



### THE CRIMINAL BACKGROUND CHECK (CBC) PROCESS AT MATC

The required forms for the Criminal Background Check (“Release and Conditions” and “Background Information Disclosure”) are attached.

**When you fill out your forms, please use these initials for your program. See further directions on the next page.**

ANT	Anesthesia Technology	MCS	Medical Coding Specialist
CLT	Clinical Laboratory Technology	MI	Medical Interpreter
CNA	Certified Nursing Assistant	OTA	Occupational Therapy Assistant
CVT	Cardiovascular Technology	PHARMT	Pharmacy Technician
DA	Dental Assistant & Bilingual Dental Asst	PHLEB	Phlebotomy
DH	Dental Hygiene	PN-RN	Practical Nursing-RN Progression
DIET	Dietary Technician	PTA	Physical Therapist Assistant
FNS	Funeral Services	RADT	Radiography
HIT	Health Information Technology	RENAL	Renal Dialysis Technician
HUC	Health Unit Coordinator	RESP	Respiratory Technology
HSM	Healthcare Services Management	RN	Registered Nursing
LPN	Practical Nursing	SURGT	Surgical Technology
MA	Medical Assistant		



## **DIRECTIONS FOR THE CRIMINAL BACKGROUND CHECK (CBC) PACKET**

You are completing this Criminal Background Check (CBC) Packet because you will be taking at least one class at MATC requiring a background check under the Wisconsin Caregiver law. The following forms **MUST** be completely filled out.

### **1. RELEASE AND CONDITIONS OF CRIMINAL BACKGROUND CHECK:**

Please read very carefully and sign and date at the bottom of the page.

### **2. STATE OF WISCONSIN -BACKGROUND INFORMATION DISCLOSURE FORM: (F-82064)**

a. **On page 1, in the section: “Check the box that applies to you”,** check **“Other”**.

b. **On page 1, in the center of the page:** Fill in the personal information. **SKIP** the boxes titled “Position Title and “Business Name”.

c. **On page 1, Section A, Question 1:**

1. Mark **YES** for this question if you have criminal charges listed and/or pending against you, or if you were ever convicted of any crime anywhere, including in federal, state, local, military and tribal courts, even if the charge was expunged or dropped.

If you answer **YES**, in the space under Question 1, write for each offense:

- The year of the offense,
- The name of the offense (**municipal and/or criminal**) (e.g.: retail theft, battery, possession with intent to deliver). The city or county in which your charges occurred; and the state if other than Wisconsin.

### **On page 2, Section B, Question 3:**

If you answer **YES**, and you were discharged within 3 years, upload your **DD214 form** to the Certified profile.

**On page 2, Section B, Question 6:** If you answer **YES**, upload a copy of your Rehabilitation Review to your profile.

**Any questions please call:**

**School of Health Sciences  
(414) 297-6263**



**SCHOOL OF HEALTH SCIENCES**  
**Release and Conditions of Criminal Background Check**

**Wisconsin Caregiver Law, §§ 48.685 and 50.065, Wis. Stats (as amended).**  
**Milwaukee Area Technical College Admissions Policies**

**STATUTORY RESTRICTIONS:** I understand that the Wisconsin Caregiver Law bars individuals with certain types and recency of criminal convictions and other misconduct from placement in certain field or clinical sites. The MATC program(s) for which I have applied requires at least one clinical/field placement assignment subject to the Wisconsin Caregiver Law.

**RELEASE AND DOCUMENTATION:** My signature below authorizes Milwaukee Area Technical College (MATC) to release my background check to appropriate staff at clinical and field placement sites that are affiliated with my program(s) at MATC, as well as to appropriate MATC administrative staff. I also agree to obtain any additional documentation necessary to complete my background check as required by clinical or field placement sites of the MATC Paralegal Office.

**DISCLOSURE:** I understand that the Wisconsin Caregiver Law requires that I inform MATC-School of Health Sciences of any new charges or convictions that occur since I have signed this document and completed the State of Wisconsin "Background Information Disclosure" form (HFS-64).

**ADDITIONAL RESTRICTIONS:**

1. Students with anything in their criminal background may not be eligible for clinical/field placement. Therefore it is advised that students disclose everything that is part of your criminal record, regardless of the outcome. **ALL MATC clinical/field affiliates reserve the right to deny any student placement at their facility. Program completion and graduation is contingent upon successful completion of both theory and clinical/field placement experiences. MATC will not reimburse students for course fees, the cost of books, supplies, or other costs related to my enrollment that are unable to meet the all program requirements.**
2. Students are expected to conduct themselves in a professional manner consistent with the standards governing the chosen profession and in accordance with the School of Health Sciences requirements for Academic, Ethical and Professional Conduct. Examples of inappropriate conduct that could lead to disciplinary action, up to and including dismissal from a Health program, include but are not limited to: loud, boisterous, offensive or otherwise inappropriate language or conduct; direct communication with clinical facilities to inquire regarding clinical placement process, decisions or placement denials; unauthorized attempts to make direct arrangements with clinical facilities for clinical placement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Student Program