



## Early Childhood Education Program

### Academic Excellence, Education and Human Services Division

Welcome to Western Technical College! We are glad you have decided to enroll in the Early Childhood Education program.

Below are the steps to complete the required Wisconsin DCF (Department of Children and Families) background check.

Complete a **DCF Background Check Request Form** and submit it to Western Technical College.

- This will be entered into the DCF portal, and a fingerprint code will be generated.
- You will not need a DCF fingerprint if you are currently under 18. The background check will be completed on your name only by DCF and you will be billed \$10 from Western. Once you turn 18, you will need to complete the DCF fingerprint process.
- If you have conducted a DCF fingerprint for a WI childcare center after October 2018, you will not need an additional fingerprint.
- Once you receive a **DCF code**, go to the “Fieldprint” web site <https://www.fieldprintwisconsin.com/> and request a **fingerprint background check**. You will choose a date for fingerprinting on their web site. Complete the fingerprinting process at a Fieldprint site - LAXPrint 146 Rose Street La Crosse or another approved site on the website. Hours are typically Monday-Friday 9:30 am – 4:30 pm. Payment of \$39.00 will be processed on the website via credit card.
- You will not be able to complete field placement requirements until you have completed your fingerprinting. (Unless you are under 18)
- You will be charged \$10 annually by Western to maintain your background check eligibility.
- If you live outside of WI, you will need to complete the fingerprint process annually.

Please remember to keep a copy for your personal records of all documents you submit to Western. You will need to produce these forms multiple times in your career.

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