



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
Highland Hall, 4th Floor, 55 Highland Ave., Salem, MA

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

If you have any questions, please call: 978-354-2495