

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

## **WISCONSIN CAREGIVER BACKGROUND CHECK**

All OTA students are required to complete a Wisconsin Caregiver Background Check. Some facilities require a National Criminal Background Check, which can be completed through Verified Credentials, LLC. In addition to that, if you are a student who will complete OTA Fieldwork or course activities in Minnesota or another state, you will also be required to complete a Minnesota Caregiver Background Check or appropriate out of state background check. Prior to OTA Fieldwork, your Program Director or Fieldwork Coordinator will inform you if the National and/or MN background check is needed.

Wisconsin Caregiver Background Check must be completed between August 1 and September 1 of the year you are admitted to OTA core (514-XXX) courses. Turn in your completed background check form and fee to your home campus contact person indicated in OTA Online Orientation. Completion of this form is required for every entering or re-entering OTA student. Then upload the results, once received, to Clinician Nexus.

From the time the Background Information Disclosure form is completed until graduation or dismissal from the program, if the 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 Occupational Therapy Assistant Program Director within seven (7) school days. Failure to report will result in program dismissal.

The result of the background check and any subsequent investigation, charge, or conviction may cause the student to be barred or suspended from the fieldwork program. This may delay or prevent graduation from the program, as well as delay or prevent receiving licensure. Student failure to report any required information will prevent enrollment in fieldwork courses and result in dismissal proceedings.

A further background check may be conducted prior to enrollment in any fieldwork course. After the initial background check, Northwood Tech may conduct a new background inquiry at any time the OTA Program Director has reason to believe that a further background check should be conducted. Finally, all background checks are obtained at the expense of the student.