

Application Package for the

**Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT)
Associate of Applied Science Degree Program**

Offered through the following institutions:

East Central College • Mineral Area College • MACC •
North Central Missouri College • State Fair Community College • Three Rivers College

Deadline to apply: May 15th

Submit all MLT application materials before the May 15th deadline to:

mlt@macc.edu

OR

Missouri Health Professions Consortium
MLT Admissions Office
Attn: Tanna Whitworth
2900 Doreli Lane
Mexico, MO 65265

NOTICE OF NON-DISCRIMINATION

The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the following respective college representatives:

East Central College:

Vice President of Student Development, 131 Buescher Hall, telephone number 636-584-6565 or stnotice@eastcentral.edu
1964 Prairie Dell Road, Union, Missouri 63084.

Mineral Area College:

Office of the Dean of Students, 573-518-2154, or Access Office/Disability Services, 573-518-2152, 5270 Flat River Road, Park Hills, Missouri, 63601.

MACC:

Office of Student Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext. 11239

North Central Missouri College:

Chief of Staff, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-6203 or
kharris@mail.ncmissouri.edu

State Fair Community College (SFCC Regulation 1210):

Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Three Rivers College:

Student Services Specialist/Coordinator of Disability Services (573)840-9605 located in the Welcome Center in the Bess Student Center, Poplar Bluff, MO 63901

Program Information

The Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) Program is coordinated through MACC and is offered through the following community colleges: East Central College (ECC), Mineral Area College (MAC), MACC, North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC). The MHPC MLT Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job-related condition or disability.

Students interested in the MHPC MLT Program are admitted to the community college on the same basis as other students, but admission to the college does not guarantee admission into the Associate of Applied Science degree program in Medical Laboratory Technician (MLT). Students in the MHPC MLT Program register for all MLT courses through the “home campus” at which they have applied and been selected for MLT program admission. General education courses may be taken at the home campus or transferred to the home campus from another institution (transfer students should check with an advisor or the home campus registrar’s office for course equivalencies).

The MHPC MLT Program curriculum includes virtual, recorded classroom instruction (3-5 days/week, fall, spring and summer semesters), on-campus laboratory instruction in Mexico as designated (maximum three separate times, fall, spring, and summer semesters each), and an off-campus clinical rotation component (3-5 days/week, fall, spring and summer).

The recorded classroom lecture component in the fall, spring and summer semesters is taught by MACC faculty and is broadcast to the MLT virtual classrooms that can be accessed through a high-speed internet connection using web-based instructional formats such as Canvas, Collaborate, and video streaming.

The centralized student laboratory component of the Program includes a face-to-face meeting up to three times per semester. All MLT students will be required to travel to Mexico, Missouri during the fall and spring semesters at designated times to participate in “centralized lab” sessions that bring the students from all campuses together to participate in group lab sessions. These visits may require overnight stays in lodging at the student’s expense. Students are encouraged to carpool with classmates from their home campus.

The clinical rotation component of the MHPC MLT Program takes place in an off-campus clinical setting in the “home campus” area. Students should be prepared to drive a minimum of one hour each way to their clinical affiliate location.

After all classes and clinical requirements are completed within the MHPC MLT Program, students graduate from their home campus. The MHPC MLT Program is full-time only, with courses offered in a specific sequence. Each summer, an average of thirty students are selected to begin the program in the fall. The professional year of the program (MLT coursework) is designed to be completed within 12 months beginning in August and ending the following August.

MLT courses must be completed with a “C” or better while also maintaining an overall 2.5 GPA or higher in order to progress to the MLT coursework of the next semester. The program may involve student study groups as a required and critical element, and students in the class move through the entire degree sequence as a cohesive group or cohort. Once admitted into the professional year of the program, withdrawal from a course is equal to withdrawal from the program.

Accreditation

The MHPC MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Following successful completion of coursework and passing of the national certification exam, individuals will be a Certified Medical Laboratory Technician (MLT). A felony arrest, charge, or conviction may affect a student’s ability to secure a clinical fieldwork rotation and/or graduate’s ability to sit for the ASCP-BOC Certification Exam.

For more information regarding the accreditation process, please contact NAACLS directly:

NAACLS 5600 N. River Rd, Suite 720 Rosemont IL 60018-5119; ph: 773.714.8880; fx: 773.714.8886; info@naacls.org

Any concerns regarding the program's compliance with its accrediting agency's policies and/or college policies are subject to the Student Grievance Process as stated in the Student Handbook and available on the college's website.

Program Mission

In keeping with the mission of the Missouri Health Professions Consortium (MHPC), the Medical Laboratory Technician program has been developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to the citizens of Missouri. We educate and prepare laboratory generalists, to have the knowledge, skills and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

Professional Standards

Clinical Competence

The student will demonstrate all knowledge, skills and professional ability associated with the career path and described by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

Professional and Ethical Conduct

The student will demonstrate a commitment to and an acknowledgement of the laboratory profession and a respect for the ethics of the field specifically and health care professions generally.

Post-Acceptance Admission Requirements

Upon acceptance to the MHPC MLT Program, students will be required, at their own expense, to complete criminal background screenings, drug screenings, and health requirements that includes a physical exam and immunizations before an established deadline in the fall semester before MLT classes begin. Instructions and forms will be provided to those students selected for admission. **In addition, the student will be required to attend an orientation in early July.** Policies relating to these requirements are located on the MHPC website, www.mhpc.missouri.edu. Students with questions about a potentially negative criminal history should call the MHPC MLT Program office (573) 582-0817. Failure to submit required documentation by the established deadline may result in subsequent denial of official acceptance into the MLT program.

Graduate Learning Outcomes

Upon completion of the MHPC Medical Laboratory Technician Program, the graduate will be eligible to sit for the ASCP-BOC certification exam. Upon passing the exam, graduates will be recognized nationally as Medical Laboratory Technicians.

Graduates of the program will have experience in and be qualified to provide laboratory services to patients in many different healthcare settings, including, but not limited to, hospitals, clinics and physician offices.

Below are the program outcomes expected of every graduate:

- Demonstrate knowledge of laboratory professional practice by providing safe, effective and accurate laboratory test results while maintaining patient confidentiality.
- Utilize established laboratory procedures taking into consideration the application of scientific principles, technical skills for operation and maintenance of laboratory equipment, and relationship of laboratory findings to disease states to ensure appropriate patient diagnosis and treatment.
- Employs professional conduct and communication skills with patients, families, laboratory personnel, healthcare team members, and the community as a medical laboratory technician.
- Participate in professional development activities valuing the importance of continuous learning in laboratory medicine.
- Comply with Federal, OSHA, and laboratory safety procedures for the well-being of the patient, healthcare team, self and community.

Pre-MLT Advising

Prior to applying for admission to the MLT Program, students are encouraged to meet with a pre-MLT advisor at the community college to make sure they are on track to complete the required general education classes.

Community College	Pre-MLT Advisor	Contact Information/Telephone
East Central College	Nancy Mitchell	(636) 584-6619
Mineral Area College	Roger McMillian or Angie Erickson	(573) 518-2157
MACC	Alese Thompson	aleset@macc.edu
North Central Missouri College	Kristi Cutsinger	(660) 357-6284
State Fair Community College	Jessica Wingerter	(660) 596-7231
Three Rivers College	Staci Foster	(573) 840-9672

MLT Program Academic Calendar

The MHPC MLT Program does not run on the same academic calendar as traditional college programs. Students should refer to their “home campus” academic calendar for enrollment and drop dates. The current academic calendar for the MLT Program can be found on our website www.macc.edu/MHPC-MLT.

Estimated Student Costs for the MLT Program

Tuition and Fees for the MHPC MLT Program professional year (MLT coursework) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications.

MLT Admissions Expenses (due in the summer semester, upon acceptance to the MLT Program)	
Background Screening	Varies
11 panel drug screen	Varies
Student Membership Dues for American Society for Clinical Laboratory Science (ASCLS)	25.00
Physical Examination (cost is estimated and varies depending on healthcare provider/insurance coverage)	150.00*
Immunizations – (cost is estimated and varies depending on healthcare provider/insurance coverage): <i>Tetanus/diphtheria (Tdap) within past 10 years; MMR series; Hepatitis B series; Varicella vaccination series or titer indicating immunity; annual flu shot; annual TB Screening</i>	500.00*
Supplies (scrubs, nametag, appropriate shoes, etc)	300.00
Sub-Total, MLT Admissions	\$975.00*
Semester 1 (FALL, 16-weeks)	
Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)	4,410.00
Books - estimated cost (paid to campus bookstore or ordered online)	500.00
Media Lab/Lab CE Exam	75.00
Sub-Total, Fall	\$4,985.00
Semester 2 (SPRING, 16-weeks)	
Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)	4,410.00
Books - estimated (paid to campus bookstore or ordered online)	500.00
Sub-Total, Spring	\$4,910.00
Semester 3 (SUMMER, 8-weeks)	
Tuition and Fees @ 7 credit hours/2 classes (paid directly to home campus)	2,205.00
Certification Examination- ASCP-BOC fees	215.00
Sub-Total, Summer	\$2,420.00
TOTAL Estimated Professional Year Cost	\$13,290.00

*These are cost estimates that vary depending on healthcare/provider insurance coverage

Tuition & Fees listed above are current and are paid directly to the home campus with the exception of the background screens and drug screen, subject to change each year. Specific tuition and fee rates may vary by campus but the total cost to the student remains the same regardless of home campus assignment. Total tuition and fee rates include tuition, professional program/course fees, student activity fees, technology fees and support services fees and do not vary based on student designation of in/out of district. All other costs (books, immunizations, screenings, supplies, etc.) are only an approximation. Program costs above do not include ordinary costs of daily transportation, living expenses, child care, and health insurance. Transportation costs to travel to home campus, clinical lab and/or clinical rotation sites are not included above. Clinical rotation costs will vary throughout the professional coursework depending on location. If a student chooses a distant clinical fieldwork site, he/she is responsible for related living expenses, including transportation, room and board.

Grade Point Average (GPA) Requirement

A minimum 2.5 GPA (Grade Point Average) or higher, on a 4-point scale, is required in the general education coursework (see next section for list of required general education courses). Applicants who do not have a minimum 2.5 GPA in the required coursework will not be considered for Program admission. Points are earned in the MLT application review process for GPA; higher GPA's will receive more points than lower GPA's. Waivers to exempt older coursework from the GPA calculation will no longer be offered. For questions or assistance in calculating general education coursework GPA, please contact an advisor at the home campus community college or call the MHPC MLT Program office (573) 582-0817.

General Education Coursework Requirements

Prior to beginning the MLT Program in August, students must successfully complete the following general education courses with a "C" or better and maintain a minimum 2.5 GPA or higher in the required general education coursework listed below. Some coursework may require prerequisite study; students should consult the community college catalog or an academic advisor to ensure they are taking the correct coursework. **Additional Graduation Requirement:** Missouri law, included in Senate Bill 807, requires every college student pursuing an associate's or bachelor's degree at a public institution to pass the Missouri Higher Education Civics Achievement Examination with at least a 70 percent to graduate.

Please visit each College's home campus website for specific pre-requisite course requirements.

Course or Component
Human Anatomy w/Lab or HAP I (4-5 credits)**
Human Physiology w/Lab or HAP II (4-5 credits)**
English Composition I (or equivalent) (3 credits)
US & State Constitution Requirement (3 credits)
Directed Electives (3-4 credits)
Math— (3 credits)
Foundations of Chemistry w/Lab (or equivalent) (4-5 credits)

Points are earned in the MLT application review process for general education coursework completion; applicants with all general education classes completed by the application deadline will earn more points than applicants who have not completed all required classes by the application deadline. Strong preference will be given to students who complete general education coursework at a MHPC partner institution. Students may submit their MLT Application prior to completing all of the general education classes. In this case, offers for program admission are contingent upon the applicant completing the remaining coursework during the summer semester, while maintaining the minimum 2.5 GPA or higher, before MLT classes begin in August. **Students selected for admission to the Program must submit proof of general education course completion prior to beginning MLT classes in August.**

*General education classes may be completed at colleges other than the MHPC partner community college. **Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.** Students can contact the Registrar's Office or an academic advisor at the MHPC partner community college for assistance in determining transfer credit equivalency. If students are not currently enrolled at one of the MHPC community colleges, he or she must send official transcripts to the community college documenting completion of, or enrollment in, general education coursework for those courses to be recognized as completed or in-progress during the selection process. In addition, all applicants must send unofficial or official transcripts to the MHPC MLT Program office with their application materials. Any student accepted into the program who fails to meet the admission contingency of completing the prerequisite courses with a "C" or better or who fails to maintain the minimum 2.5 GPA will not be eligible to begin the program in August.

MHPC MLT Professional Year Coursework Requirements

Students enrolled in the MLT Program must complete the coursework with a “C” or better while also maintaining an overall minimum 2.5 GPA or higher in order to progress to the next semester.

Course Title		Credits
Fall		
MLT150	Introduction to Laboratory Science Methods	2
MLT210	Immunology	3
MLT260	Phlebotomy	2
MLT250	Hematology and Coagulation	5
MLT291	Hematology and Coagulation Practicum	2
		Total: 14
Spring		
MLT280	Clinical Microbiology	4
MLT290	Parasitology, Mycology and Virology	1
MLT270	Immunochemistry	5
MLT294	Immunochemistry Practicum	2
MLT293	Clinical Microbiology Practicum	2
		Total: 14
Summer		
MLT220	Clinical Chemistry and Urinalysis	5
MLT292	Clinical Chemistry and Urinalysis Practicum	2
		Total: 7
Total Credit Hours, Professional Year: 35		

Course Descriptions:

Intro to Laboratory Science Methods- This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism.

Immunology- This course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures.

Phlebotomy- This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices.

Hematology and Coagulation- This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation.

Clinical Microbiology- This course consists of the role of pathogenic bacteria and other microorganisms, which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms.

Parasitology, Mycology and Virology- This course introduces the student to parasites, fungus and viruses and their role in human health and disease.

Immunochemistry- This course consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies.

Clinical Chemistry and Urinalysis- This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states.

Hematology Practicum- Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates.

Clinical Chemistry and Urinalysis Practicum- Supervised clinical practice coordinated by the Consortium, in the clinical chemistry lab of selected clinical affiliates.

Clinical Microbiology Practicum- Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates.

Immunochemistry Practicum- Supervised clinical practice coordinated by the Consortium, in the immunochemistry lab of selected clinical affiliates.

Capacity Standards

Students must be in a state of physical and mental health compatible with the responsibilities of a career as a medical laboratory technician and in general, working with individuals in a healthcare or other provider environment. Upon acceptance to the program, a physical examination and immunizations will be required (forms will be provided). Students must carry liability/malpractice insurance coverage throughout the duration of the MLT Program; this coverage is available from the home campus and may be included in tuition/fees or it may be an additional expense depending on the policy at each home campus. In addition, some clinical sites require the student to have health insurance coverage throughout their clinical experiences.

Selection Process

Enrollment in the MHPC MLT Program is limited and the Program may not be able to offer admission to all qualified applicants. **Only students meeting all admission criteria and submitting all required application items by the application deadline will be considered.** Completed applications will be evaluated utilizing selection criteria established in advance by the program Executive Director and MLT admissions committees.

Applicants are ranked using the same admission criteria and selection procedures, and rankings are grouped by clinical affiliate location in order to meet accreditation standards.

Application review begins as soon as materials arrive at the MLT Program office in Mexico. Each requirement for admission has a point value attached (GPA, general education coursework, recommendations, essay, etc.), and a screening score determines the preliminary ranking of applicants (paper review).

After the paper review is completed, the MLT Program office in Mexico will notify applicants of their status by email during the first week of June. Status will be either:

- a) Applicant scored enough points during application review to qualify as a "candidate", or
- b) Applicant did not score enough points during application review to qualify for the next step in the admissions process, or
- c) Applicant did not qualify for consideration due to not meeting the established admissions criteria.

The MLT admissions committee meets in June to discuss the applicant rankings and select the Class. Decisions of the MLT Admissions Committees are final.

The MHPC MLT Program office will notify the candidates of the admission committee decision by email during the middle of June, either 'selected for MLT Program admission' or 'not selected this application cycle'. Students selected for the MLT Class will be required to complete the MLT Admissions Paperwork items during orientation held in early July. **Failure to submit required documentation by the established deadline may result in subsequent denial of official acceptance into the MLT program.**

Program Questions

It is the intent of the Missouri Health Professions Consortium (MHPC) and all the cooperating schools to create the highest quality medical laboratory technician program available.

If you have questions or concerns regarding the program or any of its components, program policies or practices, please direct your concerns to the MHPC MLT Program Office in Mexico (573) 582-0817 ext 13656, or to the Allied Health Dean or Director at your home campus.

Alese M. Thompson, MS, MLS (ASCP)^{CM}
Executive Director of MHPC Medical
Laboratory Technician Program
2900 Doreli Ln., Mexico, Missouri 65265
Email: aleset@macc.edu

Annette Stevenson MT (ASCP)
MHPC MLT Clinical Coordinator
MACC
Office: 573-582-0817 ext. 13641
Email: annettes@macc.edu

Tanna Whitworth
Administrative Assistant Health Sciences
2900 Doreli Ln., Mexico, Missouri 65265
Office: 573-582-0817 ext 13656
Email: tannaw@macc.edu

MLT Application Process

Admission to the MHPC MLT Program is competitive and applications are assigned points in each required category in order to determine campus ranking and student selection. The application procedure and selection process is the same for all campuses participating in the MHPC MLT Program.

Applicants may wish to review the MLT Frequently Asked Questions (FAQ) Advising Form, MLT Student Handbook and other informational documents posted on the MHPC MLT website www.macc.edu/MHPC-MLT prior to submitting application materials (click on the “medical laboratory technician” program link). The information posted on the website will give a better understanding of program requirements and student expectations.

In order to be considered for admission to the MHPC MLT Program, students must complete the following steps before the May 15th MLT Application deadline:

NOTE: Please allow enough time for references to submit their online recommendation form prior to the application deadline (see Step 4).

1. Apply for community college admission

Meet all requirements for admission to the community college of your choosing, including a completed student admissions file submitted to the college where you wish to attend the MHPC MLT Program. Students must be admitted to the community college before they can be admitted to the MLT Program. The college admission process should be completed as soon as possible and could take additional time beyond what is required for the MLT Program application process.

2. Submit transcripts

After applying for community college admission, students must submit high school and official college transcripts to the community college in order to complete the college admissions process. Official transcripts for all colleges attended, including dual credit, must be on file at the community college prior to the May 15th MLT application deadline. It may take a few weeks for official transcripts to be sent. It is the student’s responsibility to ensure transcripts arrive at the community college by the application deadline.

In addition to submitting transcripts to the community college, students must also submit unofficial transcripts for all college coursework, including dual credit, to the MHPC MLT Program office in Mexico before the May 15th deadline. Students may print unofficial transcripts from the college website (student portal) and submit transcripts along with the other required MLT application materials listed below. The MLT Program office, unlike the home campuses, does not require a copy of high school transcripts on file.

3. Application for Program Admission

After applying for community college admission & submitting all transcripts to the college, you must complete the enclosed Application for Program Admission. **All required components to this application will be submitted in one email or enclosed in one envelope. Multiple submissions or missing required components will not be accepted.**

4. Recommendation Forms

NOTE: Please allow enough time for references to submit their online recommendation form prior to the application deadline.

Submit a minimum of two names using the enclosed Recommendation Form. The recommendations should be completed by a professional reference, other than a relative, who has knowledge of your work, academic performance, volunteer experiences, or other experiences relevant to the medical laboratory technician profession.

The recommender will be emailed a link to complete the recommendation form online and submit directly to the MHPC MLT Program office. Recommendations must be received at the MHPC MLT Program office before the **May 15th** application deadline. It is the student’s responsibility to ensure recommendations are completed by the references before the application deadline.

5. Essay

Submit a 1-2 page typed **essay** (double spaced, 12 point font) on why you want to join the medical laboratory technician program. Include in this essay a reflection of your choice of career path and your definition of medical laboratory science. Essays will be evaluated for writing skills and will impact your admission to the program. Please see Essay instructions for rubric and requirements.

6. Student Release of Information Form

Complete the enclosed Student Release of Information Form that gives your consent for the home campus to release your student transcripts to the Missouri Health Professions Consortium for the purpose of determining your eligibility for acceptance to the MLT Program.

7. Acknowledgement of Technology Requirements Form

Review and sign the enclosed **Acknowledgement of Technology Requirements Form** to indicate you understand the technology requirements of the program. The MHPC MLT Program is a distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program faculty and staff.

8. Performance Standards and Essential Qualifications for MLT Students

Review and sign the enclosed **Performance Standards for Medical Laboratory Technician students** to indicate you understand the physical requirements of the Program.

MLT Application Submission

Complete and/or collect the required items (#1-8 above, including copies of unofficial college transcripts), place in one email attachment or one large envelope and **submit to the MHPC MLT Program office in Mexico** prior to the application deadline. Be sure to follow instructions on all forms. All application materials must be postmarked on or before the **May 15th deadline**. Only complete application packets will be considered. Applicants should retain copies of all application materials. Once received, applications are the property of the MHPC MLT Program and will not be returned or copied.

Contact the MHPC MLT Program office in Mexico at (573) 582-0817 ext 13656 if you have questions about the MLT application or admissions process.

Submit all MLT application materials before the May 15th deadline to:

mlt@macc.edu

OR

Missouri Health Professions Consortium
MLT Admissions Office
Attn: Tanna Whitworth
2900 Doreli Lane
Mexico, MO 65265

Missouri Health Professions Consortium (MHPC)
 Medical Laboratory Technician (MLT) Program
Application for Program Admission

Section A. Personal Information (please print legibly)

Name _____			
First	Middle Initial	Last	Maiden Name or Other Name Used
Permanent Address, City, State, Zip _____			
Current Address, City, State, Zip _____			
*Please indicate where you are intending to live during your Fall, Spring and Summer semesters while in the program (if different than above)			
Please indicate any additional locations in Missouri or surrounding states that you have family or friends you would be willing to stay with during clinical rotations. The length of stay is dependent on the rotation, which can range from one to five weeks. Acceptance into the program is dependent on clinical availability within an hour's drive of where you live or can stay temporarily. Willingness to temporarily relocate could increase your chances of acceptance into the program if clinical rotation space is not available near your current address. Please only list locations you are willing to relocate to during clinical rotations.			

Have you lived outside of Missouri within the last 10 years? _____ No _____ Yes			
Email Address*: _____			
*List a current email (personal or school) that you check frequently. All communication from the MLT Program is via email so applicants need to check their email often in case we have questions about your application materials. Applications that do not include a valid email address will be considered incomplete.			
Cell Phone: (_____) _____		Home Phone: (_____) _____	
Date of Birth: _____			
Emergency Contact & Relationship: _____			Home/Cell Phone: _____

Section B. Campus Selection

✓	Indicate which campus you wish to apply for the MHPC MLT Program: You must include your Student ID number next to your home campus.
	East Central College (Union, Missouri)
	Mineral Area College (Park Hills, Missouri)
	MACC (Mexico, Missouri)
	North Central Missouri College (Trenton, Missouri)
	State Fair Community College (Sedalia, Missouri)
	Three Rivers College (Poplar Bluff, Missouri)

Section C. College Admission and Transcripts

✓	Checkmark each item below to confirm the following:
	I confirm (select one): _____ I am a current student at the campus selected above or _____ I have applied for college admission to at least one of the campuses selected above. I understand that I must be accepted to the college in order to be considered for admission to the MLT Program.
	I confirm that my official high school and official college transcripts are on file with the indicated campus listed above. I understand my MLT application will not be reviewed if my official transcripts are not on file by the application deadline.
	I confirm that I have submitted a copy of my unofficial college transcripts to the MHPC MLT Program office in Mexico (either with this packet or mailed with rest of application). I understand that my application will be considered incomplete if my unofficial transcripts do not arrive at the MLT Program office in Mexico by the application deadline.

Section D. Checklist

✓	Checkmark each item below to confirm the following:
	I have notified a minimum of two professional references that their information will be given to the MHPC MLT Program Office for an official recommendation form to be submitted prior to the application deadline. I understand it is my responsibility to verify with these references the form has been submitted to the program office.
	I am attaching my essay on why I want to join the medical laboratory profession that includes my definition of medical laboratory science and a reflection on my choice of career path.
	I am attaching Recommendation Form, Student Release of Information Form, Acknowledgement of Technology Requirements Form, Performance Standards Form, and any unofficial college transcripts that include pre-requisite course work.

Applicant Name: _____

Section E. Education Background Information

High School _____
Name of School City/State Year Graduated or GED

List all colleges you have attended, including dual credit (attach a separate page if more space is needed to list additional colleges):

Name of College City/State Dates Attended Degree Received (if any)

Name of College City/State Dates Attended Degree Received (if any)

Name of College City/State Dates Attended Degree Received (if any)

You must submit all official transcripts to the campus where you wish to apply for the MHPC MLT Program, as well as submit unofficial college transcripts to the MLT Program office in Mexico. MLT applications will not be reviewed unless all required transcripts are on file by the application deadline.

Section F. Program Prerequisites/General Education Course Requirements, grades of "C" or better and 2.5 GPA or higher is required (It is the student's responsibility to confirm transfer credit with the community college to which he or she is applying for MLT Admission)

Course	College	Year Completed or Semester Enrolled	Number of Credit Hours	Grade Received
Human Anatomy w/lab (or HAPI)				
Human Physiology w/lab (or HAPII)				
English Composition I (or equivalent)				
US & State Constitution Requirement				
*Directed Elective Course Name:				
*Directed Elective Course Name:				
**Math				
Foundations of Chemistry w/lab (or equivalent)				

*See website for the required directed electives list

**Appropriate pre-requisite for Foundations of Chemistry

Section G. Work Experience

Please list your recent part-time and/or full-time paid work experience:

Job Title Company Name City/State Begin/End Dates # hours/week

Job Title Company Name City/State Begin/End Dates # hours/week

Job Title Company Name City/State Begin/End Dates # hours/week

Job Title Company Name City/State Begin/End Dates # hours/week

Do you currently work in a hospital or doctor's office facility that can accommodate clinical rotations? If yes, please indicate which facility name, location and contact information:

Were any of these positions in a laboratory or healthcare setting? If yes, please explain:

Applicant Name: _____

Section H. Volunteer Experience

Please list your recent volunteer experience(s) (add another sheet of paper if you wish to list more volunteer experience):

Organization Name: _____

City/State: _____ Begin/End Dates: _____

Describe your volunteer duties with this organization: _____

Organization Name: _____

City/State: _____ Begin/End Dates: _____

Describe your volunteer duties with this organization: _____

Were any of these experiences in a laboratory or healthcare setting? If yes, please explain:

Section I. Criminal Background

Do you have a felony arrest, charge, or conviction on your criminal record? ____ Yes ____ No

Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony? ____ Yes ____ No

If yes, please indicate your felony class: _____

Note: Students with certain felony arrests, charges, or convictions may be eligible for Program acceptance but there could be implications relating to completion of clinical rotations, eligibility to take the ASCP-BOC certification examination, and/or eligibility for state licensure where applicable. **Applicants with a felony arrest, charge, or conviction MUST contact the MHPC MLT Program office prior to submitting their application.** Failure to disclose felony criminal history will be sufficient cause for being declared ineligible or dismissed from the Program. Students are required to submit a written explanation of the felony arrest, charge, or conviction in order to be considered for acceptance to the Program.

I certify that I am physically and mentally able to perform the essential duties and functions of a medical laboratory technician (with reasonable accommodations if necessary). I certify that all information submitted for this application is true and complete. I understand that if any of the above facts have been misrepresented, intentionally or not, it will be sufficient cause for being declared ineligible or dismissed from the program.

Signature of Applicant

Date

If there are any additional details you wish the MLT admissions committee to consider about your application, please explain (attach another sheet of paper if more space is needed): _____

Submit all MLT application materials before the May 15th deadline to:

mlt@macc.edu

OR

Missouri Health Professions Consortium

MLT Admissions Office

Attn: Tanna Whitworth

2900 Doreli Lane

Mexico, MO 65265

Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT) Program

Recommendation Form

To the Applicant: Please supply the name, title and email address of the individuals you would like to complete a reference for you. **The MHPC MLT Program office will email each reference an electronic form to complete.** Please submit this page as part of your complete application.

Reference forms should be completed by a professional reference, other than a relative, who can attest to your character and work ethic, and preferably by someone who is familiar with the medical laboratory profession.

PLEASE NOTE: A minimum of 2 references are required. If more references are submitted, please use additional paper to complete additional contact information. All references are due by the May 15 deadline, and it is the applicants responsibility to make sure their reference submitted the appropriate emailed form by the application deadline. Applications will not be reviewed unless the minimum 2 references are on file by the deadline.

Section A:

Applicant Name _____
First Middle Initial Last

WAIVER OPTION

The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. I hereby authorize parties who receive requests of letters of reference to give full and complete information as may be requested by MHPC MLT Program. I further agree that the information will not be disclosed to me and I thereby waive any right to review this reference form.

Applicant's Signature _____ Date _____

Section B:

Reference #1 Name _____
First Last

Job Title: _____

How long have you known this reference? _____

Relationship to reference: _____

Professional Email Address (work, school, church, etc): _____

Section C:

Reference #2 Name _____
First Last

Job Title: _____

How long have you known this reference? _____

Relationship to reference: _____

Professional Email Address (work, school, church, etc): _____

Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT) Program

Essay Instructions

To the Applicant: Submit a 1-2 page typed **essay** (double spaced, 12 point font) on why you want to join the medical laboratory technician program. Include in this essay a reflection of your choice of career path and your definition of medical laboratory science. Essays will be evaluated for writing skills and will impact your admission to the program.

The essay is an important component of the application process and some of the MLT classes are writing intensive; therefore, strong writing and communication skills are important. Students in the MHPC MLT Program are required to write research papers, submit written procedures and give presentations. Communication is extremely important for healthcare professionals because they must be able to communicate with patients as well as other members of their team such as laboratorians, physicians, nurses, and therapists.

Applicants are encouraged to utilize the home campus writing center for assistance. The writing center may not be able to help with your MLT-related wording but they would be able to help with writing mechanics, such as critical thinking, clarity, organization, and professionalism, as well as sentence structure, organization and clarity. **The essay must demonstrate the applicant’s ability to meet academic requirements, including speaking, reading, and writing the English language.**

Points are earned in the MLT application review process for the essay component. Essays that meet formatting requirements and that are outstanding in content, organization and style, as well as compelling in nature (drawing on personal experience to persuade the reviewer) will score more points than essays that only meet minimum requirements. Note: 1-2 page limit means the length should be at least 1 full page but no more than 2 full pages; points will be deducted if the essay is less than 1 full page or more than 2 full pages.

The essay scoring rubric is included below to use as a **reference** when writing your essay (**do not submit this rubric with your application materials**):

ESSAY RATING SCALE

U (Unsatisfactory): Does not meet minimum requirements: is inaccurate, unclear, inappropriate, or plagiarized in anyway.

S (Satisfactory): Meets minimum requirements. Is accurate, but the overall quality needs improvement. Is competent, but maybe superficial, lack focus and organization, or contains a number of distracting errors.

AS (Above Satisfactory): This essay contains all essential elements and meets minimum requirements. Quality is evident in accuracy, clarity and appropriateness. This essay is insightful, but may lack in fluidity or other critical thinking elements.

GS (Gold Star): This is an ‘A+’ Essay demonstrating insightful analysis as well as meeting all essential elements. This item exceeds requirements. Quality is evident in accuracy, clarity and appropriateness. Essay is outstanding in content, organization and style.

STUDENT CHECKLIST: ESSENTIAL ELEMENTS	YES	NO
Typed; no pencil-over-white out corrections or other messiness		
Follows correct format: 1-2 page limit (at least 1 full page but no more than 2 full pages), typed, double- spaced, 12 pt. font.		
Addresses primary question of why applicant wants to join the medical laboratory profession.		
Includes a reflection of the choice of career path.		

CRITICAL THINKING	U	S	AS	GS
Demonstrates general understanding of the medical laboratory profession.				
Essay is compelling, drawing on experience to persuade audience.				
Essay demonstrates genuine reflection and thoughtful analysis of the applicant’s personal goals as they relate to becoming a medical laboratory technician.				
CLARITY AND ORGANIZATION	U	S	AS	GS
Introduction gives a sense of purpose to the essay, including a strong thesis statement.				
Each paragraph is logically developed, (topic sentence and supporting statements) and relates to the purpose of the essay. The material is clustered logically.				
There is strong conclusion which summarizes essay and supports writer’s argument for admission to the program.				
PROFESSIONALISM	U	S	AS	GS
Written from the perspective of the applicant.				
Essay uses terminology which supports human dignity, and is free from language that may be perceived as disparaging or offensive.				
MECHANICS OF WRITING	U	S	AS	GS
Free from errors in grammar, spelling, punctuation, usage				
Sentences fluid and varied in form and length.				
Essay contains smooth transitions between sentences & paragraphs.				

Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT) Program

Student Release of Information Form

To the applicant: Please complete this form and submit this signed page as part of your complete application.

In order to determine an applicant’s eligibility for acceptance to the MLT Program, the Missouri Health Professions Consortium, including admissions committee representatives from all partnering institutions, will need to review transcript information, including grades, GPA, degree audit reports, and all other relevant enrollment information which contributes to determination of program eligibility and candidate rank.

Campus where applicant is applying for the MLT Program: ECC MAC MACC NCMC SFCC TRC

Name (please print): _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

List the names of all colleges you have attended*:

*official college transcripts must be on file at each campus circled above and unofficial transcripts must be on file at the MLT Program office in Mexico, by the May 15th application deadline.

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. This authorization is good for the academic year in which it was signed unless revoked in writing.

Applicant/Student Signature

Date

Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT) Program

Acknowledgement of Technology Requirements Form

To the applicant: Review this form to indicate you understand the technology requirements of the MLT Program. Please submit this signed page as part of your complete application.

The Missouri Health Professions Consortium (MHPC) Associate of Applied Science Medical Laboratory Technician (MLT) Program is a distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program students, faculty and staff. Through a combination of didactic coursework, classroom/laboratory practice, and clinical fieldwork experiences, students will learn the profession of medical laboratory technician. Aspects of all of these learning environments will require familiarity with internet based technologies. In addition to internet based technologies, interactive television may also be readily utilized to convey course content and will primarily be broadcast originating from the MACC and TRC campuses.

Offers of acceptance to the MHPC MLT Program are made as conditional offers. In addition to the satisfactory completion of general education courses, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test, applicants are required to acknowledge the integral use of technology in the delivery of this program. Technologies include, but are not limited to: internet, e-mail, Canvas, Blackboard, interactive television (ITV), online database searching, web-based lecture capture, internet streaming video review, document scanning, and other e-technologies as assigned as integral components of the MHPC MLT Program. While many of these technologies are accessible through any computer with access to the internet, students may be required to travel to the “home” campus to attain consistent, high-speed access compatible with viewing of content-specific materials.

Students are NOT required to have a personally owned computer or home-based high speed internet access as these materials and services are made readily available at all “home” campuses. However, current MHPC MLT students report that personally owned laptop computers and access to high speed internet connections in their homes lead to increased satisfaction and a more convenient and accessible virtual learning environment. Students will require access to a scanner or scanner app in order to submit documents electronically as required.

I have read and understand the above technology requirements related to the MHPC MLT Program and hereby acknowledge that in order to successfully complete the program I will need to utilize said technologies for communication with program faculty and staff, access to course content, assignment submission, and dialogue with fellow classmates and colleagues in these virtual environments.

Name (Please Print): _____

Signature: _____ Date: _____

Email Address: _____

Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) Program

Essential Qualifications Requirements

Introduction

A graduate with an Associate of Applied Science degree from the MHPC MLT program is educated to enter the practice of laboratory medicine and qualified to take the accrediting exam from the American Society of Clinical Pathologists (ASCP). Education in laboratory medicine involves assimilation of knowledge, acquisition of skills, and development of judgment through handling patient specimens, manipulation of instrumentation, and working with patients, doctors, nurses, and other health care professionals. Medical laboratory technicians must be able to work independently and as a part of a team. They must be able to make appropriate decisions regarding patient results.

The MHPC MLT Program curriculum requires students to engage in diverse complex and specific experiences primarily in the laboratory but also with patients. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions successfully. These abilities are necessary to ensure the health and safety of patients, fellow students, laboratory personnel, faculty, and other healthcare providers.

Policy

The MHPC has a vested interest in the welfare of patients served by graduates of the Medical Laboratory Technician program. Each College also has a responsibility to its clinical affiliates, future employers, program instructors, and students enrolled in the program. Therefore, not only have academic standards been established but also non-academic essential requirements. These requirements, as distinguished from academic standards, refer to cognitive, physical, and behavioral abilities that students must have to acquire the knowledge and skills of the curriculum successfully. The standards must be met, with or without reasonable accommodation, in order for students to participate in the program. Discrimination is prohibited based on race, color, sex, national origin, age, disability, marital status, religion, or veteran status in compliance with the Americans with Disabilities Act (PL 101-336).

The essential abilities necessary to acquire or demonstrate competence in laboratory medicine and necessary for successful admission and continuance in the Medical Laboratory Technician Program include but are not limited to the following:

Motor Skills and Mobility	
Dexterity and fine motor skills to perform laboratory testing and specimen manipulation	Candidates should have sufficient motor function to move about the laboratory and the dexterity to manipulate equipment, laboratory supplies, biohazards, chemical hazards, and patient specimens. They must have the ability to operate instrumentation safely to avoid harm to self or others. Laboratory workers interpret data from computer screens and perform data input. The candidate must be able to perform phlebotomy; that is, moving from room to room or patient to patient, stooping or bending, to draw blood safely. The candidate must be able to lift, carry, push, and pull. The candidate must be able to move quickly and/or continuously as well as tolerate long periods of standing or sitting (laboratory workers spend approximately 75% of each day standing or walking). The candidate must be able to travel to clinical laboratory sites for practical experience.
Physical ability to maneuver within the laboratory area to perform testing and the patient treatment area to collect specimens	Candidates must be willing to work with blood, infectious organisms, and chemical reagents.
Sufficient touch discrimination to distinguish veins when performing venipunctures	
Sensory/Observation	
Visual ability to perform and interpret test results, and to read charts, graphs, instrument displays, and the printed word on paper or a computer monitor.	A candidate must be able to acquire the information presented in demonstrations and experiences in basic laboratory science. He or she must be able to discriminate subtle structure and consistency differences in specimens and cultures both macroscopically and microscopically. Additionally, he or she must be able to evaluate patient/client responses correctly; accurately read results or measurements on patient-related equipment; and hear monitor alarms, emergency signals, telephone interactions, and cries for help. The candidate must be able to tolerate odors and work in close and crowded areas.
Visual ability to distinguish gradients of colors. Note: Color blindness does not necessarily preclude admission to the program	
Tactile ability to perform laboratory tests using assorted devices	
Communication	
Effectively communicate in written and verbal form (this includes basic computer keyboarding)	The candidate must be able to process and communicate effectively in oral and written forms. The candidate must communicate clearly, effectively, and sensitively with other students, faculty, staff, patients, and other medical professionals. He or she must be able to follow oral and written instructions to perform laboratory test procedures correctly.
Cognitive	
Ability to master information presented in lectures, written material, and images	The candidate must be able to measure, mathematically calculate, reason, analyze, integrate, and synthesize information. The candidate must be able to read and comprehend technical and professional materials. He or she must be able to evaluate information and engage in critical thinking in the classroom and clinical setting.
Cognitive ability to assess data, make decisions based on data, and provide complete and accurate results on laboratory testing for quality patient care	
Behavioral/Emotional	
Emotional stability in potentially stressful circumstances	The candidate must possess the emotional health required to use his or her intellect in exercising appropriate judgment and prompt completion of all responsibilities. The candidate must have the emotional stability to provide professional and technical services under stressful conditions such as emergency demands and distracting environments. The candidate must be a team member, honest, compassionate, ethical, responsible, and able to manage time in order to complete technical procedures within a reasonable time frame.
Behavioral restraint, emotional maturity, and sensitivity to others	
Professional Conduct	
Professionalism and ethical conduct	Candidates must recognize the importance of operating in a moral, ethical way in the clinical laboratory and the necessity of abiding by high standards of practice. Candidates must recognize the need for confidentiality. These standards identify the requirements for admission, retention, and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he or she feels are reasonable and needed to execute the essential functions described.

References:

Fritsma, G., Fiorella, B., Murphy, M. (1996). Essential Requirements for Clinical Laboratory Science." *Clinical Laboratory Science*, 9(1), p. 40-43.

American Society of Clinical Laboratory Scientists. (2004). Body of Knowledge, Clinical Laboratory Scientist. Bethesda, MD: ASCLS.

American Society of Clinical Laboratory Scientists. (2004). Entry Level Curriculum, Clinical Laboratory Scientist. Bethesda, MD: ASCLS.

Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician (MLT) Program

**Professional Standards and Essential Qualifications for
Medical Laboratory Technician Students**

To the applicant: Review and sign this page to indicate you understand the professional standards listed below and the essential qualifications listed on page 17 above. Please submit this signed page as part of your complete application.

Professional Standards:

Medical professionals and their patients depend on technical skills, knowledge, honesty, and integrity from everyone on the health care team. Those engaged in laboratory medicine add to those attributes careful attention to detail, accuracy, and precision. Producing reliable and quality test results is the province of the clinical laboratory. Educators are responsible for producing ethical, well-trained graduates.

Therefore, in addition to the technical curriculum, the Medical Laboratory Technician program emphasizes professional ethics and attitudes. Unethical practices can result in legal action and/or endangering patients. Clinical laboratories cannot tolerate dishonesty and unsafe or unethical behavior.

The MHPC MLT program will dismiss students who demonstrate such behaviors as plagiarizing, falsifying lab results, destroying/misusing equipment, and failing to adhere to safety policies. The program adheres to the Code of Ethics of the American Society for Clinical Pathology (ASCP). It publishes principles and standards for clinical laboratory professionals.

Students are expected to follow professional standards set by the MHPC MLT Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals and clients, equipment, and supplies.

Essential Qualifications for Successful Completion of the Medical Laboratory Technician Program:

The Essential Qualifications listed on page 11 above should be used to assist each applicant and student to determine if they are otherwise qualified to be a Medical Laboratory Technician. It is the policy of the Missouri Health Professions Consortium to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the appropriate campus ADA services.

Upon completion of the Associate of Applied Science degree in Medical Laboratory Technician, the graduate will be able to meet the standards and essential qualifications as outlined above.

I acknowledge receiving, reading, and understanding the MLT Performance Standards and Essential Qualifications and I realize that these Performance Standards and Essential Qualifications must be met for successful completion of the MHPC MLT Program. I further understand that completion of the MHPC MLT Program does not guarantee that the American Society of Clinical Pathology Board of Certification (ASCP-BOC) will issue a certificate of registration, authority, permit or license to me.

Student Name (printed) _____

Student Signature _____

Date _____

Any applicant who is concerned about meeting the performance standards or being eligible for certification may discuss this matter with the MLT Program Executive Director by contacting the MHPC MLT office at (573) 582-0817 ext 13656.