



## **Criminal Background Check Process**

Wisconsin's Caregiver Law (Wis. Stat. Ch. 50.065) requires background and criminal history checks of certain personnel who are responsible for the care, safety and security of children and adults. The law also requires covered entities to investigate and report incidents of misconduct (abuse, neglect or misappropriation of property).

The requirement applies to students and instructors who will be placed in health care facilities.

Wisconsin requires that the Criminal Background Check process be conducted every four years for health care workers.

- The school provides direction to students to complete the Criminal Background Check process for all students who will be placed in a health care facility for clinical experience, internship, practicum, etc.
- Clinical sites identified items that do not require notification to the clinical site, i.e. traffic violations.
- Charges/convictions not excluded must be shared with clinical sites for review. The clinical site will make decision to accept or deny student placement.
- If a charge and/or conviction appear on the background report and the student did not disclose it, the school will send a letter to the student explaining that they must provide information on the item back to the school.
  - The student is expected to provide a detailed explanation of the charge, details of the incident, and the disposition of charges, i.e. dismissal, conviction, etc. The letter, student's response and information on the violation are sent to the clinical sites.
  - The clinical site reviews and approves or denies a student's placement based on the findings.

NOTE: Some clinical sites may have more stringent requirements including additional requirements for annual BID forms and more frequent background check requirement. Students are required to comply with the site requirements.

Link to Wisconsin Criminal Background Information Disclosure Form:

<https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf>