

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## CAREGIVER BACKGROUND CHECKS

State and federal laws require all students to complete a caregiver background check before participating in a clinical requirement that involves contact with patients or children in a caregiver role. This legislation is described at the Wisconsin Department of Health Services (DHS) website at [Caregiver Programs | Wisconsin Department of Health Services](#)

Since the ADN program requires students to perform in a caregiver role in clinical facilities, Northwood Tech is required to perform background checks prior to placement in those clinical facilities. Pertinent clinical facilities utilized by the campus that the student attends will be notified of ALL discrepancies found by the background check process. It is the prerogative of the clinical facility to refuse to allow a student to complete clinical experiences at their facility based on background check information. Efforts will be made to place a student in a clinical facility. If denied at one clinical facility, an attempt will be made to make a clinical placement at one other clinical facility, if a second facility is available, for a total of two attempts. The student will be notified by email if clinical placement was not successful due to background discrepancies. The student will not be eligible to attend clinical for that campus but may request transfer to another campus. If a background discrepancy occurs after the student is enrolled, the student will need to fill out a [Self-Reporting Requirements](#) form and submit the form to the Associate Dean of Nursing/ADN Program Director. The discrepancy will be sent to the clinical facility for their decision at that time. The student may need to complete an additional background check renewal based on clinical facility requirements. This background check renewal will be at the student's expense. Inability to attend clinical experiences based on background discrepancies may result in dismissal from the program, since clinical competencies could not be met.

**SECTION A.1 of the BACKGROUND INFORMATION DISCLOSURE** form requires disclosure of all pending criminal charges and convictions. This includes pending charges, as well as conviction of a felony, misdemeanor, or municipal ordinance violation in any court, including all military courts, or a tribal court. If a student is uncertain as to whether a pending charge or conviction is covered, they should disclose it. Convictions are reviewed on an individual basis with respect to impact upon admission to the program and will not necessarily prevent a student from entering and participating in the program. Failure to disclose a previous or new charge or conviction may prevent program admission or result in dismissal from the program.

From the time the Background Information Disclosure form is completed until graduation or dismissal from the program, if the student is charged with or convicted of a crime or a municipal ordinance violation of any type, before any court, or investigated for any violation of a local, state, or federal law, the student must report this to the Northwood Technical College Associate Dean of Nursing/ADN Program Director within seven (7) business days via a self-reporting form. Failure to report may result in program dismissal.

Although a conviction history might not prevent students from being admitted and participating in the ADN program, state Boards of Nursing to whom application is made to take the National Licensure Examination (NCLEX) for practical nurse or registered nurse licensure will investigate certain convictions. Depending on their determination, an applicant may not be allowed to earn a license in nursing. Please check with the Board of Nursing in the state you are taking the NLCEX to request information if they offer predetermination for the application and licensing.

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The following background checks are required:

1. A Wisconsin Caregiver Background Check completed no more than 90 days prior to entry into the ADN core program. If a student does not attend clinical for two semesters, a repeat background check is required before the student may reenter the program.
2. A National Criminal Background Check completed one time upon entry into the ADN program. This will need to be completed again if the student is out of clinical for more than two semesters.
3. For students on the Superior campus, a Minnesota Background Check completed upon entry to the ADN program. The Minnesota background check requires fingerprints and photo. A link to the Minnesota Department of Human Services applicant background study is available in Student Passport.

Students are responsible for all fees associated with background checks.

**Procedure**

1. Students will complete a Background Information Disclosure (BID) form after the Associate Degree of Nursing orientation session to the program and will submit by a specified date.
2. **A Self-Reporting Requirement** form must be completed within seven (7) business days if the student has a new charge. This must be sent to the Associate Dean of Nursing/ADN Program Director with a copy retained by the student.
3. The fee for the background check must be paid when completing the background check forms. Students who will have clinical rotations in Minnesota (Superior campus) will also need to have a Minnesota background check completed.
4. Background checks completed at places of employment or other colleges are not acceptable for use as a student.
5. Forms are processed within the DOJ and the DHS to identify or confirm the existence or absence of a record of previous convictions or pending charges.
6. Students will upload the results of the MN background checks to the clinical document storage platform (i.e., Clinician Nexus). The ADN program coordinator will review the results.
7. Students will complete a national criminal background check and WI background checks through an external source (i.e., CastleBranch) and directions will be given out at orientation. The students will upload the results of this background check to the clinical document storage platform (i.e., Clinician Nexus). The fee for this background check is paid directly to CastleBranch.
8. The ADN Program Coordinator will forward any background check discrepancy with conviction status to the clinical facility for their review.
9. The clinical facility will decide if the student will be able to complete clinical experiences at that facility. The clinical facility reserves the right to refuse to allow students with a conviction record to complete experiences at that facility. The student will be notified by email if clinical placement was not successful due to a background discrepancy. If denied by two clinical facilities, the student will not be eligible to attend clinical for that campus but may request transfer to another campus.

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10. If a determination is made that the student cannot be placed in a clinical facility, the student will be unable to complete the competencies of the clinical course. This will result in failure of that course and may result in dismissal from the program. Students are notified of this policy through inquiry information and at the orientation session.
11. Students have access to their background studies through an external source (i.e., CastleBranch, MN DHS).