

Self-Reporting Requirements for Background Checks

Note: This form should only be used to report an incident or life event that could result in an update to a background check previously run by Northwood Tech. If you are not sure if you should do a self-report, please contact the program director listed below.

I understand that my enrollment in required clinical experiences of the ADN program is conditioned upon a clearance following review of all required background checks, including national, Wisconsin, and/or Minnesota.

I understand that from the time I submit all required background checks until I graduate from or drop the program, if I am charged with or convicted of a crime or a municipal ordinance violation of any type, before any court, or if I am investigated for any violation of a local, state, or federal law, I must report this to the Northwood Technical College ADN Program Director within seven (7) school days. I understand and acknowledge that the result of the background check and any subsequent investigation, charge, or conviction may cause me to be barred or suspended from clinical programs. I also understand and acknowledge that this may delay or prevent my graduation from the program and eligibility for RN licensure. I am further informed and understand that my failure to report any required information will prevent enrollment in clinical courses and result in dismissal proceedings.

I understand that information from this form will be shared with clinical partners, and 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, including new convictions listed below. I also understand that the clinical facility that I am attending may require me to complete a background check renewal based on the convictions listed on this self-reporting form or per their requirement.

I also understand that after the initial background check, Northwood Tech may conduct a new background inquiry at any time the ADN Program Director has reason to believe that a further background check should be conducted. Finally, I am informed and understand that all background checks are obtained at the expense of the student.

Self-Reporting Requirements for Background Checks

Student name _____ Northwood Tech Student ID _____

City, County, and State of violation

Nature of the violation

Student Signature _____ Date _____
(typed signature is acceptable)

For more information or to submit this form, contact the Associate Dean of Nursing/ADN Program
Director:

Lorraine Sacino Murphy, EdD, MSN, RN, CNE
Northwood Technical College
1900 College Dr.
Rice Lake, WI 54868
Phone: 715-788-7089
lorraine.sacinomurphy@northwoodtech.edu