



**NORTHWOOD TECHNICAL COLLEGE**  
**30-543-1 Nursing Assistant (NA) and**  
**17-543-1 Nursing Assistant – Limited Term**  
**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](#).

**Nursing Assistant (NA)** - NA students are required to complete 45 hours of clinical in the program. A Wisconsin caregiver background check is required for this program. Wisconsin caregiver background checks are run after the nursing assistant orientation which is usually held two weeks prior to the start of the classes. Prior to the first day of the class, all negative results are reviewed by the Nursing Assistant Program Director and forwarded to the assigned clinical agency. If the clinical agency where the course is being held will not accept the student based on the background check findings, the students must be excused from the NA program, regardless of the student's academic standing.

**Nursing Assistant – Limited Term** – Nursing Assistant – Limited Term students are required to complete 16 hours of clinical in the program. A Wisconsin caregiver background check is required for this program. Wisconsin caregiver background checks are run after the nursing assistant orientation which is usually held two weeks prior to the start of the classes. Prior to the first day of the class, all negative results are reviewed by the Nursing Assistant Program Director and shared with the student. Information from the Caregiver Background Check may affect ability to find employment after graduation.

## 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.
- For Nursing Assistant Technical Diploma only: 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.)*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_