



## **WSMA Background Check and Online Training Requirements for Adjudicators**

Wisconsin School Music Association (WSMA) instituted a policy in June 2019 that provided use of the Wisconsin Circuit Court Access Program (CCAP Alert) monitoring system for those working in connection with WSMA Festivals. A continuation of this policy coupled with increasing requirements from our festival school partners now requires all adjudicators to submit to more formal background checks.

It is also the responsibility of WSMA to ensure that adults working with youth through our programs receive information and guidance on protecting students from abuse and the issue of implicit bias as well as successfully passing a criminal background check. This is done for the safety of students, schools, WSMA and the adjudicator.

Effective July 1, 2022, Wisconsin School Music Association requires WSMA adjudicators to complete a background check and specific training prior to working directly with students and/or families as part of Festivals as required by the current WSMA Board of Directors policy.

**Background checks are done through InCheck and courses are taken through the National Federation of State High School Associations (NFHS) website.**

Before the 2022-23 festival season, the following are required for all WSMA adjudicators:

### **Required Online Training Courses for Adjudicators:**

- [Protecting Students from Abuse](#)
- [Implicit Bias](#)

At the completion of the courses, individuals must submit their certificate of completion to WSMA [through this form](#). **Course completion is valid for four years followed by a rotation of updates after the initial course completion.**

### **Required Individual Background Check:**

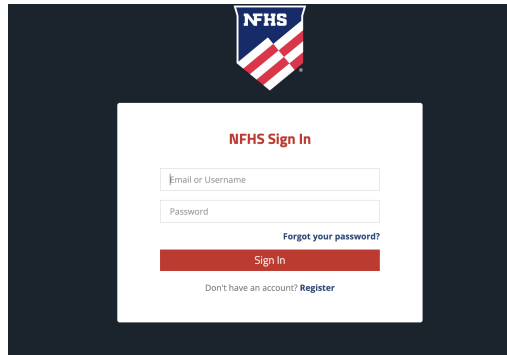
Background checks are conducted online through InCheck. An InCheck background check is currently \$9.50 per individual and is purchased by the adjudicator. If InCheck requires additional information to complete the background check from the individual, further expense may be incurred as determined by the vendor.

WSMA will provide the necessary information to InCheck, including email address and the adjudicator will then receive an email directly from InCheck with the steps to complete the background check. Both the adjudicator and WSMA will receive a copy of the background check report, and the adjudicator may use this for other needs related to adjudication, such as a school hosting a District Festival, or for other situations requiring a background check.

## Instructions on Completing the Online Courses for Adjudicators

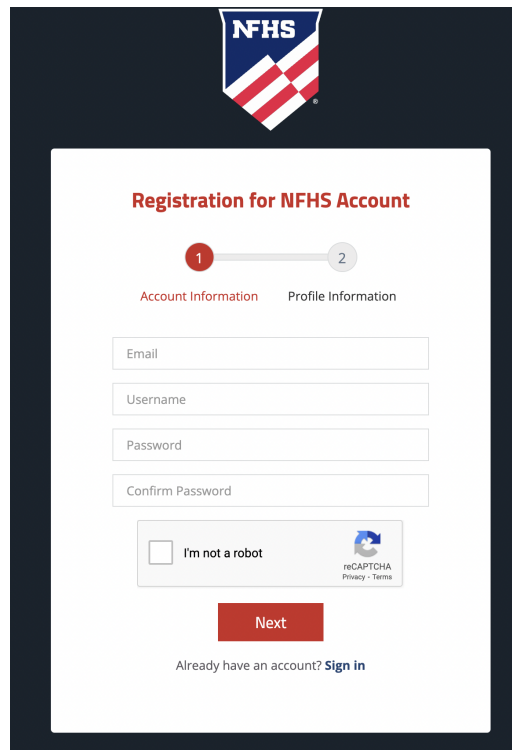
All courses will be taken through the National Federation of State High School Associations (NFHS) website.

1. Register for an account at this [link](#).



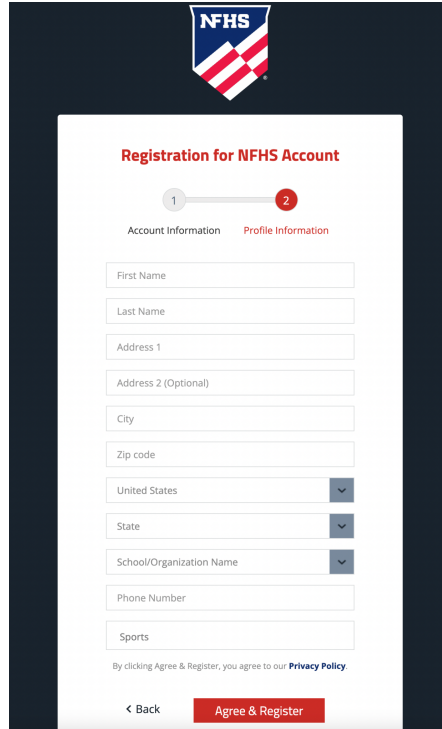
The screenshot shows the NFHS Sign In page. At the top is the NFHS logo. Below it is the title "NFHS Sign In". There are two input fields: "Email or Username" and "Password". Below the password field is a link "Forgot your password?". A red "Sign In" button is centered below the fields. At the bottom, there is a link "Don't have an account? Register".

2. Provide email; create a username; create a password and confirm.



The screenshot shows the "Registration for NFHS Account" page. At the top is the NFHS logo. Below it is the title "Registration for NFHS Account". There is a progress indicator with two steps: "1" (active) and "2". Below the progress indicator are two tabs: "Account Information" (selected) and "Profile Information". There are four input fields: "Email", "Username", "Password", and "Confirm Password". Below the input fields is a reCAPTCHA widget with the text "I'm not a robot" and a "Next" button. At the bottom, there is a link "Already have an account? Sign in".

3. Create a profile and then "Agree and Register".



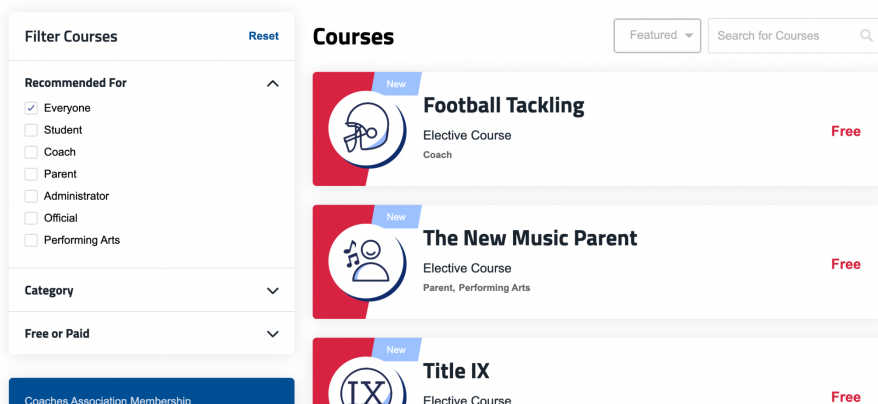
The image shows a registration form for an NFHS account. At the top is the NFHS logo. Below it, the title "Registration for NFHS Account" is displayed. A progress indicator shows two steps: "1" (Account Information) and "2" (Profile Information), with "2" being the active step. The form contains the following fields: First Name, Last Name, Address 1, Address 2 (Optional), City, Zip code, United States (dropdown), State (dropdown), School/Organization Name (dropdown), Phone Number, and Sports. At the bottom, there is a "Back" link and an "Agree & Register" button. A small note states: "By clicking Agree & Register, you agree to our Privacy Policy."

4. Register for Courses: <https://nfhslearn.com/courses>

5. Click "COURSES"



6. Type name of course in "Search for Courses"



The image shows a search results page for courses. On the left is a "Filter Courses" sidebar with a "Reset" button. The sidebar includes a "Recommended For" section with checkboxes for "Everyone" (checked), "Student", "Coach", "Parent", "Administrator", "Official", and "Performing Arts". Below this are "Category" and "Free or Paid" dropdown menus. The main content area is titled "Courses" and features a search bar with a "Featured" dropdown and a "Search for Courses" input field. Three course cards are displayed: "Football Tackling" (Elective Course, Coach, Free), "The New Music Parent" (Elective Course, Parent, Performing Arts, Free), and "Title IX" (Elective Course, Free). Each card has a "New" badge in the top left corner.

7. Select and order the course.

8. Select Wisconsin for the state.

9. Choose “myself” on the next screen and complete the checkout process. Click on “Go to My Courses” and begin the course

If you require any additional support with accessing your course, please contact Tim Wurgler ([twurgler@wsmamusic.org](mailto:twurgler@wsmamusic.org))