

Nursing Assistant Program Requirement Checklist

Items to be Completed Prior to Registration

❑ Application for Admission

- a. You may apply either online or in person. Please attach your \$50 non-refundable **Wisconsin Technical College System Application and Criminal Background Check** fee to your application. Checks payable to MATC. Please do not send cash. If you have already paid these MATC application fees previously for another program, you do not need to submit fees again at this time.

- #### ❑ 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, WI 53233-1443. 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 health records.*

❑ Criminal Background Check

- a. Please submit your **Criminal Background Check Packet** to the Main building, Room M240 at the downtown Milwaukee campus (download blank forms off our website at: www.matc.edu 'Prospective Students...Apply/Register...Start a Degree or Diploma...a list to the left of the page is a link to Program Forms').
 - * I understand that if I have a criminal or misconduct background, there is a possibility that one or more of MATC's clinical/field placement sites may deny me placement into their facility. If this occurs and despite due diligence MATC cannot locate another site willing to accept me, I understand that I may not be able to complete my program nor graduate from that program.
 - * If you have any questions or would like to have a confidential discussion please contact the MATC Paralegal at 414-297-7498.

❑ Health Requirements

All MATC Health Science students are required to have drug testing 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 and health record tracking for all MATC Health Sciences students. The cost of the drug testing (\$34) and health record tracking (\$35) is the responsibility of the student.

Use the steps below to complete the CertifiedBackground (CB) drug testing 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 (download blank forms off the MATC website at: www.matc.edu 'Prospective Students...Apply/Register...Start a Degree or Diploma...a list to the left of the page is a link to 'Program Forms' or simply copy and paste the following link into your internet browser: http://matc.edu/student/newstudent/request_program_info.html#forms).

Health Forms

1. Health Certification Requirement Packet- Essential Functions, Physical, Tuberculosis, Hepatitis B
2. Influenza form
3. Clinical/Field Placement Agreement and Release form

* 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 or you may call 1-866-211-3380 for a list of clinics in your area.

* If you have any questions please contact the MATC Health Records Specialist- Joe Tuttle at tuttlejm@matc.edu or 414-297-7871.

Once the above requirements are complete, you are eligible to be seated into a Nursing Assistant class. The MATC admissions office will grant you an admit status which will allow you to register. The classes are filled on a first-come, first-serve basis.

❑ Class Registration

- a. You may **register** either online or in person. **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.