

## FY25 (2024-25) Health Sciences Student Caregiver & Criminal Background Checks (CBCs)

**Please see page 2 for CBC requirement and timeline for each HS program**

Students are responsible for all CBC costs (subject to change):

- Wisconsin Caregiver Background Check is required for all HS programs: \$15
- Verified Credentials National Criminal Background Check is required for programs designated on page 2: \$68
- Minnesota Caregiver Background Check as designated by program instructor/advisor: \$44 + \$10.50 for fingerprinting/photograph
- Additional State Background Checks as designated by program instructor/advisor: cost varies by state

**To complete the WI Caregiver Background check:** Complete the attached Student ID Form and State of Wisconsin Background Information Disclosure form. Send both documents with a check for \$10 **OR** a copy of your entire WI Caregiver Background Check (complete BID, DOJ and DHS results) run by a Northwood Tech employee (within the last 90 days) to campus designee listed below.

**IF REQUIRED to complete the National Criminal Background Check:** Open the Verified Credentials, LLC document provided on your program Orientation webpage and click on the GET STARTED NOW link.

**IF REQUIRED to complete a MN Caregiver Background check:** Complete the attached Student ID Form and the MN DHS CFC BGS Data Collection Form. Please note you will also need to provide an [acceptable form of ID](#) that matches the address/information provided on the Data Collection Form. As required, the MN DHS Background Study Notice of Privacy Practices is also attached for your reference. Send the Student ID, Data Collection Form, and acceptable form of ID with a check for \$44 to campus designee listed below:

<p><b>Ashland</b> Cassie Vesey Northwood Technical College 2100 Beaser Ave Ashland, WI 54806 715-685-3068 <a href="mailto:cassie.vesey@northwoodtech.edu">cassie.vesey@northwoodtech.edu</a></p>	<p><b>New Richmond</b> Joanna Brenna Northwood Technical College 1019 S Knowles Ave New Richmond, WI 54017 715-246-6561 <a href="mailto:joanna.brenna@NorthwoodTech.edu">joanna.brenna@NorthwoodTech.edu</a></p>
<p><b>Rice Lake</b> Ashley Smith Northwood Technical College 1900 College Dr Rice Lake WI 54868 715-788-7095 <a href="mailto:ashley.smith@NorthwoodTech.edu">ashley.smith@NorthwoodTech.edu</a></p>	<p><b>Superior</b> Nikki Kruger Northwood Technical College 600 N 21st St Superior, WI 54880 715-319-7325 <a href="mailto:nikki.kruger@NorthwoodTech.edu">nikki.kruger@NorthwoodTech.edu</a></p>

**REQUIRED CBCs MUST BE SUBMITTED  
BY DATE DESIGNATED ON PAGE 2**



**Health Sciences**  
**Student Identification (ID) Information for Background Checks**  
(please print legibly)

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Northwood Tech Email Address \_\_\_\_\_

Social Security Number (required for WI Caregiver Background Check) \_\_\_\_\_

Race (required for WI Caregiver Background Check)      \_\_\_\_\_ White      \_\_\_\_\_ Black  
\_\_\_\_\_ Asian or Pacific Islander      \_\_\_\_\_ American Indian or Alaskan Native      \_\_\_\_\_ Unknown

**Program**

Instructor/Advisor will inform students if MN and/or other state background check is required.

\_\_\_\_\_ **Dental Assistant:** WI & National CBCs required prior to entry into the DA program; Policy DA-07

\_\_\_\_\_ **Health Information Technology:** WI & National CBCs required before the start of the fourth semester of coursework; Policy HIT-07

\_\_\_\_\_ **Medical Assistant:** WI & National CBCs required prior to entry into the MA program, and again 90 days prior to MA Practicum; Policy MA-12

\_\_\_\_\_ **Medical Laboratory Technician:** WI CBC required between May 26 and September 26 of the year you are admitted to (513) courses

\_\_\_\_\_ **Nursing Assistant:** WI CBC required prior to entry into the NA program

\_\_\_\_\_ **Nursing-Associate Degree:** WI, MN (Superior students only), & National required prior to entry into the ADN program; Policy ADN C-02

\_\_\_\_\_ **Occupational Therapy Assistant:** WI CBC required between August 1 and September 1 of the year you are admitted to (514) courses; Policy OTA-29

\_\_\_\_\_ **Pharmacy Technician:** WI & National CBCs required prior to entry into the PharmTech program; Policy PhT-05

\_\_\_\_\_ **Phlebotomy:** WI CBC required prior to entry into the Phlebotomy program; Policy Phleb-04

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(typed signature is acceptable)

This information is considered private and will be kept in a secured electronic file.

## BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS: INSTRUCTIONS

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### PURPOSE

- The *Background Information Disclosure for Employees and Contractors (form F-82064)* gathers information required by Wis. Stat. § 50.065 and Wis. Admin. Code ch. DHS 12 for entities to conduct [caregiver background checks](#) for prospective and existing employees and contractors. This form may also be used by entities to conduct background checks for students and volunteers that are expected to have regular and direct contact with clients.
  - **NOTE:** Form F-82064 should not be used by applicants for *entity operator approval* or by entities requesting approval for an individual to reside in entity facilities as a *non-client resident*. Applicants for *entity operator approval* or for a *non-client resident* background check must request an [entity background check](#) from the Division of Quality Assurance.
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### CAREGIVER BACKGROUND CHECK LAW

[Entities](#) must conduct background checks to verify initial and renewal eligibility of employees and contractors to serve as [caregivers](#). Pursuant to Wis. Stat. § 50.065 and Wis. Admin. Code ch. DHS 12, an entity may not employ or contract with an individual to serve as a “caregiver,” if the individual has certain governmental findings or criminal convictions affecting eligibility. See [Offenses Affecting Eligibility for Employment or Contract in Roles with Client Contact](#).

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### APPLICATION

Caregiver Background Checks are required for prospective and existing employees and contractors of entities. The term [entity](#) includes, but is not limited to:

- Adult Day Care Centers
  - Adult Family Homes
  - Alcohol and Other Drug Abuse Treatment Programs
  - Ambulance Service Providers
  - AODA Services
  - Community Based-Residential Facilities
  - Community Mental Health Programs
  - Community Support Programs
  - Comprehensive Community Services
  - Corporate Guardianships
  - Facilities Serving People with Developmental Disabilities
  - Emergency Mental Health Service Programs
  - Home Health Agencies
  - Hospices
  - Hospitals
  - Mental Health Day Treatment Services for Children
  - Nursing Homes
  - Outpatient Mental Health Clinics
  - Personal Care Agencies
  - Residential Care Apartment Complexes
  - Rural Medical Centers
  - Youth Crisis Stabilization Facilities
  - Programs regulated by ch. DHS 75
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### FAIR EMPLOYMENT ACT & ELIGIBILITY REQUIREMENTS

Wisconsin Stat. §§ 111.31 – 111.395, prohibits discrimination because of a criminal record or pending charge. However, it is not discrimination to decline to hire or license a person based on the person’s arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job or licensed activity. In addition, Wisconsin law establishes conditions of eligibility for employment or contract to work in roles with regular and direct client/patient contact.

Wis. Stat. § 50.065(4m)(b) reads:

Notwithstanding s. 111.335, and except as provided in sub. (5), an entity may not employ or contract with a caregiver or permit to reside at the entity a nonclient resident, if the entity knows or should have known any of the following:

1. That the person has been convicted of a serious crime.
2. That a unit of government or a state agency, as defined in s. 16.61 (2) (d), has made a finding that the person has abused or neglected any client or misappropriated the property of any client.
3. That a final determination has been made under s. 48.981 (3) (c) 5m. or, if a contested case hearing is held on such a determination, a final decision has been made under s. 48.981 (3) (c) 5p. that the person has abused or neglected a child.
4. That, in the case of a position for which the person must be credentialed by the department of safety and professional services, the person’s credential is not current or is limited so as to restrict the person from providing adequate care to a client.

See [Offenses Affecting Eligibility for guidance](#).

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## BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

- **PENALTY:** A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).
- Completion of this form to verify your eligibility for employment/service as a “caregiver” is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract or service agreement.

Refer to DQA form [F-82064A, Instructions](#), for additional information.

**Check the box that applies to you.**

- Applicant / Employee  Student / Volunteer  
 Contractor  Other – Specify:

**NOTE:** This form should NOT be used by applicants for *entity operator approval* (license, certification, registration or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a *non-client resident*. Applicants for *entity operator approval* or for a *non-client resident* background check must request an [entity background check](#) from the Division of Quality Assurance.

Full Legal Name – <i>First</i>	<i>Middle</i>	<i>Last</i>
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Other Names (including prior to marriage)

Position Title ( applied for or existing)	Birth Date (MM/DD/YYYY)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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Home Address	City	State	Zip Code
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Business Name and Address – Employer (Entity)

**Answering “NO” to all questions does not guarantee employment, a contract, or service agreement.**

If more space is required, attach additional documentation to this form and indicate “see attached” in your answer.

### SECTION A – DISCLOSURES

1. Do you have any criminal charges pending against you, including in federal, state, local, military, and tribal courts?  
If **Yes**, list each charge, when it occurred or the date of the charge, and the city and state where the court is located. Yes No  
You may be asked to supply additional information, including a copy of the criminal complaint or any other relevant court or police documents.
2. Were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts?  
If **Yes**, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located. Yes No  
You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents.
3. Please note that Wis. Stat. § 48.981, *Abused or neglected children and abused unborn children*, may apply to information concerning findings of child abuse and neglect.  
Has any government or regulatory agency (other than the police) ever found that you committed **child** abuse or neglect? Yes No  
Provide an explanation below, including when and where the incident(s) occurred.
4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected **any person or client**? Yes No  
If **Yes**, explain, including when and where it happened.

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|---|---|--|
| <p>5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>     | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>6. Has any government or regulatory agency (other than the police) ever found that you abused an <b>elderly person</b>?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?<br/>If <b>Yes</b>, explain, including credential name, limitations or restrictions, and time period.</p> | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |

**SECTION B – OTHER REQUIRED INFORMATION**

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|---|---|--|
| <p>1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services?<br/>If <b>Yes</b>, explain, including when and where it happened.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility?<br/>If <b>Yes</b>, explain, including when and where it happened and the reason.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>3. Have you been discharged from a branch of the US Armed Forces, including any reserve component?<br/>If <b>Yes</b>, indicate the year of discharge:<br/>Attach a copy of your DD214, if you were discharged within the last three (3) years.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>4. Have you resided outside of Wisconsin in the last three (3) years?<br/>If <b>Yes</b>, list each state and the dates you resided there.</p>  | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>5. If you are employed by or applying for the State of Wisconsin, have you resided outside of Wisconsin in the last seven (7) years?<br/>If <b>Yes</b>, list each state and the dates you resided there.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>6. Have you had a caregiver background check done within the last four (4) years?<br/>If <b>Yes</b>, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.</p>   | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |
| <p>7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe?<br/>If <b>Yes</b>, list the review date and the review result. You may be asked to provide a copy of the review decision.</p> | <p>Yes<br/><input type="checkbox"/></p> | <p>No<br/><input type="checkbox"/></p> |

**Read and initial the following statement.**

I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.

<p><b>NAME</b> – Person Completing This Form</p>	<p>Date Submitted</p>
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