

# EMS STUDENT GUIDE TO COMPLETING A BACKGROUND CHECK



In order for a student to attend clinicals through WCTC, a background check will need to be completed. This background check will be ordered through a website called Viewpoint (please do not attempt to do this on your own, it will be completed at the Program Requirement Session). Furthermore, the state of WI requires you to disclose any criminal conviction, offence, or charge when applying for your training permit (which is needed to go to clinicals) and when applying for your WI EMT license after passing the class.

## What offences may show up on a background check?

Timeframe may not matter. Even offences that occurred 20+ years ago may show up on a background check.

- Any felonies
- Any misdemeanors
- Any DUIs or OWIs
- Sex crimes
- Any situation where your driver's license was suspended, revoked, or withdrawn
- Delinquent in payments of child or family support

This list is not all inclusive but covers most areas that they state asks about.

## What documents will I have to submit?

If you have a positive background check, the Wisconsin Department of Health Services will require you to submit additional documentation when applying for your training permit and state license.

All information about what needs to be submitted can be found here:

<https://www.dhs.wisconsin.gov/ems/licensing/suspension.htm>

- **Criminal/Formal Complaint**—You can get this from the Clerk of Courts in the county where you were convicted.
- **Judgment of Conviction**—You can get this from the Clerk of Courts in the county where you were convicted.
- **Parole/probation verification**—If you are under supervision, you must show proof that you are following current supervision requirements. If your supervision is complete, you must show proof of discharge from probation or parole.
- **Court compliance**—You must show that you have, or are now, following all terms of your court order. This includes chemical dependency assessments, if needed.
- **Driver's License**—You can get a copy of your driver's license abstract from the Department of Transportation. Download a PDF version of your driving record using the Department of Transportation's online application.
- **Deferred Prosecution Agreement**—If this applies to you, provide signed copies of the agreement.

- **Expunged record**—If you received a conviction where your record was expunged, provide the documents related to the expungement.
- **Letter from the city/county court system**—If the Clerk of Courts in the county (or city/town) where you were convicted no longer has your records, you must provide a letter. The letter should be to the EMS office from the city/county court system. It should explain that they no longer have the records.

## **Can I do anything ahead of time?**

YES! If you have any possible conviction record, start gathering the documents listed above NOW. This process takes time and will need to be complete for you to do clinicals. Clinicals are a requirement of the EMT class.

You also can get pre-approval through the state of WI by submitting a pre-determination application.

- You'd first have to create an account in e-licensing: [www.wi-emss.org](http://www.wi-emss.org)
- Then click on "applications" and apply for the "pre-determination application"
- This will cost \$50 but then you will know ahead of time if you will be able to take EMT and get your license at the end