

On-Line Criminal Background Check

1. Please review "Criminal Background Check FAQ's" found on Page 2 of this document.
2. Go to <https://portal.castlebranch.com/MX01/> . Cost for the online Criminal Background check is \$45.00. Select the Program you are enrolled in for applying for.
3. Select "Place Order"
4. Click on "Please Select" and select the background check link for that program.
5. Review order instructions for your selected program.
6. Check "I have read this information" and "Click to Continue"
7. Review Background Check package information. Mark "I have read, understand and agree to the Terms and Conditions of Use.
8. Complete the required personal information.
9. Username will be your email address, create password and click "Create Account".
10. Enter any previous addresses you may have had.
11. Review Name and State Information for criminal and caregiver background checks. Select "Next"
12. Review Order, if there is a mistake go back and fix or select "next"
13. Enter payment information – VISA/MC/Discover/Electronic Check/Monthly Installments*/Money Order or Gift Card
14. Complete the State of Wisconsin Background Information Disclosure Form, Sign, Scan and send back to Castle Branch for processing.

Please note if Castle Branch finds a discrepancy, they may contact you via email for clarification and the criminal background check will not be completed until you have provided the requested information.

Discrepancy Review

Criminal background checks with a **discrepancy** will be reviewed for acceptance by program Dean and Clinical Agencies. Review process can take 4 to 6 weeks to complete. Student will be notified of either Acceptance or Denial into their program of choice after the decision has been made. **All Clinical Agency decisions are final.**

Should you have any questions, please direct all questions to Michele Merten, at 920-924-3251 or email at mmerten@morainepark.edu.

Thank you for your cooperation.

*Please note there is an additional transaction fee for paying in monthly installments.

Criminal Background Check FAQ's

Please note when completing the electronic or paper copy of the State of Wisconsin Background Disclosure failure to disclose or list any convictions can result in forfeiture or other sanctions by the State of Wisconsin.

Non-disclosure of a crime may also result in an automatic denial by healthcare/human services clinical sites. (On the background disclosure form you are asked if you have had any pending criminal charges or convictions which may include federal, state, local or municipal laws or statute violations and also include convictions as a minor). If you are uncertain on how to respond to the crime disclosure question please contact Michele Merten at 920-924-3251 for more information and assistance.

Students currently in confined custody or on probation:

- Will not be allowed to enter into any MPTC program or standalone course that requires a Criminal Background Check for Admissions

Students with felony convictions will not be allowed to enter the following programs:

- Criminal Justice Corrections
- EMT – Paramedic or Paramedic Programs

Healthcare & Human Service Programs – Partial listing of offenses that may result in program denial:

- Students with theft convictions (including tickets for retail theft and worthless checks tickets) may be denied if they are five years old or newer.
- Students with two or more misdemeanor convictions that are 15 years old or newer may be denied.
- Students with Disorderly Conduct – Battery or Domestic Abuse misdemeanor convictions may be denied depending on the age of the conviction.
- Students who DO NOT DISCLOSE underage drinking convictions and or DUI/OWI convictions as well as driving after revocation and suspension convictions (including traffic or non-traffic tickets) may be denied. **Please note that we have had students denied clinical placement for these types of convictions.**

All clinical decisions are final and are made by the healthcare/human service facilities not by Moraine Park Technical College. Thus there is no appeal process for the denial of a criminal background check.

Students with positive criminal background check findings that are approved for program admission and clinical placement may not have guaranteed participation in board or credentialing examining through external entities or future employment. Please contact the appropriate State of Wisconsin board of credentialing and examination for your specific program.