All MATC School of Health Sciences students are required to have a background check completed prior to being admitted to their health program (*Nursing Assistant students-see special note below regarding this requirement). MATC Admissions has partnered with CastleBranch to provide the background check tracking for all MATC School of Health Sciences students. The cost is $38* and is the responsibility of the student.

Use the steps below to complete the Certified Background (CB) check:

1. Visit the CastleBranch website: https://www.castlebranch.com/
2. Enter the package code MM25 (*Nursing Assistant students-see special note below)
3. Follow the directions to set up your CB account and complete your package requirements

*SPECIAL NOTE FOR NURSING ASSISTANT STUDENTS:*, Nursing Assistant student must complete a drug test, criminal background check and health record check with Certified Background before being admitted to their program. Please enter package code MF43 to complete this step. The cost is $107 and is the responsibility of the student.

**Note:** Students with results in their criminal background may not be eligible for clinical/field placement. Therefore it is advised that students disclose everything that is part of their 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.

If you have additional questions regarding the criminal background check, you may email us at advising@matc.edu, or visit or call the Counseling and Advising office at any MATC campus.

Appointments are not necessary; regularly scheduled hours are Monday through Thursday 7:45 a.m. - 6 p.m., Friday 7:45 a.m.- 4 p.m.
Downtown Milwaukee Campus, 414-297-6267, Room S203
Mequon Campus, 262-238-2200, Room A110
Oak Creek Campus, 414-571-4500, Room A106
West Allis Campus, 414-456-5500, Room 120

**Note:** This change does not affect the Biomedical Electronics Technology, Early Childhood Education, Teacher Education/Educational Foundations or Interpreter Technician programs. Processes for those programs remain the same.