



## MediClerk Training Program Application Process

1. Please mail or drop off **COPIES** of the following documents:

- Completed MediClerk Training Program application**
- Verification of residency:**  
Utility (phone, electric, etc.) bill **OR** rent receipt to your address dated within the last 30 days
- Verification of citizenship or legal immigrant status:**  
Birth certificate **OR** passport: current green card or Refugee I 94
- Verification of eligibility to work:**  
Social Security Card **OR** Work Authorization Permit

If you are seeking tuition assistance, please also submit:

- Verification of income:**  
Most Recent W-2 income tax form **AND** dated letter on letterhead that you receive either Unemployment Benefits, Section 8, food stamps, public assistance, fuel assistance
- Verification of family size (one of the following):**  
Birth certificates for each child **OR** lease that states number in family **OR** MA health card **OR** most recent income tax form

**Mail all of the above forms to:**

MediClerk Training Program  
Wellspring Community Education  
302 Essex Ave.  
Gloucester, MA 01930

**OR drop them off at:** MediClerk Training Program Office  
55 Highland Hall, 4th Floor, Salem, MA

2. You must attend **ONE** Informational Open House session where you will fill out additional necessary forms for registration.

**Please call: 978-354-2128 for the schedule of Informational Open House sessions.**

**If you have any questions, please call: 978-354-2499**