

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**BACKGROUND CHECK FIELDWORK POLICY FOR STUDENT PLACEMENT**

It is the policy of Northwood Technical College's Occupational Therapy Assistant Program to pursue fieldwork I and fieldwork II placements for all occupational therapy assistant students. To make this process most equitable and fair to all OTA students, the Northwood Tech OTA Fieldwork Coordinator will pursue placements for all students in the manner noted below.

Northwood Tech will disclose to all potential fieldwork sites when a student has a negative mark on their background check. Northwood Tech's Fieldwork Coordinator will continue to attempt placement for the OTA student with a negative mark on their background check until the Fieldwork Coordinator receives three negative responses from three different potential fieldwork sites. Once three different potential fieldwork sites have declined an OTA student on the basis of the results of their negative background check, Northwood Tech's OTA program will cease to pursue placement for that student.

If the clinical agencies where fieldwork is held will not allow the student to attend, it is not possible for the student to complete the competencies of the course. If the student cannot complete the competencies of the course, it is not possible for the student to pass the course and progress through the program. *Bottom line—if there are no clinical agencies that will accept the student based on the background check history, the student must be excused from the OTA program, regardless of the student's academic standing.*

This same process will be used for off-campus, required assignments/skill checkoffs. The same guidelines and consequences apply, and the student will not be able to complete the course requirements if the setting does not accept the student with negative information on their background check. It is not possible for the student to pass the course. A maximum grade of C- will be issued to the student.