

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 experiences for that campus but may request transfer to another campus.

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 a 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 Requirements** form. Information from the form may be sent to pertinent clinical facilities for their decision related to a discrepancy at that time. Failure to report a change in background check information may result in program dismissal.

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.

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 planning to be licensed, if they offer predetermination for the application and licensing eligibility related to any background check discrepancies.

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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 experiences 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 does not attend clinical experiences for more than two semesters.
3. For students on the Superior campus, a Minnesota Background Check is to be completed upon entry to the ADN program. The Minnesota background check requires fingerprints and photo. Information about the Minnesota Department of Human Services applicant background study is available in Clinician Nexus.

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 is to be submitted by a specified date.
2. Students will complete a national criminal background check and WI background check through an external source (i.e., CastleBranch) and directions will be provided to students at orientation. Students will upload the results of their background check to the clinical document storage platform (i.e., Clinician Nexus). The fee for these background checks is paid by the student directly to CastleBranch.
3. Students who will have clinical rotations in Minnesota (Superior campus) will also need to have a Minnesota background check completed. Students will upload the results of the MN background checks to the clinical document storage platform (i.e., Clinician Nexus). The fee for the background check must be paid by the student when completing the MN background check forms.
4. **A Self-Reporting Requirements** 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.
5. Background checks completed at places of employment or other colleges will not be accepted for use as student documentation.
6. Background check 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.
7. The ADN Program Coordinator will review all background check results submitted in the clinical document storage platform (i.e., Clinician Nexus).
8. The ADN Program Coordinator will forward any background check discrepancy with conviction status to pertinent clinical facilities for their review.

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9. The clinical facility will decide if the student will be eligible 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 experiences for that campus but may request transfer to another campus.
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. If enrolled in a clinical course, this will result in failure of that course. It may also result in dismissal from the program.
11. Students have access to their background studies through an external source (i.e., CastleBranch, MN DHS).
12. After the initial background check, an additional background check renewal may be required by a clinical facility or based on self-reporting information provided. The cost of the renewal will be at the student's expense.
13. Students are notified of this policy at orientation to the program and when background check discrepancies are identified.