

Dental Technician Petition Requirements & Forms

All MATC Health Science students are required to complete criminal background check, drug testing and health requirements* **AFTER** being selected** through the petition process for their program. After being selected to continue the petition process, you will need to complete additional steps before being fully admitted to your program.

Once you have been selected to move forward in the petition process, you must complete a mandatory orientation where instructions for completing these requirements will be provided. The forms below will be used to complete the program requirements.

* The cost of the criminal background check, drug testing, 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 IMPACT@ 1-866-211-3380 for a list of clinics in your area.

**Please note that being selected through the petition process, does not guarantee full admission to your program.

DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE!

If you have any questions about uploading forms, call the MATC Petition Office at 414-297-6088 or contact CastleBranch, Inc. at 888-914-7279 or studentservices@castlebranch.com

HEALTH REQUIREMENTS (Forms attached for your use)

- (1) Physical Examination Form
- (2) Tetanus Vaccination Form
- (3) Hepatitis B Vaccination Form
- (4) Handbook Acknowledgement Form
- (5) Liability Release Form
- (6) Essential Functions Signature Form (upload this page only)
- (7) Influenza (Flu) Vaccination Form
- (8) Drug Test Verification Form (upload this page only)
- (9) Health Insurance Portability and Accountability Act (HIPAA) Acknowledgment Form

OTHER

- Criminal Background Check (Refer to castlebranch.com)**
*Note: You must disclose **everything** that is part of your record on the self-disclosure form (BID), regardless of the outcome. All MATC clinical affiliates reserve the right to deny student placement at their facilities. If placement is denied, you will not be able to complete or graduate from your program.*
- Drug Testing (Refer to castlebranch.com)**
Note: You must upload the drug test verification form in your health requirements profile.



Student Information

(Print Name and Address)

NAME: _____ **BIRTHDATE:** ____/____/____ **ADDRESS:**

CITY/STATE _____ **ZIP CODE** _____ **Program Name:**

Telephone #: _____

Cell Phone #: _____ **E-Mail Address:** _____

Student ID #: _____

IMPORTANT:

I give my permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Student Signature



Tetanus Vaccination
(2)

PROOF OF TETANUS VACCINATION: (Within the last 10 years)

_____ *Date*

_____ *Authorized Signature & Medical Title*

****I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others**

Student Name: _____ **Signature:** _____ **ID #:** _____



Handbook Acknowledgement
(4)

School of Health Sciences
Student Handbook Signature Page

I acknowledge that I am responsible for the contents of the current School of Health Sciences Student Handbook located on the MATC website at:

http://www.matc.edu/student/Admissions/upload/Health_Sciences_handbook.pdf

I further agree to abide by the terms and conditions found in the contents of the current School of Health Sciences Student Handbook.

Student Signature: _____

Student Name: *(Please print)* _____

Student MATC ID Number: _____

Signature Date: _____

*****I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.***

Student Name: _____ **Signature** _____ **ID #:** _____



Liability Release
(5)

**ACCEPTANCE OF RISKS AND RESPONSIBILITY AGREEMENT
AND RELEASE OF LIABILITY**

This Acceptance of Risks and Responsibility Agreement and Release of Liability ("Agreement and Release") is executed by: _____ (please print student first and last name ("Participant") and is issued to Participant is participating in a COLLEGE affiliated Program/Course/Practicum/ Training/Activity ("Activity"). This Activity is more fully described in each of the MATC School of Health Sciences program pages, which have been provided to Participant.

Participant understands that there are certain dangers, hazards, and risks inherent in the Activity. These include, but are not limited to, contact with sharp, contaminated medical instruments, contagious diseases, infectious blood and/or body fluids, electrical instruments, electronic devices or other risks associated with patient care/non-patient care and the particular site.. In certain circumstances, these dangers can include damage/destruction to property, severe bodily injury, and even death.

Participant agrees to exercise reasonable care at all times with respect to Participant's own safety and with respect to the safety of others. Participant agrees to abide by all rules, policies and procedures of the COLLEGE that are set forth in the Code of Conduct found in the COLLEGE's Student Handbook, as well as any additional rules, policies and procedures of the location of the Activity. Participant has no health-related issues that would preclude or restrict participation in the Activity.

Accordingly, Participant, on behalf of him/herself, the Participant's spouse (if applicable), the Participant's heirs, assigns, related individuals and related entities, does hereby WAIVE, RELEASE, AND DISCHARGE the COLLEGE, including its Board of Trustees/Directors, administrators, officers, employees, teachers, agents and insurers, from any and all claims, causes of action, suits, damages, or liabilities sounding in negligence, which the Participant has, shall have, or may have in the future against the COLLEGE arising out of, based on, related to, or connected with, the Participant's enrollment and participation in the Activity. This release of liability does not, however, apply to any intentional or reckless acts or conduct by the COLLEGE.

This Agreement and Release shall be governed by the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release.

By signing this document, Participant acknowledges that s/he is fully informed of the contents of this Agreement and Release, and represents that s/he understands it. Participant is not relying on any oral or written representations, statements or inducements, apart from those made in this Agreement and Release.

Participant is at least eighteen (18) years of age, and is competent to sign this document. If Participant is a minor under the age of eighteen (18), the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Participant.

By signing this Agreement and Release, you give up substantial legal rights. Read and understand this entire document before you sign it.

Participant

Date

Parent/Legal Guardian (Signature required if Participant is under age 18.)

Date



Essential Functions Signature Form
(6)
(Upload this page only)

ADA AND ESSENTIAL FUNCTIONS

The Americans with Disabilities Act (ADA) of 1990 (42 USC & 12101. et seq.) and the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 USC & 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, Milwaukee Area Technical College makes every effort to insure a quality education for students. To aid in student success, it is important to inform students of the essential functions demanded by a particular occupation. The purpose of this document is to ensure students acknowledge that they have been provided information on the essential functions required for their chosen program. To meet the Essential Functions, information on accommodations is available upon request of the applicant. Please visit the MATC Student Accommodation Services Department.

INSTRUCTIONS

- Click on **YOUR** program link below.
- Read the essential functions required for success in your program.
- If you have read and understood the essential functions for your program, sign and date this form below.

| DENTAL PROGRAMS | ALLIED HEALTH PROGRAMS | NURSING PROGRAMS |
|--|--|--|
| Dental Assistant | Anesthesia Technology | Nursing Assistant |
| Dental Assistant Bilingual | Cardiovascular Technology | Nursing Assistant Bilingual |
| Dental Hygiene | Clinical Lab Technician | Practical Nursing |
| Dental Technician | Dietetic Technician | LPN-RN Educational Progression |
| | Funeral Service | Registered Nursing |
| | Health Information Technology | |
| | Health Unit Coordinator | |
| | Healthcare Services Management | |
| | Medical Assistant | |
| | Medical Coding Specialist | |
| | Medical Interpreter Technician | |
| | Occupational Therapy Assistant | |
| | Optician-Vision Care | |
| | Pharmacy Technician | |
| | Phlebotomy | |
| | Physical Therapy Assistant | |
| | Radiography | |
| | Renal Dialysis | |
| | Respiratory Therapist | |
| | Surgical Technologist | |

COMPLETE, INITIAL AND SIGN

Student Name: _____ **Student ID#:** _____

My program is: _____

_____(Initial) I have read and understand the Essential Functions criteria specific to a student in my program indicated above.

_____(Initial) I am able to meet the Essential Functions as presented with or without accommodation.

_____(Initial) I was provided with information concerning accommodations or special service if needed.

Note: The program you indicated above must be the program to which you have applied. Completion of this form verifies that you have read and understand the essential functions required. If you have applied to more than one program, this form must be completed for each of those programs.

_____ Signature

_____ Date

****I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: _____ **Signature:** _____ **ID #:** _____

Influenza (Flu) Vaccination
(7)

As a patient safety initiative, the School of Health Sciences at MATC requires influenza vaccinations for all students in all health programs.

STUDENT INFORMATION:

Name: _____ Date of Birth: _____

Student ID#: _____ Program: _____

***I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.*

Student Name: _____ Signature: _____ ID #: _____

For Clinic/Office Use only



Vaccine Information:

Vaccine Administered (Trade name): _____ Vaccination Date: _____

Vaccine Lot#: _____

Facility Information:

Name of Location: _____

Street Address: _____ City: _____

State: _____ Zip/Postal Code: _____

Phone Number: _____

Name and Title of Vaccinator (Please Print): _____

Signature of Vaccinator: _____ Date: _____

Drug Test Verification Form
(8)
(Upload this page only)

Drug Test Verification:

I acknowledge that my drug test **RESULTS** were posted on my CastleBranch, Inc. profile on (date): _____

Student Signature: _____

Student Name: *(Please print)* _____

Student MATC ID number: _____

Signature Date: _____



Health Insurance Portability Accountability Act
(HIPAA Training)
(13)

I acknowledge that I am responsible for the contents of the current School of Health Sciences HIPAA Training located on the MATC website.

1. HIPAA-Privacy Rule for Covered Entities
2. HIPAA- Security Rule for Covered Entities

I further agree to abide by the terms and conditions found in the contents of the HIPAA training courses.

Student Signature: _____

Student Name: *(Please print)* _____

Student MATC ID Number: _____

Signature Date: _____

Information to access the training will be provided by the program coordinator.

****I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: _____ **Signature** _____ **ID #:** _____

INSTRUCTIONS TO STUDENTS

PLEASE NOTE: You **MUST** make a copy of your completed health forms and retain it.
DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE

SUMMARY OF MATERIALS TO BE COMPLETED

Health Requirements

- (1) Physical Examination Form
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Other

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or call the MATC School of Health Sciences at [414-297-6263](tel:414-297-6263).