



2024-25 DA Student Paperwork Checklist

Please note: DA Program Orientation will occur Friday, August 23, 2024, at 1:30 p.m.

1900 College Drive, Rice Lake, Room 150 (Dental Lab)

Contact Megen Elliott, DA Program Director with questions regarding paperwork on this list or orientation at megen.elliott@northwoodtech.edu

PAPERWORK ITEM	GIVE INFO TO	DUE DATE	COMPLETED?
WI Caregiver Background Check	Fill out Background Information Disclosure & "Student ID form" (found on DA Program Webpage) and submit with \$10 to Student Services	August 23, 2024	
National Criminal Background Check (Verified Credentials, LLC)	Click on the Verified Credentials LLC link on DA Program Webpage. Be sure to complete all steps and watch for email communication from Verified Credentials.	August 23, 2024	
MN Caregiver Background Check (only if Clinical in MN, your Program Director will work with you in the future if this is needed)		N/A	
Copy of BLS Basic Life Support card (front & back)	DA Program Director	August 23, 2024 (unless otherwise arranged)	
Completed Health Form (includes immunization records and one-step test result)	DA Program Director	August 23, 2024 (unless otherwise arranged)	
Dental Provider Permission Form	DA Program Director	August 23, 2024	
Dental Practice Shadow Form	DA Program Director	August 23, 2024	
Computer Skills Checklist	DA Program Director	August 23, 2024	