

Early Childhood Education Program
Health and Public Safety Division

Welcome to Western Technical College! We're glad you've decided to enroll in the Early Childhood Education program.

<p>Below are the steps to follow to complete the required Department of Children and Families background check for entrance into the Early Childhood Ed program</p>	
<p>1. Complete a Dept of Children & Families (DCF) Background Check Request Form and submit it to Western Technical College.</p> <ul style="list-style-type: none"> • DCF Fingerprint code will be given once the Intent to Enroll is completed with a College Advisor/Career Coach. • 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 in your mail, go to "Field Print" web site https://www.fieldprintwisconsin.com/ and request a Fingerprint Background check. You will choose a date for fingerprinting on their web site. Complete Fingerprinting BID process. Payment of \$39.00 will be processed on the website. • You will not be able to register for classes 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. 	

Please remember to retain a copy of this form and all documents you submit for your personal records.

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