



LICENSING RESOURCE

May 2020

Preview of ELO Conduct & Competency Questions

This document is a **PREVIEW** of 14 questions that all licensing applications must complete for their application to be reviewed. This is the last step of the online application process on the Educator Licensing Online (ELO) portal.

It is important to review these questions *before* starting your online application to determine if you will need to upload documentation of misconduct within ELO.

The Conduct and Competency Questionnaire on ELO does not have a 'save' feature and will timeout after 30 minutes of inactivity, so applicants should plan to complete this process in one sitting with any required documentation gathered ahead of time.

Fingerprints: The first question of the Conduct and Competency Questionnaire determines whether you are required to submit fingerprints for your license application. You can also make this determination by answering the same questions on the [Fingerprint Decision Tree](#).

Misconduct: Questions 2-14 determine if you have any misconduct issues. Please review these questions before you apply on ELO. Be advised that for any "Yes" and "False" answers to questions 2-14, you will be required to upload an MS Word document or PDF file with a detailed written explanation, in your own words, describing the facts and circumstances associated with the misconduct. 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.

*Please review the 14 preview questions on the following pages **before** starting your online application to determine if you will need to upload documentation of misconduct.*

PREVIEW of Conduct and Competency Questions on ELO

Determine if you need to submit fingerprints

1. 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
 - Canada
 - a U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands)
 - Great Britain (England, Scotland, or Wales)?

If “No” fingerprints are NOT required, skip to Question 2.

If “Yes” go to 1B.

- 1B.** Have you ever submitted fingerprints to the Wisconsin DPI with a prior license application?

If “Yes” go to 1C.

If “No” go to 1D.

- 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
- Canada
- a U.S. Territory (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or the U.S. Virgin Islands)
- Great Britain (England, Scotland, or Wales)?

If “No” fingerprints are NOT required, skip to Question 2.

If “Yes” go to 1D.

- 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 will complete both cards and mail them back to the DPI.*

** I understand that if I do not submit fingerprints according to DPI requirements, the processing of my application will be delayed, and my application for licensure may be denied.*

For Reference Only

PREVIEW of Conduct and Competency Questions on ELO

Misconduct Determination

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?

If "Yes" go to 2A.

If "No" skip to 3.

2A. I reported/provided information to the DPI regarding my "Yes" answer on a previous DPI license application.

If "True" go to 2B.

2B. I have not had any instances of professional discipline since my last application.

If 2A or 2B are False, applicants must upload a complete written explanation/documentation regarding their answer.

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.)*
- 3A.** 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. (Sec. 115.31(1)(d), Wis. Admin. Code).*
4. Have you ever had a permit, certificate or license to teach or perform other school duties denied, revoked, suspended or surrendered?
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?

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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

7. Have you ever been convicted of any criminal offense (including criminal traffic matters, not general traffic violations) in any jurisdiction, including cases that have been expunged (removed) from your record or for which you have been pardoned?

If "Yes" Identify the type(s) of criminal 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/Traffic violation (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
 - Other criminal offense or violation (indicate in your written response whether the offense occurred on school property and/or involved a pupil).
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?
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?)
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?
11. Is any criminal charge or investigation pending against you in any jurisdiction?

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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?
13. Are you now, or have you ever been required to register with any state or federal sex offender registration program?
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?

_____ End of Preview Questions

Did you answer “Yes” or “False” to any of questions 2-14?

If so, you are required to upload a MS Word or PDF file in ELO with a detailed written explanation, in your own words, describing the facts and circumstances associated with the misconduct.

You 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.*

For more information please contact the [Licensing Online Help desk](#).



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