



Educational Program Caregiver Guidelines for Background Approval Policy

The following guidelines have been adopted by the Greater Green Bay Healthcare Alliance.

Completion of the Background Disclosure form is required under the provisions of Wisconsin Statute 50.065. Students who will be placed in a clinical setting are required to report any charges or convictions of any crime anywhere including federal, state, local, military and tribunal courts.

Generally, the following offenses do *not* need to be reported to the clinical site, especially if the incident is **not** a recent occurrence (*over 5 years ago*).

1. One operating while intoxicated (OWI).
2. One underage drinking.
3. One worthless check conviction.
4. Expunged crimes. *Expungement is the legal process through which an arrest or conviction may be erased from a person's criminal record.*
5. Dismissed charges.
6. Misdemeanors or less, single event, 15 years ago with no further issue noted, except for those requiring rehab review.
7. Multiple underage drinking or OWIs more than 5 years ago, with no additional issues noted.
8. Ordinance conviction student discloses, but nothing on the Department of Justice (DOJ) record.
9. Ordinance conviction older than 10 years.
10. Operating without a license or after revocation, assuming it is a single event.

For offenses not disclosed and found on the student's background check, notification will be sent to the healthcare organization to be considered for approval.