UNIVERSITY OF WISCONSIN
OSHKOSH
College of Education and Human Services

Human Services Leadership
Collaborative Degree Program

INSTRUCTION FOR OBTAINING A CRIMINAL BACKGROUND CHECK (CBC)

Per the Human Services Leadership Criminal Background Policy, a Criminal History Search (Wisconsin Statute 165.82) is required of students prior to enrollment in Introduction to Human Services (HUMAN SV-203) and prior to admission to Advanced Internship (HUMAN SV-420/421/422). For students applying for Internship (HUMAN SV-325,) an additional Criminal Background Check is required if there has been a change in your criminal history since your admission to the program.

Students will be notified of any criminal record that appears on the background check and are required to inform their placement site prior to placement. Verification of this information by the placement site to the HSL Field Placement Office is required. HSL Placement Office will provide details. Students may obtain a copy of their CBC report upon written request to the HSL Field Placement Office. CBC reports will not be released to a third party.

1. Students who are residents of Wisconsin pay a $10.00 fee. Students who have lived in multiple states anytime in the past three years will require a CBC from each applicable state. (See #4).

2. Complete form below with biographical information, and attach your payment to this form.

3. If you are completing this form for Introduction to Human Services (admission to program), mail this form and payment with registration materials to: Human Services Leadership Collaborative Degree Program, College of Education and Human Services, Attn: Catelynn Schultz, 800 Algoma Boulevard, Oshkosh, WI 54901. If you are completing this form for Advanced Internship, return as instructed with your application. Note: Forms will not be accepted without payment.

4. Students who are not residents of Wisconsin or who have lived outside of Wisconsin at any time within the past three years must contact the HSL Field Placement Assistant at (920) 424-7224 or krautscj@uwosh.edu. Additional fees and forms may be required: These fees and additional forms vary by state.

Name: _____
First Middle Initial Last

Social Security #: _____-_____-_____ Date of Birth: _____ _____ _____
Month Day Year

Racial heritage: _____ Gender: _____

Signature: _____
(Date Signed)