



## NORTHWOOD TECHNICAL COLLEGE 31-508-1 Dental Assistant (DA) 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](http://www.NorthwoodTech.edu/finance/tuition.htm)

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

**Dental Assistant (DA)** - DA students are required to obtain a minimum of 300 hours of clinical experience which includes a minimum of 2 clinical offices as well as specialty rotations, therefore, a Wisconsin caregiver background check and national criminal background check should be completed no more than 30 days prior to entry into the DA program. The DA Program Director will continue to attempt placement for the DA student with a negative mark on his/her background check until the Program Director received three negative responses from three different potential rotation agencies. Once three different potential rotation agencies have declined a DA 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 specialty office to refuse to allow a student to complete the rotation at their facility based on background check information. Inability to complete office rotations based on background discrepancies may result in dismissal from the program, since course competencies could not be met. If a student leaves the program for any length of time, a repeat background check may be required before the student may reenter the program.

## 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: \_\_\_\_\_