



MediClerk Training Program Application Process

Step 1: You must attend **ONE** Informational Open House session where you will receive an application and other necessary forms for registration.

Step 2: Gather the following documents. Only photocopies are needed. Copier available on site.

- 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
- Verification of HiSET, GED or High School Diploma**

Additionally, If you are seeking tuition assistance, please provide the following:

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

Step 3: Please bring all of the above to your scheduled interview (typically within 2-3 weeks) at:

MediClerk Training Program
Highland Hall, 4th Floor
55 Highland Ave., Salem, MA 01970

Copies can also be mailed to:
MediClerk Training Program, Highland Hall, North Shore Medical Center
81 Highland Ave., Salem, MA 01970

MediClerk Training Program staff are here to help during any step in the application process. If you have any questions, please call 978-354-2495 or email mbtobin@wellspringhouse.org