

Student Caregiver & Criminal Background Checks (CBCs)

Occupational Therapy Assistant (OTA) students are required to complete the following background checks between August 1 and September 1 of the year they are admitted to (514) courses:

- WI Caregiver Background Check
- If requested by the fieldwork site - National Criminal Background Check
- Students who will complete fieldwork in Minnesota ONLY - MN Department of Human Services (DHS) Background Study

To complete the WI Caregiver background check:

- Fill out these forms:
 - [WI Background Identification Disclosure \(BID\)](#)
 - [Northwood Tech Student Identification \(ID\) form](#)
- Submit the completed forms to the staff member listed for your campus:
 - Ashland- Cassie Vesey cassie.vesey@northwoodtech.edu
 - New Richmond- Mary Diestel mary.diestel@northwoodtech.edu
 - Rice Lake- Ashley Smith ashley.smith@northwoodtech.edu
 - Superior- Nikki Kruger nikki.kruger@northwoodtech.edu

To complete the National Criminal Background Check:

- Open the Verified Credentials, LLC link and click GET STARTED NOW.
 - [Verified Credentials for Ashland OTA students](#)
 - [Verified Credentials for New Richmond OTA students](#)
 - [Verified Credentials for Rice Lake OTA students](#)
- Follow the instructions to complete your purchase.

To complete the MN Department of Human Services (DHS) Background Study

- **If required ONLY**--The instructor or program director will provide more information.
 - Review the [MN DHS Background Study Notice of Privacy Practices](#)
 - Check your email for updates about your background study.
 - Information about completing the fingerprinting and photo requirement will be emailed to you. The fee for fingerprints and photos is \$10.50.
 - See more information on the MN DHS Background Studies website <https://mn.gov/dhs/general-public/background-studies/>

To update a background check

- After initial background checks are completed, you may need to update your checks. For details about this requirement or to report changes, use this form:
 - [Self-Report](#) form for background checks

Pricing and staff members on campus are subject to change.