing Verification
- Chemical Dependency Assessment(s)
(if alcohol or drug-related convictions)
- Certified copies of the Police Report or Criminal Complaint

NOTE: Do not submit CCAP printouts. They do not satisfy documentation requirements and cause delays in processing.

List all felonies, misdemeanors, or other violations of federal, state, or local law or municipal ordinance.

Attach additional sheet(s) if necessary.

<u>CONVICTION</u>	<u>DATE OF CONVICTION</u>	<u>LOCATION (City/State)</u>
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	

YOU MUST ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet(s) if necessary)

1.	<p>Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program?</p> <p>If yes, did you successfully complete the program? If so, attach a certificate of completion/discharge summary.</p> <p>If you did <u>not</u> complete the program, attach a personal statement explaining why.</p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>Have you ever been placed on probation?</p> <p>If yes, did you successfully complete the probation?</p> <p>If you are currently on probation, you must request your probation officer to send a letter describing your current probation requirements and your compliance with supervision.</p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.	<p>Have you ever been placed on parole?</p> <p>If yes, did you successfully complete parole?</p> <p>If you are currently on parole, you must request your parole officer to send a letter describing your current parole requirements and your compliance with supervision.</p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>Have you ever been ordered to pay restitution?</p> <p>If yes, did you successfully pay the restitution?</p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Wisconsin Department of Safety and Professional Services

FORM IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED.
FOR EACH PENDING CHARGE LISTED BELOW, SUBMIT:

- Personal Statement
- Form #2252 and appropriate fee(s)
- Certified copies of the Police Report or Criminal Complaint

NOTE: Do not submit CCAP printouts. They do not satisfy documentation requirements and cause delays in processing.

List all **pending** felonies, misdemeanors, or other violations of federal, state, or local law or municipal ordinance.

Attach additional sheet(s) if necessary.

<u>PENDING CHARGE</u>	<u>DATE OF ARREST</u>	<u>LOCATION (City/State)</u>
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	
	□□ / □□ / □□	

PLEASE TAKE NOTICE: IT IS YOUR RESPONSIBILITY TO SUBMIT ALL REQUIRED PAPERWORK FOR PROCESSING. CCAP PRINTOUTS DO NOT SATISFY DOCUMENTATION REQUIREMENTS AND CAUSE DELAYS IN PROCESSING.

Wisconsin Department of Safety and Professional Services

PERSONAL STATEMENT FOR EACH CONVICTION AND/OR PENDING CHARGE:

(Attach additional sheet(s) if necessary.)

Provide a personal statement for each conviction and/or pending charge. In each personal statement, describe the facts that led to each offense (i.e. who was involved, where you were, what happened, and why), penalties imposed, and verification that you completed all sentencing requirements.

Example of an Adequate Personal Statement: "In 2011, I was convicted of an OWI 1st. I was out with friends for a birthday party. I drank too much at the bar and made the poor decision to drive myself home. On the way home, I was pulled over for speeding. I failed the field sobriety test and blew a ".10." I was ticketed, paid a fine, and had my driver's license was suspended. I was also sentenced to do an alcohol and drug (AODA) assessment and attend treatment classes. Attached to this statement are copies of the police report from my arrest, a copy of the judgment of conviction, my AODA assessment, and records showing that I successfully completed alcohol counseling and treatment courses." If you have alcohol and/or drug related convictions or pending charges, please include a statement a describing your current usage of alcohol and/or drugs.

CONVICTION(S):

PENDING CHARGE(S):

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information, which I provided above, is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of the credential granted to me, or criminal prosecution. I confirm that I have included all information and documentation requested by this form. **I understand that my application is incomplete until the Department receives all requested information and documentation. Incomplete applications will not be processed or reviewed until the Departments receives all requested information and documentation.**

Signature:

Date: / /