Medical Laboratory Technology Application Packet

Fall 2019 Start
Application Deadline: August 23, 2019

Dear Medical Laboratory Technology Applicant:

Thank you for your interest in Minnesota State Community and Technical College's Medical Laboratory Technology program. This document provides the information you will need to apply to the program. MLT courses are delivered via the online classroom Brightspace, with in-person weekly labs on the Fergus Falls campus and clinical rotations as arranged. Students must participate in a total of 640 hours of clinical rotations, offered in spring term only.

The purpose of the M State MLT program is to prepare qualified students for careers as entry-level medical laboratory technologists in a variety of laboratory settings (e.g., clinical, hospital or reference labs) and equip students with the knowledge, skills and abilities necessary to be successful. The M State MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), which allows graduates to sit for the American Society of Clinical Pathology's Board of Certification Examination and become employed as medical laboratory technologists.

Important Notes:

- **PSEO students are not eligible to take MLT courses.**
- **Admission is based on completion of program admission requirements.**

We are pleased you are considering M State and look forward to receiving your application. For questions regarding admission and program requirements, please contact the M State Support Center at 877.450.3322 or email info@minnesota.edu.

In order to apply to the MLT program, you must first be admitted to M State. If you have not yet applied to M State, please review the options below, and then proceed with the MLT application.

Which M State application process is right for you?

NEW TO M STATE - Follow this procedure if you are a student who has never attended Minnesota State Community and Technical College.

✓ Submit an online application for admission at minnesota.edu/admissions.
✓ Submit the $20 application fee.
✓ Submit high school/GED and college transcripts.

You can apply to the college for general education courses and to the MLT program at the same time. Your application will be reviewed for selection to the MLT program only if you are admitted to M State.

All transcripts, the application fee and application materials for admission should be sent to:

M State Central Processing
1414 College Way
Fergus Falls, MN 56537

RETURNING STUDENT TO M STATE - Follow this procedure if you have attended M State in the past, but you are not currently enrolled in courses. If you have ever enrolled in on-campus or online courses, consider yourself a returning student.

✓ Submit an online application for admission at minnesota.edu/admissions.
✓ If you have attended another college since you last attended M State, submit the official transcript to:

M State Central Processing
1414 College Way
Fergus Falls, MN 56537

CURRENT M STATE STUDENT - If you are currently enrolled at M State, continue to the next page.

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Guidelines for applying to the MLT program	
Location	MLT courses are delivered via the online classroom Brightspace, with in-person weekly labs on the Fergus Falls campus and clinical rotations as arranged.
Apply to M State	To be considered for the MLT program, students must apply and be accepted to M State. For admission to M State, complete the online application at minnesota.edu/admissions. The MLT program application is separate and should be submitted once all program admission requirements are complete.
High School Status	High school students are not eligible to enroll in courses with the MLT prefix. High school students are encouraged to register for college general education courses while they pursue acceptance into the MLT program. To be considered for the MLT program, a student must be one of the following: • Attending high school and planning to graduate prior to fall semester • A high school graduate • Have completed a GED *Students must be 18 years of age and have earned a high school diploma or equivalent to register as a technologist.*
Assessment Testing	Students who have not completed college-level English and/or college-level math and/or do not have recent* ACT or Accuplacer test scores are required to complete assessment testing prior to applying to the MLT program. *Reading scores must be within the last three years. Math scores must be within the last two years. Students who need assessment testing should check minnesota.edu/assessment for testing dates and locations.
MLT Program Admission	The MLT program application must be submitted for an applicant to be admitted into the program. The MLT application is available at minnesota.edu/programs/medical-laboratory-technology/. **Application Deadline:** There are 15 available seats for the fall 2019 MLT program. Applicants who meet all requirements for admission will have the greatest chance of being admitted into the program. Only students accepted to the program are allowed to take courses with an MLT prefix. Students who miss the fall start deadline may be eligible to enroll in general education courses and complete program admission requirements prior to the next fall start. If you have transfer courses from another college, you must request that your official transcript be sent directly to M State from your previous college. Please allow **three to six weeks** for M State to evaluate your courses for transfer. Courses will not count toward your admission to the MLT program until they have been successfully transferred. If you need assistance with the application, please email info@minnesota.edu.

Medical Laboratory Technology Application Packet

<table>
<tr><td rowspan="4">PROGRAM ADMISSION CRITERIA</td><td colspan="2">MLT Program Admission Requirements
As an accredited program under the National Accrediting Agency for Clinical Laboratory Science (NAACLS), students who select MLT as a major must complete the following admission requirements before enrolling in any Medical Laboratory Technology (MLT prefix) courses.</td></tr>
<tr><td>Admission to M State</td><td>To be admitted to the M State MLT program, students must apply and be accepted to M State. For admission to M State, complete the online application at minnesota.edu/admissions.
The MLT program application is separate and should be submitted once all program admission requirements are complete.</td></tr>
<tr><td>Math and English Requirements</td><td>Students must show evidence that they have command of the English language and an understanding of the minimum math requirements for industry and program needs.
To provide evidence of this requirement, students must:
• Complete an Accuplacer assessment and meet minimum scores OR
• Complete developmental coursework with a grade of C or better OR
• Complete college-level English and/or math courses with a grade of C or better
Math: Student must be eligible to enroll in college-level math (Math 1020 or higher). Students testing into developmental math must complete any required developmental course(s) through Math 95 Elementary Algebra II with a grade of C or higher.
English: Students must be eligible to enroll in English 1101 College Writing. Students testing into developmental English must complete the developmental course(s) with a grade of C or higher.
If you have developmental coursework in progress, submit the MLT program application as soon as grades post (must have a grade of C or better).</td></tr>
<tr><td>Proof of Immunization (Health Forms)</td><td>Students are required to complete the Health Career Immunization Packet.
• The Health Career Immunization Packet is located within the MLT program application.
• Students must read, initial, complete the information and sign all forms electronically.
• The student will save, upload (attach) and submit the Health Career Immunization Packet records when submitting the MLT program application. (No other form of submission is accepted.)
• Immunization status can affect the student's ability to participate in or complete a clinical rotation.
• Conscientious objectors may not be able to complete clinical courses at the discretion of the clinical facilities, which may affect program completion.

Health Career Immunization Packet Information:
Students should be prepared to provide student ID, personal contact information, dates of immunizations and supporting documentation to complete the Health Career Immunization Packet. The following documents are required:
• Verification of Policy and Release of Information
• Authorization to Release Student Information
• Emergency Contact Information (name, address, home and cell phone number)
• Health Declaration Form
• Exposure & Immunity Requirement Form
• Student Statement of Understanding and Release Form
The following immunizations must be documented on the Exposure and Immunity Requirement Form.
Tuberculosis (Mantoux):
This is the only immunization record not submitted with the Health Career Immunization Packet. The clinical coordinator will direct MLT students to complete the Mantoux test during the program at the appropriate time. Students must provide evidence that test is completed no more than 60 days prior to clinical start and annually thereafter. Students should check the MLT student box on the Exposure/Immunity Requirements Form.
Tdap:
Tdap is a combination vaccine consisting of tetanus, diphtheria and acellular pertussis.
• A tetanus booster is required at least once every 10 years.
• Tdap is required at least one time between the ages of 11 and 64. Some providers use Tdap as a tetanus booster.
• Please note DTaP is not the same as Tdap, and the two are not interchangeable.
Chicken Pox/Varicella:
Students must have received a two-dose series of the vaccine OR have a titer indicating immunity. A history of chicken pox as a child is NOT acceptable.
Hepatitis B:
Health career students may be exposed to blood or other potentially infectious materials, therefore may be at risk of acquiring the hepatitis B virus (HBV). Students are encouraged to discuss hepatitis B immunization with their health care provider and strongly consider vaccination against hepatitis B OR sign a declination statement.
MMR:
MMR is a combination vaccine consisting of measles, mumps and rubella. Students must have a two-dose series (28 days apart) or have a titer indicating immunity.
Influenza:
An annual flu vaccine is required. Submission of an updated vaccination may be required prior to or during the clinical experience depending upon when the vaccination was taken and if the site requires an updated document.</td></tr>
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	MLT program applicants are encouraged to review these program requirements. Correspondence from the college will provide more information to accepted MLT students.	
PROGRAM EXPECTATIONS	**Minnesota Department of Health Background Check**	Accepted MLT students are required to have a clear Minnesota Department of Health background check. A $30 fee will be required for processing the background check and fingerprinting/photo. The process for background checks and fingerprinting will be provided to accepted students. Accepted students who choose not to complete the background check OR who do not pass the background check may not be permitted to attend clinical experiences, which will ultimately affect the student's ability to complete the program.
	MLT Program Handbook	The Medical Laboratory Technology program handbook is updated periodically. The most current version is available at www.minnesota.edu/sites/default/files/2019-04/MLT%20Program%20Handbook.docx. Students accepted to the MLT program should review the handbook.
	National Background Check	M State does not require a National Background Check for admission to the MLT program. The National Background Check is necessary when required by a clinical rotation site. • The program director or site coordinator will assist with this process if/when necessary. • Students required to complete a National Background Check are responsible for the fees. • Students are responsible for the outcome of a National Background Check even if the Minnesota Department of Health Check is clear. • A discrepancy may prevent the student from participating in or completing clinical rotations, meeting program requirements and/or receiving a degree. • Refusal to complete the background check is equal to a discrepancy. The student is removed from the clinical site or denied participation, which will prevent the student from meeting program requirements and/or receiving a degree. • These results may also affect employability in this career.
	Drug Screening	M State does not require drug screening for admission to the MLT program. Clinical rotation sites and employers have regulations related to drug use and criminal backgrounds; therefore, drug screening is necessary when required by a clinical rotation site. • Students required to complete a drug screening are responsible for the fees. • The clinical site will assist the student with this process. • An unclean drug screening may prevent a student from participating in or completing clinical rotations, meeting program requirements and/or receiving a degree. • Refusal to participate in a drug screen is equal to an unclean test result. The student will be removed from the clinical site or denied participation. This will prevent the student from meeting program requirements and/or receiving a degree. These results may affect employability in this career.

A STUDENT'S FAILURE TO COMPLY WITH REGULATIONS WHILE ADMITTED OR ACTIVELY PARTICIPATING IN THE PROGRAM MAY REQUIRE REMOVAL OF THE STUDENT FROM CLINICAL ROTATION AND THE PROGRAM AND/OR RESULT IN BEING INELIGIBLE TO GRADUATE.

STUDENTS ARE ENCOURAGED TO KEEP COPIES OF ALL SUBMITTED DOCUMENTS (TRANSCRIPTS, HEALTH FORMS AND IMMUNIZATION RECORDS).

STUDENTS MAY BE REQUIRED TO UPDATE OR RESUBMIT DOCUMENTATION UPON EXPIRATION, IF REQUESTED, OR IF THE PROGRAM TAKES THE STUDENT LONGER THAN OUTLINED ON THE PROGRAM PLAN.

Notification of admission status

All students who have submitted a complete admissions file will receive an email from the college that will indicate whether they are admitted to the program, missing requirements or ineligible for the program.

Please be sure to provide your current email address on your program application.

Once notified of acceptance, all future correspondence will occur through the official M State student email. Students should check their spam or junk folders and make adjustments accordingly.

If you experience any issues with the application form, please email info@minnesota.edu.

M State's MLT admission requirements are subject to change in order to assure the quality of the program. Please refer to the currently posted admission requirements when you complete your application.