



NORTHWOOD TECHNICAL COLLEGE 10-530-1 Health Information Technology (HIT) Background Check Disclosure

Northwood Technical College students accepted into this program are required to have Caregiver Background and/or Criminal History checks at the state and/or national levels. These checks are run after the student has been admitted into their program and before the start of specific coursework or entering clinical agencies. Results from these checks for students admitted to these programs may:

- Prevent enrollment, participation, and/or admission in coursework required for graduation
- Affect ability to secure employment in the field of study upon graduation

Fees will be charged to run these background checks and are the student's responsibility. Costs found on Northwood Tech's website at: www.NorthwoodTech.edu/finance/tuition.htm

Wisconsin Caregiver Program offenses affecting caregiver eligibility for Chapter 50 programs [Wisconsin DHS Caregiver Program Offenses.pdf](#).

Health Information Technology (HIT) - HIT students are required to attend a clinical course in 4th semester (10530196 Professional Practice), therefore, a Wisconsin (state-specific) caregiver background check and national criminal background check are run on HIT students before the start of 10530196 Professional Practice. The state-specific caregiver background check will be required for the state where the student will be placed for their clinical experience.

The HIT Program Director will continue to attempt placement for the HIT student with a negative mark on his/her background check until the Program Director receives three negative responses from three different potential clinical agencies. Once three different potential clinical agencies have declined a HIT student on the basis of the results of his/her negative background check, the Program Director will cease to pursue placement for that student. It is the prerogative of the clinical facility to refuse to allow a student to complete a clinical experience at their facility based on background check information. Inability to complete a clinical experience based on background discrepancies may result in dismissal from the program, since course competencies could not be met.

Background Check Signature Statement

Northwood Technical College students accepted into this program are required to have Caregiver Background and/or Criminal History checks at the state and/or national levels. By signing below, I am confirming that I have read and understand the bulleted information below and the information contained in this Background Check Disclosure.

- That state and national background checks will be run before and/or after acceptance into the program and that I am responsible for the fees.
- If there are findings on my background check, it could prevent my participation in coursework required for graduation and/or affect my ability to secure employment in my field of study upon graduation.
- If there are no clinical agencies that will accept me based on my background check findings, I will be not eligible to be in or complete your program.
- My background check findings will be communicated to me by a Northwood Tech staff person.

(This signed document is needed only for those students who did not complete the online application or requested additional information.)

Signature: _____

Student ID: _____

Program: _____

Date: _____