



## Professional History Report

**Note to Applicant:** You must submit your Professional History Report.

In order for Hired recruits to enroll in preparatory training, the 303 web form, the Verification of Employment Standards and Application for Certification form, must have already been submitted by the employing agency to the Bureau via the Acadis Portal. (Or submitted before the Interview portion of the application process, otherwise, those recruits will have to attend the Interview portion.) Hired recruits may either use the "Email my Professional History Report" feature in Acadis or print a copy to PDF and upload to the application system to provide verification to a training school that they are employed by and have met the minimum employment requirements.

If you have any questions please contact Kris Wubben directly at (608) 822-2706 or [kwubben@swtc.edu](mailto:kwubben@swtc.edu).