

Preview of ELO Conduct & Competency Questions

Below is a copy of the Conduct and Competency (C&C) questions that all applicants must answer as part of the application process. The Conduct and Competency Questionnaire does not have a 'save' feature and will timeout after 30 minutes of inactivity. Responses will not be saved, so applicants should plan to complete this process in one sitting.

Applicants must respond to ALL questions fully and truthfully. Incomplete responses will stop the application process and/or delay licensure. Inaccurate responses can result in denial of an application. Applications are complete ONLY after the Conduct and Competency Questionnaire is submitted and payment has been made in full.

There may be multiple parts to a question, depending on an applicant's response to the original question. An example of the potential for multi-part questions is shown below in Question 1 and Question 2.

The first few questions determine whether the applicant is required to submit fingerprints with their application. The applicant must process them electronically. More information about the electronic fingerprint submission process, including service locations, is available at: <http://tepd.dpi.wi.gov/backgroundchecks/completing-the-fingerprint-requirement>.

The pattern shown in Question 2 below applies to Questions 3 – 14 as well.

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**1A.** Within the last 20 years, but only since you turned 17, have you physically lived, worked or attended school in a state other than Wisconsin, a listed U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands), Canada or Great Britain (England, Scotland, or Wales)? (No/Yes)

If yes to 1A, answer **1B.** Have you ever submitted fingerprints to the Wisconsin DPI with a prior license application? (No/Yes)

If yes to 1B, answer **1C.** Since you last submitted fingerprints to the Wisconsin DPI for purposes of licensure, have you physically lived, worked or attended school in a state other than Wisconsin, a listed U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands), Canada or Great Britain (England, Scotland, or Wales)? (No/Yes)

If 1A = Yes and 1B= No (or 1A= Yes and 1B=Yes and 1C=Yes), answer **1D** - Based on the information you provided, you are required to submit fingerprints to the DPI with this application. You must submit fingerprints electronically, unless you currently physically reside outside of the U.S. (check one below)

My fingerprints were captured and submitted electronically by the DPI's authorized vendor as part of this application for licensure.\*

I currently live outside of the United States. Please send me a set of two paper fingerprint cards.\*

\* I understand that if I do not submit fingerprints according to DPI requirements, processing of my application will be delayed, and may result in denial of my license.

**2.** Have you ever been disciplined for alleged misconduct in the course of **any** employment or as a member of **any** licensed or regulated profession? (No/Yes)

IF 2 = yes, answer **2A** - I reported/provided information to the DPI regarding my "Yes" answer on a previous DPI license application. (True/False)

If 2A = True, answer **2B** - I have not had any instances of professional discipline since my last application. (True/False)

*Note: For any "Yes" and "False" answers to questions 2-14, applicants will be required to upload an electronic (e.g., MS Word or PDF) version of a detailed written explanation, in their own words, describing the facts and circumstances associated with what they are reporting. Applicants must also provide complete electronic (scanned) copies of documents associated with the matter that can corroborate / illuminate their explanation of the incident. These may include the criminal complaint, judgment of conviction, police reports, disciplinary letters/findings, correspondence, etc., as applicable. (Note: Court history information printed from the CCAP web site is NOT sufficient.)*

If 2A or 2B = False, **complete 2 Upload**. Applicants must upload a complete written explanation/documentation regarding their answer.

*Please note: This same process for 2, 2A, 2B, and 2 Upload applies throughout the C & C questionnaire. Below are the main questions for 3, 4, 5, etc. The additional sub-questions, as show in questions 1, 1A, 2, 2A, etc. above, have not been included here to avoid redundancy.*

**3.** Have you ever resigned, retired, been disciplined, been dismissed or been non-renewed from any teaching or other school position, in part, for alleged:

"Immoral Conduct?" ("Immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil. "Immoral conduct" includes the intentional use of an educational agency's equipment to download, view, solicit, seek, display, or distribute pornographic material. (Sec. 115.31(1)(c), Wis. Stats.)). (No/Yes)

**3AA.** Have you ever resigned, retired, been disciplined, been dismissed or been non-renewed from any teaching or other school position, in part, for alleged:

"Incompetence?" ("Incompetence" means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)). (No/Yes)

4. Have you ever had a permit, certificate or license to teach or perform other school duties denied, revoked, suspended or surrendered? (No/Yes)

5. Is any disciplinary action in any jurisdiction currently pending against you regarding your educationally related license or employment, or any other professional license or employment? (No/Yes)

6. Have you ever been convicted of violating any civil law, local ordinance, state law or federal law, including cases that have been expunged (removed) from your record or pardoned, for any of the following?:

- actions involving sexual and/or sexually motivated behavior
- physical abuse of a child
- any other act of violence or threat of violence toward a child
- any non-violent offense in which a child was a victim, whether intentional or accidental
- any offense that involved contributing to the delinquency of a child

(yes/no)

7. Have you ever been convicted of any criminal or other offense (including criminal traffic, not general traffic violations) in any jurisdiction, including cases that have been expunged (removed) from your record or for which you have been pardoned? (No/Yes)

IF 7 = Yes, answer **7 Yes:** Identify the type(s) of criminal or other offenses for which you have been convicted: (check all that apply)

- Felony (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
- Misdemeanor (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
- Ordinance/forfeiture/criminal traffic violation (indicate in your written explanation whether the offense occurred on school property and/or involved a pupil).
- Other offense or violation (indicate in your written explanation whether the offense occurred on school property and/or involved a pupil).

*Note, after 7 Yes, 7A, 7B, and 7 Upload occurs in the same way as Question 2A, 2B, and 2 Upload above.*

**8.** Have you ever participated in a deferred prosecution agreement or program to dispose of charges resulting from a criminal investigation, including cases that have been expunged (removed) from your record?

(No/Yes)

**9.** Are you currently on probation, parole, conditional release, supervised release, bail/bond, electronic monitoring, administrative supervision or any other court-ordered supervision in any jurisdiction? (No/Yes)

**10.** Have you ever been found not guilty /acquitted for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis, of a criminal offense involving sexual or sexually motivated conduct, harm to another person or an animal or threat of harm to another person or an animal? (No/Yes)

**11.** Is any criminal charge or investigation pending against you in any jurisdiction? (No/Yes)

**12.** Have you and/or a school district/educational setting where you worked, and/or any agency or business that provided goods/services to a school/school district ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation about your conduct as an educator, or in an educationally related position, or as an employee of an agency or business that provided goods/services to a school/school district, or as paid or unpaid worker of any kind in an educational setting? (No/Yes)

**13.** Are you now, or have you ever been required to register with any state or federal sex offender registration program? (No/Yes)

**14.** Has any state, county or local human services agency ever made a finding that you engaged in conduct that constituted abuse/maltreatment and/or neglect of any person, child or adult? (No/Yes)

After answering all questions, you will then attest to the following and electronically sign by typing your name:

I AFFIRM that all of my responses to the Conduct and Competency questions and all additional information in this license application and the accompanying documentation are true to the best of my knowledge. I understand that any false statements or assertions that I make may result in denial, revocation or suspension of my license.

I HEREBY AUTHORIZE any of my current or previous employers, law enforcement agencies and the courts to release to the Wisconsin Department of Public Instruction information that pertains to my responses to questions on this form.

I UNDERSTAND that if I restrict, prevent or otherwise limit the release to the DPI of the aforementioned information, my application for licensure may be deemed, "incomplete." An incomplete application for licensure may result in denial of my license request.

\*\*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

For Reference Only