



Shoreline Community College Medical Laboratory Technology

Application 2009-2010 Professional Year

Application packet available **February 10th**
online at <http://www.shoreline.edu/shoreline/medlablocal.html>

Application due date **May 10th**

Acceptance letters mailed **June 20th**

A.A.A.S. in Medical Laboratory Technology

Requires Shoreline General Education Core Requirements and Science pre-requisites

Certificate of Proficiency in Medical Laboratory Technology

Requires an Associate or Bachelor's Degree and Science pre-requisites

DIRECTIONS:

1. Submit **one** complete packet by the deadline.
 - a. Once submitted, no additional application materials or documentation will be accepted.
2. Have official transcripts and verification of employment sent to YOU so you can include them with your submission.
 - a. Keep them sealed to maintain official status.
3. All classes you wish us to consider must show on an official transcript as completed with a grade of 2.0 or higher **OR** show on a Registration receipt for the current or next quarter.

NOTE: MLT Program Planning Sheet and Course Equivalence Chart are provided for your information.

→ The most competitive applicants will have the most courses completed at the time of submission.

Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

DIRECTIONS:

Complete all items listed below

Applicant Name _____

SUBMIT ALL REQUESTED ITEMS IN A SINGLE PACKET.

✓	Provide this checklist of application items with your packet
	Attended MLT Program Information Meeting on _____/_____/_____
	Submit a non-refundable check or money order for <u>\$15.00</u> made payable to Shoreline Community College
	Submit completed Application to the MLT Programs basic information page
	Complete Parts A, B and C. Indicate which courses you have taken, when, where and grade obtained. If transferring, indicate the school (abbrev.) where the course was taken.
	Provide official transcripts of <u>all</u> college work completed. Two (2) sets of official transcripts are required when course work has been completed at other colleges – YOU must submit one transcript directly to SCC Admissions and submit one transcript with this application. Shoreline Community College official transcripts must be ordered through the records department. Shoreline Transcript Request Forms are available in the FOSS Building.
	Provide your proposed curriculum completion plan, if applicable. Explain how you plan to complete all required courses prior to Fall Quarter. If accepted to the program, you will need to supply an <u>official transcript showing completion of all classes no later than September 10.</u>
	Provide photocopies of current First Aid certificate <i>and</i> current Basic Life Support CPR card, if you have those qualifications.
	Provide photocopies of ASSET test scores, if English and Mathematic classes are not on a college transcript. (You will need Math 99 Intermediate Algebra before taking Chemistry at SCC.)
	Sign and return the Technical Standards/Essential Skills Requirements form
	<i>Criminal History forms will be sent upon acceptance to the MLT program</i>
	Submit two (2) Recommendation forms – one should be an instructor, the other can be another instructor, personal, or professional reference
	Submit one Employment Verification Form for each healthcare-field work experience you want us to consider. Forms must be completed by your employer. Include a copy of license, transcripts and/or certificates that support
	Submit an Education Bonus Request, if applicable Submit a letter identifying the course(s) for which points are requested, when and where taken, and how the class(s) will contribute to your success in Medical Lab Technology. <ul style="list-style-type: none"> ○ These are courses which are not required but which contribute substantially to your preparation for and success in the MLT program and profession. ○ You must include a transcript showing the course(s) with a 2.0 or better.
	Submit a one page, single-spaced essay. Topic: What makes you well-qualified to enter the Medical Laboratory profession?

Initial I understand that failure to complete or not submit the requested items listed above will automatically disqualify my application for the Medical Laboratory Technology Program.

Initial If accepted, I assume responsibility for providing all materials to the MLT Program and verification of completion of all prerequisite course work by **September 10, 2009**. I understand if I fail to do so, I will forfeit my place in the MLT program.

Initial I understand that the number of students accepted yearly into the Medical Laboratory Technology Program depends on the number of clinical training sites agreeing to train MLT students the following spring quarter.

Initial I understand that there may be more students applying to the program than are clinical sites available. Acceptance is based on total points earned; scores will be totaled to rank students for an Alternate status.



**SHORELINE COMMUNITY COLLEGE
APPLICATION FOR ADMISSION to the
MEDICAL LABORATORY TECHNOLOGY PROGRAM
2009-2010**

Student I.D. No.: _____

Name: _____
Last Name First Name Initial Other Name(s) on Transcripts

E-mail: _____

Address: _____
Street Apt No. Daytime Phone No.

City State Zip Code

I am applying for:	I have <input type="checkbox"/> Phlebotomy and/or <input type="checkbox"/> Lab Assistant experience as follows (check one)
<input type="checkbox"/> A.A.A.S. Degree, MLT	<input type="checkbox"/> Less than 6 months
<input type="checkbox"/> Certificate of Proficiency, MLT	<input type="checkbox"/> More than 6 months

1. I have taken MLT 197/180 at Shoreline I plan to take it this Spring I have not taken MLT 197/180

2. I have attended an MLT Program information meeting (when) _____ I have not attended a meeting

3. Have you previously applied to Shoreline's MLT Program within the past two years? Yes No

4. Do you wish to be considered an "educationally atypical student?" Yes No
(If yes, enclose letter of explanation)

5. Date of birth ____-____-____ Age _____ Gender: 1. Female 2. Male

6. Residency status: 1. US Citizen or immigrant 2. Resident alien 3. Student visa

I have completed high school as follows:
(check one)

1. Did not complete high school

2. Still in high school

3. High school graduate

4. GED

5. Alternative high school diploma

I have completed college as follows:
(check one)

0. Have not completed college

1. Short-term training, private vocational school or other

2. One-year certificate from a community college

3. Associate degree

4. Bachelor's degree

5. Master's degree

6. Doctorate or professional degree

Please check one:

<input type="checkbox"/> 1. White, Non-Hispanic	<input type="checkbox"/> 5. Filipino Asian
<input type="checkbox"/> 2. African American, Non-Hispanic	<input type="checkbox"/> 6. Chinese, East Indian, Japanese, and Korean
<input type="checkbox"/> 3. American Indian/Alaskan	<input type="checkbox"/> 7. Other Asian
<input type="checkbox"/> 4. Samoan, Southeast Asian, and Pacific Islander	<input type="checkbox"/> 8. Hispanic
	<input type="checkbox"/> 9. Other Ethnicity

Is English your first language? 1. Yes 2. No

I certify that all statements on this application are complete and true. I also understand that If I am admitted and do not enroll for the term to which I am admitted, I will need to reapply for admission. No submitted materials will be returned and/or duplicated. I have enclosed the **\$15.00 non-refundable application** check fee.

Signature _____ Date _____



Medical Laboratory Technology Program
Technical Standards/Essential Skills Requirements
 Shoreline Community College
 Shoreline, Washington

The Associate in Applied Arts and Science (A.A.A.S.) Degree in Medical Laboratory Technology prepares the graduate to work as a team member in a clinical laboratory. The graduate of this program will be prepared to perform scientific laboratory tasks assigned by the medical technologist/clinical laboratory scientist, pathologist or physician to aid in the detection, diagnosis and treatment of disease. The Medical Laboratory Technology (MLT) program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

The faculty in the MLT department has a responsibility for the welfare of students enrolled in the program, for patients affected or treated by students in the program and for staff working in the program. The MLT department has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. The MLT department does not discriminate on the basis of race, religion, color, national origin, marital status, sex, sexual orientation, age, or disability.

Candidates for admission into the clinical laboratory technician program must possess abilities and skills in these areas including: 1) observation 2) communication 3) motor function 4) intellectual, conceptual, integrative and quantitative abilities and 5) behavioral and social skills. Reasonable accommodation can be made for some disabilities in these areas, but a candidate must be able to perform in a reasonably independent manner. Each applicant to the program must attest that they can meet the abilities and skills listed below before entry into the program.

1. **Observation** - An applicant must have the ability to participate actively in classroom demonstrations, lectures, student laboratory, and clinical practicum sessions. He/she must have the ability to see projected images and discriminate color variations in slide and computer format, as well as under a microscope.
2. **Communication** - The applicant must be able to communicate in English with instructors, fellow students, patients, and other members of the health care team. He/she must be able to write and transmit information clearly, accurately, and efficiently.
3. **Motor Function** - The applicant must have sufficient motor function to perform a variety of basic and advanced laboratory testing. These may include manipulation of a variety of pipettes, microscopes, phlebotomy equipment, laboratory equipment, and supplies.
4. **Intellectual, Conceptual, Integrative and Quantitative Abilities** - The applicant must be able to master basic science and clinical laboratory information presented in lecture and laboratory curriculum. He/she must also be able to measure, calculate, reason, analyze, evaluate and synthesize laboratory information / data. Problem solving and interpretation of patient laboratory data is critical to all laboratory practitioners. The applicant must be able to decide when to seek supervisory help in a clinical setting.
5. **Behavioral and Social Skills** - The applicant must be able to exercise good judgment in the lecture, laboratory, and clinical settings. He/she must be able to complete tasks on time in a mature, sensitive, and effective manner with instructors, co-workers, patients, and other members of the health care team. He/she must be able to work under both relaxed and stressful emergency situations, prioritize tasks, and be able to make correct judgments with regards to patient results. Applicants must be able to be flexible with scheduling and be able to adapt to changing environments in the laboratory. Other professional attributes may include dependability, self-motivation and initiative, maturity, confidentiality and concern for others.

These technical standards identify the requirements for admission, retention, and graduation of applicants and students in the program. I certify that I have read and understand the Shoreline Community College MLT Program’s Essential Skills Requirements for admission and that I meet each of them, with or without reasonable accommodation. *

Signature X _____ Date _____

Printed or typed name _____

* If accommodation is needed, the applicant must meet with the *Coordinator for Services for Students with Disabilities* on campus and identify the reasonable accommodation needed.



**MLT Program Application – Part A:
General Education Core Requirements**

Directions: Complete this form if:
 ○ You are applying for an A.A.A.S. Degree in Medical Technology
(If you are applying for a Certificate of Proficiency, you do not need to complete this.)

All courses considered must have a grade of 2.0 or higher.

Letter to Decimal Grade conversion, if not shown as decimal on transcript:

A=4.0, B=3.0, C=2.0, D or not completed = 0.0

Shoreline Required General Education Courses	Required Credits	Equivalent Course Number	College Where Taken	Currently Enrolled (1 pt)	Decimal Grade (2.0 or higher)	No Points Awarded (for MLT use only)
ENGL& 101 Composition & Expository Prose	5					
CIS 105 Computer Applications <i>or</i> alternative approved Quantitative Reasoning course*	5					
IASTU 102 IntraAmerican Studies <i>or</i> alternative approved Multicultural course*	3-5					
BUS 104 or 105 Human Relations in Business	2-5					
PE 284 First Aid & Safety CPR	3					
Total Points						

MATH 099 Intermediate Algebra Recommended for success in the program; required for Shoreline Chem 101	5					
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* For a complete list of approved General Education Core Requirements, see page 29 of the Quarterly Class Schedule or online under “General Education Core Requirements.”



**MLT Program Application – Part B:
Science Prerequisite Requirements**

- Directions: Complete this form if you are applying for
- an A.A.A.S. Degree in Medical Laboratory Technology
 - a Certificate of Proficiency in Medical Laboratory Technology *and* you currently have an Associate or Bachelor’s degree

All courses considered must have a grade of 2.0 or higher.

Letter to Decimal Grade conversion if not shown as decimal on transcript:

A=4.0, B=3.0, C=2.0, D or not completed = 0.0

Non- MLT Program Required Courses	Required Credits	Equivalent Course Number	College Where Taken	Currently Enrolled (1 pt)	Decimal Grade (2.0 or higher)	Total Points Awarded (for MLT use only)
BIOL& 211 Majors Cellular Biology	5					
BIOL& 170 Human Anatomy & Physiology	5					
BIOL& 260 Microbiology	5					
CHEM& 121 General Chemistry	5					
CHEM 131 Organic Chemistry	5					
MLT 180* Intro to Medical Lab Procedures	5					
Total Points						

*You must have completed MLT 197 or be enrolled in the class for Spring Quarter in order to be eligible to apply.

Remember to include these classes in your Proposed Curriculum Completion Plan, if you have not yet completed them.



**MLT Program Application – Part C:
Enrichment Classes or Activities**

- Directions: Complete this form if
- you are applying for an A.A.A.S. Degree in Medical Technology
 - you are applying for a Certificate of Proficiency in Medical Laboratory Technology *and* you currently have an Associate or Bachelor’s degree

All courses considered must have a grade of 2.0 or higher.

Letter to Decimal Grade conversion if not shown as decimal on transcript:

A=4.0, B=3.0, C=2.0, D or not completed = 0.0

Shoreline General Education Course <i>or</i> Activity	Decimal Grade (2.0 or higher)	Equivalent Course Number	College/ or documentation	Currently Enrolled (0.5 pts)	Points	Total Points Awarded (for MLT use only)
MLT 123- 1 credit AIDS & HIV Education for Healthcare Workers or 7 Contact Hours AIDS Education-Certificate Required.					1	
Ed. Bonus classes that enhance your success in and preparation for the MLT Program (max 2) 3-5 credit classes	_____ _____	#1_____ #2_____			1ea.	
WORK EXPERIENCE IN LAST 10 YEARS (Only one will apply) Employer verification required	NA	NA	NA	NA	NA	
Phlebotomy work experience (1-6 months)	NA	NA		NA	1.0	
Phlebotomy, lab aide or specimen processing work (>6 months)	NA	NA		NA	2.0	
Research Lab Aide/Biotechnology (>6 months)	NA	NA		NA	2.0	
Work experience in other healthcare job or customer service job MA, NA, etc. (>6 months)	NA	NA		NA	1.0	
Total Points						



MLT Program Recommendation Form
Shoreline Community College

Applicant Name	
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The applicant named above is applying for admission to the Medical Laboratory Technology Program at Shoreline Community College. Each applicant is requested to submit two Recommendation Forms. **This Recommendation form must be received by May 10th.** Please complete this form and return it to:

Molly Morse, MLT Program
Shoreline Community College
16101 Greenwood Ave. N., Seattle, WA 98133
Fax: (206) 533-5103

Please evaluate the student in each of the following categories	Excellent	Above Average	Average	Below Average	Poor	Not able to Evaluate
Attention to detail						
Follow through						
Organization skills						
Ability to handle stressful situations						
Ability to receive constructive feedback						
Ability to work independently						
Works well with others						
Oral communication skills						
Written communication skills						
Intellectual ability						
Emotional maturity						

1. How well do you know this applicant?
2. If you are an instructor, in what classes did you instruct this applicant?
3. Do you have any concerns in this applicant's performance as a Medical Laboratory Technician?
4. Please provide any other information regarding this applicant that you feel is important to know:

Signature	
Name	
Title/Relationship to Applicant	
School or Organization	
Telephone	



**MLT Program Recommendation Form
Shoreline Community College**

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Fax: (206) 533-5103**

Please evaluate the student in each of the following categories	Excellent	Above Average	Average	Below Average	Poor	Not able to Evaluate
Attention to detail						
Follow through						
Organization skills						
Ability to handle stressful situations						
Ability to receive constructive feedback						
Ability to work independently						
Works well with others						
Oral communication skills						
Written communication skills						
Intellectual ability						
Emotional maturity						

1. How well do you know this applicant?
2. If you are an instructor, in what classes did you instruct this applicant?
3. Do you have any concerns in this applicant's performance as a Medical Laboratory Technician?
4. Please provide any other information regarding this applicant that you feel is important to know:

Signature	<i>[Signature]</i>
Name	
Title/Relationship to Applicant	
School or Organization	
Telephone	

EMPLOYMENT VERIFICATION for MLT Applicants

****To be completed by supervisor****

Applicant Name _____

Name and Address of Facility/Business: _____

Your current/former employee listed above is requesting verification of service because he/she is making application to the Shoreline Community College Medical Laboratory Technology Program. Our selection process allows for verification forms to be submitted by the applicant's current or former supervisors. This information includes total number of hours worked and a job description. A reference/recommendation is not required.

Please complete the information requested and return the form to the applicant in a sealed envelope before the application deadline of May 1. We prefer that applicants include it in their application packet, but you may mail it to us at: MLT Program, Shoreline Community College, 16101 Greenwood Avenue N, Seattle, WA 98133. Thank you for your assistance.

* * * * *

Applicant's Job Title _____

Applicant has fulfilled any probationary period and applicant is eligible for continued service or re-hire:

Yes No

Continuous paid employment:


Number of months worked _____ Total number of hours worked _____

Minimum qualifications/certification required: _____

Descriptions of duties (or attach job description): _____

Additional comments (optional): _____

I certify that this information is true and correct to the best of my knowledge.

 _____
Supervisor's Signature

_____ Date