MILWAUKEE AREA *Technical College*

Nursing Assistant Program · Requirement Checklist

☒ **Application for Admission**
 You may apply either online (matc.edu) or in person. Please attach your $30 non-refundable **Wisconsin Technical College System Application** to your application. Checks payable to MATC. Please do not send cash. If you have previously paid the MATC application fee for another program, you do not need to submit fees at this time.

☒ **Activate your MATC Account (available the next business day after your application is entered).**
 * Go to www.matc.edu
 * Under Quick Links, click on Activate My MATC Account
 * Click on Activate ID; enter required information
 * Click Activate
 * Read and sign the MATC Usage Agreement
 * Your User Name will be provided
 * Be sure to set up your challenge questions

☒ **Complete the Online Orientation**
 * Log into *my*MATC, located at the top of the home page
 * View the MATC Online Orientation (under Bookmarks) for important information regarding the the enrollment process **(completion of this orientation is mandatory before registering for classes).**

☒ **Placement Test**
 If you have taken the ACT, Accuplacer or have a college transcript, please send your score report or transcript to MATC Admissions office, 700 West State Street, Room S101, Milwaukee, WI53233-1443. If you have not taken a placement test, the MATC Admission Office will provide testing information by mail after receipt of your application and fee payment.

 Note: *The student must demonstrate proficiency of basic skills through a course placement assessment, including but not limited to ACT or Accuplacer. If the minimum Accuplacer score has not been met, please see your counselor prior to completing your required drug testing, criminal background check, and health records.*

☒ **Drug Testing, Criminal Background Check and Health Requirements**
 All MATC Health Science students are required to have drug testing, background check, and health record tracking completed prior to registering for courses which contain a clinical component. MATC School of Health Sciences has partnered with CertifiedBackground.com to provide drug testing, background check, and health record tracking for all MATC Health Sciences students. The cost is **$107** and is the responsibility of the student.

 Use the steps below to complete the CertifiedBackground (CB) drug testing, background check, and electronic health record tracking process.
 1. Visit CertifiedBackground.com website: www.certifiedbackground.com
 2. Click on Student
 3. Enter the **package code MF43** (package code is specific to the nursing assistant program)
 4. Follow the directions to setup your CB account

 Forms to Complete
 * **Health Forms** (download blank forms from our website at: www.matc.edu 'Student Services… find Get Started and click on Request Program Info…under Program Forms…click on Nursing Assistant (Nursing Assistant Bilingual, if applicable); or copy and paste the following link into our internet browser: http://www.matc.edu/student/Admissions/request_program_info.cfm. (*These forms will be scanned into CertifiedBackground.*)
 1. Health Certification Requirement Packet- Essential Functions, Physical, Tuberculosis, Hepatitis B
 2. Influenza form
 3. Clinical/Field Placement Agreement and Release form

 Note: *The additional cost of the health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department or you may call 1-866-211-3380 for a list of clinics in your area.*

 * Background check and drug forms are located on the CB web site.

 Note: *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.***

☒ **Class Registration**
 Once the above requirements are complete, you will be notified of your admission status. Please allow 2 -3 weeks for notification.

 Upon notification that you have been admitted, you may **register** either online (as instructed by the mandatory online orientation) or in person. Classes are filled on a first-come, first-serve basis. **Tuition and fees** for the 3 credit Nursing Assistant class are due upon registration. A payment plan is available. For more information call 414-297-7900.