



**WISCONSIN INDIANHEAD TECHNICAL COLLEGE**  
**31-509-1 Medical Assistant (MA)**  
**Background Check Disclosure**

Wisconsin Indianhead 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 WITC's website at: [www.witc.edu/finance/tuition.htm](http://www.witc.edu/finance/tuition.htm)

Wisconsin Caregiver Program offenses affecting caregiver eligibility for Chapter 50 programs [Wisconsin DHS Caregiver Program Offenses.pdf](#).

**Medical Assistant (MA)** - MA students are required to complete a 6-week practicum toward the end of the program. Wisconsin Caregiver background checks will be run on students within the first month of the program start and again within 90 days of the start of the MA Practicum (January 1 for Ashland, New Richmond and Superior students, and August 1 for Rice Lake students). A national criminal background check will also be run for you within 90 days of starting the MA Practicum course. The campus Practicum Coordinator will continue to attempt placement for the MA student with a negative mark on his/her background check until the Practicum Coordinator receives three negative responses from three different potential practicum agencies. Once three different potential practicum agencies have declined a MA student on the basis of the results of his/her negative background check, the Program Coordinator will cease to pursue placement for that student. It is the prerogative of the practicum facility to refuse to allow a student to complete practicum experiences at their facility based on background check information. Inability to complete MA Practicum based on background discrepancies may result in dismissal from the program, since course competencies could not be met.

## Background Check Signature Statement

Wisconsin Indianhead 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.
- 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 WITC staff person.

*(This signed document is needed only for those students who did not complete the online application or requested additional information.)*

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

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

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

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