



## Criminal Background Check Information

Wisconsin law requires background checks of persons who provide care for others or have access to people who receive care. This law applies to Blackhawk Technical College Health Sciences Division students. A completed background check as prescribed under Wisconsin's law includes all of the following:

- Statewide Criminal Records (Wisconsin DOJ and DHFS – Caregiver Background Check)
- Statewide Criminal Records (Wisconsin Circuit Court)
- Address History/SSN Validation (Nationwide)
- County Criminal Records (All Jurisdictions Outside of State of Residence, Nationwide Scope)
- Healthcare Fraud and Abuse Scan (Nationwide)
- Crime Database (Nationwide)
- Sexual Offender Registry (Nationwide)
- eLearning (HIPAA Testing)
- Completed Background Information Disclosure (BID) Form
- Completed Consent and Release Form
- Status check of professional licenses and credentials through the Department of Safety and Professional Services
- Nation-wide criminal history search
- Review of Department of Health and Family Services records for any substantiated findings of abuse or neglect, and license restrictions or denials
- Nation-wide healthcare fraud and abuse search
- Tribal court criminal history search, check of relevant military records, and check of county or local records as warranted

To complete a background check online, visit Viewpoint Screening at [viewpointscreening.com/blackhawk](http://viewpointscreening.com/blackhawk). All background checks are valid for four years.

Criminal convictions as well as arrests and/or pending charges may limit/prohibit a student's ability to participate in clinical courses. Further, a criminal background could have a negative impact on certification examination eligibility and employability in health care facilities.

The following criminal background issues will likely be approved for clinical placements:

- Dismissed crimes.
- One DUI or underage drinking, in any timeframe, if disclosed.
- Misdemeanor or less, single event, 10 years ago with no further issues.

The following criminal background issues will likely prevent assignment to a clinical experience:

- Lack of full disclosure of convictions, with honest descriptions and accountability.
- A pattern of more than three convictions.
- A pattern of convictions within the past 10 years.
- Conviction for a violent crime, including conviction of a reduced charge resulting from a violent crime.
- Convictions for drug related offenses, including theft, sale, and/or possession.
- Convictions for falsification of records.
- Convictions for theft, including shoplifting.
- Convictions of any serious crime within the past 3 years, including disorderly conduct domestic abuse.



**The single most important recommendation is complete disclosure on the Background Information Disclosure (BID) form, even for crimes that have been expunged.** Failure to fully disclose and accept accountability may result in losing opportunities. Knowingly providing false information or omitting information may result in denial of program entry or dismissal. Citations, arrests and conviction records occurring in Wisconsin are most frequently found on the Consolidated Court Automated Program (CCAP) website. Open public records laws allow anyone, free of charge, to access rulings on court cases at [www.wcca.wicourts.gov](http://www.wcca.wicourts.gov).

If there are charges found on the background check that a clinical affiliation site needs to be made aware of, Blackhawk Technical College will provide a copy of the student's signed State of Wisconsin Background Information Disclosure (BID) form, Consent and Release form, and Caregiver Background Check to the program clinical sites for them to determine eligibility and suitability for clinical placement.

Students with New or Pending Charges:

In accordance with Wisconsin law, students are required to notify the appropriate program official (Associate Dean, Coordinator, Lead Instructor, etc.) the next business day following any citation (arrest/ticket). Failure to provide prompt notification will result in permanent removal from the program.

Students who are arrested or receive a citation may be administratively withdrawn from current classes until the criminal offense has been processed and a final judgment reached. Students who have not already registered will not be allowed to register for any classes until the criminal offense is resolved. After resolution, the student must provide the appropriate program official with court documentation of resolution/decision. At this point, eligibility for clinical education placement will be re-assessed with input from the program's clinical education affiliates as deemed necessary. All information is kept strictly confidential.