

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**Health Occupations Division**  
**Funeral Services Program**

The next step in the admissions process is a health examination and completion of the required forms listed below. Please return all signed forms to the MATC Health Records/Criminal Background Check/Petition Office in Room M240 at the Milwaukee Campus. The cost of the health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department.

Included in this packet are:

1. Health Certification Form. Please have your physician or health care provider complete and sign the enclosed Health Certification Form.
2. Information about Hepatitis B and its vaccine, and a Hepatitis B Release Form. Please read the information and discuss it with your physician or health care provider. Complete and sign the Hepatitis Release Form.
3. Information about the essential functions for your program. Please read the information. If you have questions, discuss it with your physician or health care provider. Complete and sign the Essential Functions Form.

**All forms must be completed with authorized signatures.**

Return the completed Health Certification Form, the Hepatitis B Release Form and the Essential Functions Form to the MATC Health Records/Criminal Background Check/Petition Office in Room M240 at the Milwaukee Campus. If you have any questions, please contact the Health Records/Criminal Background Check/Petition Office at 414-297-6672.

**Be sure to keep a copy of your completed forms.**

We look forward to working with you as you complete the required documentation for your program of interest at MATC.

MATC Health Occupations Division

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**Health Occupations Division**  
**Essential Functions**  
**for the**  
**Funeral Services Program**

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

**ESSENTIAL FUNCTIONS**

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SPEECH</b>							
Speak English with Clarity				X	X	X	
Communicate in English with Clarity				X	X	X	
<b>HEARING</b>							
Conversation				X	X	X	
Telephone				X	X	X	
<b>SIGHT</b>							
Natural or Corrected				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
<b>LIFTING WEIGHT OF OBJECTS</b>							
10 lbs. max.				X	X	X	
20 lbs. Max (10 lbs. frequent)				X	X	X	
50 lbs. max. (25 lbs. frequent)				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
100 lbs. max. (50 lbs. frequent)				X	X	X	
<b>PUSHING/PULLING</b>							
10 lbs. max.				X	X	X	
20 lbs. Max (10 lbs. frequent)				X	X	X	
50 lbs. max. (25 lbs. frequent)				X	X	X	
100 lbs. max. (50 lbs. frequent)				X	X	X	
<b>MOBILITY</b> using <u>each</u> extremity (right <u>and</u> left) as applicable							
Standing				X	X	X	
Move about Facility				X	X	X	
Bending				X	X	X	
Crawling	X						X
Crouching			X		X	X	
Body Rotation				X	X	X	
Running		X					X
Walking (forward, backward, and sideways)				X	X	X	
Climbing				X	X	X	
Stairs with Rail				X	X	X	
Step Stools		X				X	
<b>BALANCE</b>							
Maintains single limb support right and left LE with eyes open for 30 seconds each LE	X						X
Reaches forward 6" in 2 leg standing without loss of balance			X			X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>MOVEMENT TRANSITIONS</b>							
Supine to/from standing position		X					X
Supine to/from sitting position		X					X
Sitting to/from standing position				X	X	X	
Kneeling on floor to/from, standing position		X			X		X
Squatting to/from standing position		X			X		X
<b>REACHING</b> using <u>each</u> extremity (right <u>and</u> left) as applicable							
Overhead				X	X	X	
In Front of Body				X	X	X	
Down				X	X	X	
<b>GRASPING</b>							
Overhead				X	X	X	
In Front of Body				X	X	X	
Down				X	X	X	
<b>SITTING</b>			X		X	X	
<b>SMELLING</b>			X		X	X	
<b>TASTING</b>	X						X
<b>FINE MOTOR CONTROL</b> (working with small objects and using each hand (right <u>and</u> left).							
Hands				X	X	X	
Fingers/Tactile Sense (the ability to feel when touching)				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Wrist				X	X	X	
<b>COORDINATION</b>							
Eye/Hand with both hands/arms				X	X	X	
Eye/Hand/Foot with both hands/arms/feet				X	X	X	
<b>ALLERGIES/ SENSITIVITIES</b>							
Tolerance to Latex				X	X	X	
Tolerance to Bee Stings		X					X
Tolerance to Pollen			X		X		X
<b>COGNITIVE/MENTAL FACTORS</b>							
<b>REASONING</b>							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions				X	X	X	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form				X	X	X	
Deal with problems varying from standard situations				X	X	X	
Carry out simple to complex writing and oral instructions				X	X	X	
Carry out at least one or two step instructions				X	X	X	
Ability to perform complex or varied tasks				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Ability to make generalizations, evaluations or decisions without immediate supervision				X	X	X	
<b>MATHEMATICS</b>							
Complex skills - algebra	X						X
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements				X	X	X	
<b>READING</b>							
Complex skills - Comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings				X	X	X	
<b>WRITING</b>							
Complex skills - Prepare medical documentation, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>PERCEPTION</b>							
Spatial - ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms			X		X	X	
Form - ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line				X	X	X	
<b>CLERICAL</b>							
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.				X	X	X	
<b>DATA</b>							
Synthesizing			X			X	
Coordinating				X	X	X	
Analyzing				X	X	X	
Compiling				X	X	X	
Computing				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Copying				X	X	X	
Comparing				X	X	X	
<b>PERSONAL TRAITS</b>							
Ability to comprehend and follow instructions				X	X	X	
Ability to perform simple and repetitive tasks				X	X	X	
Ability to maintain a work pace appropriate to a given work load				X	X	X	
Ability to relate to other people beyond giving and receiving instructions				X	X	X	
Ability to influence people				X	X	X	
Ability to accept and carry out responsibility for direction, control and planning				X	X	X	
<b>ENVIRONMENTAL FACTORS</b>							
Works indoors				X	X	X	
Works outdoors				X	X	X	
Exposure to extreme hot or cold temp		X				X	
Working at unprotected heights		X					X
Being around moving machinery		X				X	
Exposure to marked changes in temperature/humidity		X				X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from equipment)				X	X	X	
Exposure to toxic or caustic chemicals				X	X	X	
Exposure to excessive noises		X					X
Exposure to radiation or electrical energy	X						X
Exposure to solvents, grease, or oils		X				X	
Exposure to slippery or uneven walking surfaces		X				X	
Working in confined spaces		X				X	
Using computer monitor				X	X	X	
Exposure to vibration		X					X
Works alone				X	X	X	
Works around others				X	X	X	
Works with others				X	X	X	
Exposure to Blood and Other Potentially Infectious Materials (OPIM)				X	X	X	
<b>SAFETY EQUIPMENT (REQUIRED TO WEAR)</b>							
Safety glasses			X			X	
Face mask/face shield			X			X	
Ear plugs	X						X
Hard hat	X						X
Protective clothing				X	X	X	
Protective gloves				X	X	X	

If you have any questions or wish to discuss further the essential functions required of this program, please call the Health Occupations Division Office at 414-456-5326.

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\_\_\_\_\_ I have read and I understand the essential functions for this program.

\_\_\_\_\_ I have the ability to meet the essential functions as specified.

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(Print Name of Program)

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(Signed)

(Date)

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

\_\_\_\_\_ I require the following accommodations to meet the essential functions as specified and I have provided supporting documentation from my health care provider to the MATC Student Accommodation Services.

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(Signed)

(Date)