EMT INTERMEDIATE TECHNICIAN PROGRAM

Items to be Completed Prior to Registration

- **Application for Admission** - You may apply either online or in person. Please attach to your application a $50 non-refundable check or money order made payable to MATC which covers Wisconsin Technical College System Application fee ($30) and Criminal Background Check fee ($20), or pay online with credit card. 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 and official high school and/or college transcripts to MATC Admissions Office, 700 West State Street, Room S101, Milwaukee, WI 53233-1443. If you have not taken a placement test, the MATC Admissions Office will provide testing information by mail after receipt of your application, fees payment, and transcript(s).

  **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** – Please submit your Criminal Background Check Packet to MATC, Attn: Yolanda Smith, 700 West State Street, Milwaukee, WI 53233-1443 (go to our website at: [www.matc.edu](http://www.matc.edu) ‘Services for Prospective Students...Apply/Register...Start a Degree or Diploma...Step 1 Apply for Admission...’ 6th bulleted item, click on the link ‘for programs requiring a criminal background check’ and print out the ‘Criminal Background Check Packet’).

  *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.

- **Forms to Complete** – Download blank forms off the MATC website at: [www.matc.edu](http://www.matc.edu) ‘Services for 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](http://matc.edu/student/newstudent/request_program_info.html#forms).

- **Health Forms**
  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 an EMT Intermediate Technician 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-served basis.

- **Class Registration** – You may register either online or in person. Tuition and fees for the 3-credit EMT Intermediate Technician class are due upon registration. A payment plan is available. For more information call 414-297-7900.