

## SELF-REPORTING REQUIREMENTS

**\*This form should only be used to self-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 self-report, please contact the program director listed below.**

I understand that my enrollment in required fieldwork experiences of the Occupational Therapy Assistant program is conditioned upon a clearance following review of my background disclosure information and confirmation of the accuracy of the information through the Wisconsin Departments of Justice.

I understand that from the time I complete the Background Information Disclosure form 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 Occupational Therapy Assistant 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 fieldwork programs. I also understand and acknowledge that this may delay or prevent my graduation from the program, as well as delay or prevent my receiving licensure. I am further informed and understand that my failure to report any required information will prevent enrollment in fieldwork courses and result in dismissal proceedings.

I understand that a further background check will be conducted prior to my enrollment in any fieldwork course. I also understand that 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, I am informed and understand that all background checks are obtained at the expense of the student.

**Occupational Therapy Assistant Program Director:**

Becky Mika, OTR MBA-HCA  
Northwood Technical College  
2100 Beaser Ave.  
Ashland, WI 54806  
715-319-7263

[Becky.Mika@NorthwoodTech.edu](mailto:Becky.Mika@NorthwoodTech.edu)

Print name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Must be provided to process the BID)

City, County, and State of Violation: \_\_\_\_\_

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