Shoreline COMMUNITY COLLEGE | **Medical Laboratory Technology Program**

MLT APPLICATION FOR ADMISSIONS
2025-2026 Professional Year

Application available:	February 14th
Application DUE:	May 12th
Acceptance letters emailed by:	July 1th

DIRECTIONS FOR COMPLETING THE MLT APPLICATION FOR ADMISSIONS

1. Arrange for transcript evaluation prior to this application. MLT Faculty transcript evaluation required for courses not taken at Shoreline CC or listed on the Course Equivalency Grid or international FIS or WES transcripts.
2. ==Complete this application in its <u>entirety</u>. Incomplete applications will not be accepted.==
   a. There are six (7) Parts to this application. You are apply to one of the two programs:
      i. **A.A.A.S. in Medical Laboratory Technology** - Requires Shoreline General Education Core Requirements and Science pre-requisites
      ii. **Certificate of Proficiency in Medical Laboratory Technology**- Requires an associate or bachelor's Degree and Science pre-requisites and Human Relations course
   b. Specific instructions for filling out **Part A, B, and C**
      i. **For all courses**, indicate the college (i.e., SCC or UW) the course was taken, course number (i.e., Biol 242), and quarter/semester (Wtr20) and your respective decimal grade (3.6).
      ii. All courses considered must have a **minimum grade of 2.0 or higher.**
         1. Grades are averaged if lecture & lab course are used to meet a prerequisite requirement.
         2. If MLT 181/182, 183, or 184* courses are repeated, grades will be averaged.
         3. Applicant status is considered on a point system. Grades in Part B courses convert to points. If your grade is not shown as decimal on your transcript, we use the following:
            a. A=4.0   B=3.0   C=2.0   D or not completed = 0.0
         4. If currently enrolled or planning to take a required class
            a. Indicate which quarter you are/will be enrolled in.
            b. Provide a copy of the Spring registration for courses not taken at Shoreline CC.
         5. If accepted into the MLT Program and required courses are taken summer quarter, submit unofficial Shoreline CC transcripts or official college transcripts upon completion.
      iii. Submit **MLT Program Transcript Evaluation** by completed by a MLT faculty if applicable.
      iv. Submit FIS or WES transcript evaluation for courses taken outside the United States.
      v. Indicate additional non required courses you deem beneficial to your success in your MLT training in Part C
      vi. Indicate work experience of **6 months full time,** or **half time (1000 hours) in a year** in Part C
      vii. Request Recommendation and Employment Verification (if applicable) forms from References and/or Employer(s) be sent in a sealed envelope with reference signature on sealed envelope flap to the MLT Program Coordinator.
3. Complete application packet by the above MAY date deadline and submit via postage mail to:

Medical Laboratory Technology Program
Lyubov Braga, Coordinator, MLT & HIIM
Shoreline Community College
16101 Greenwood Avenue N., Shoreline, WA 98133

*Current enrollment or completion of MLT 181, MLT 182, MLT 183, and MLT 184 (Spring Qtr.) required to be eligible to apply.

Shoreline | **Medical Laboratory Technology Program**

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION- ADMISSIONS

STUDENT ID:

NAME:

Last   First   Initial   Other name(s)

EMAIL:

(Personal)

EMAIL:

(Shoreline)

ADDRESS:

Street   Apt No.   Daytime Phone Number

City   State   Zip Code

I am applying for:

- ☐ A.A.A.S. Degree, MLT
- ☐ Certificate of Proficiency, MLT

I have at least 6-month work experience (*check one*)

- ☐ Employer verification form included in application
- ☐ Employer verification form to be mailed by employer

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

Residency Status: ☐ US Citizen ☐ Resident alien/ immigrant ☐ Student Visa

I completed high school as follows: (*Check one*)

- ☐ High School
- ☐ GED

I completed college as follows: (*Check one*)

- ☐ Associate's degree
- ☐ Bachelor's Degree or higher

English is your first (Native) language?

- ☐ Yes
- ☐ No

I have trained/worked as a phlebotomist:

- ☐ Credits for phlebotomy lecture, lab, and practicum
- ☐ I can provide current certification verification

Please check one: *Optional*

- ☐ 1. White, non-Hispanic
- ☐ 2. African American, Non-Hispanic
- ☐ 3. American Indian/Alaskan
- ☐ 4. Samoan, Southeast Asian, or Pacific Islander

- ☐ 5. Filipino Asian
- ☐ 6. Chinese, East Indian, Japanese, and Korean
- ☐ 7. Other Asian
- ☐ 8. Hispanic
- ☐ 9. Other Ethnicity

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 $25.00 non-refundable application check fee.

Signature: Date:

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.

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| **Medical Laboratory Technology Program**

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION

Applicant Name:

PART A- GENERAL EDUCATION CORE REQUIREMENTS

Shoreline Community College's Required General Education Courses	Cr	College Where Course Taken	Course Number on Transcript	Qtr. Taken	Grade	Currently Enrolled	Program Required
ENGL& 101 Composition & Expository Pros (*Communication requirement*)	5						**AAAS CP**[a]
MATH& 146 Introduction to Stats (*Quantitative Reasoning Requirement*)	5						**AAAS**
BUS 103 Multiculturalism in the Workplace (*Multicultural requirement[b] for AAAS*)	2-5						**AAAS**
No Points Given for Gen. Ed. Requirements- *these count towards your AAAS degree graduation requirements*							

[a]- *If English is your second language and/or degree coursework was not in English, then you must complete this requirement via placement tests or required course.*

[b]- *Refer to the planning guide and/or the MLT course website for a complete list of courses that will satisfy the Multicultural Understanding requirement*

PART B- GENERAL EDUCATION CORE REQUIREMENTS

NON- MLT Program Required Courses	Cr	College Where Course Taken	Course Number on Transcript	Qtr. Taken	Grade	Currently Enrolled (1 point)	*MLT use only* (Points)
BIOL& 170 Human Biology	5						
BIOL& 211 Majors Cellular: Biology	5						
BIOL& 260 Microbiology	5						
CHEM& 121 Intro to Chemistry	5						
CHEM& 131 Introduction to Organic/Biochemistry	5						
MLT 181 Intro to Med Lab Procedures	4						
MLT 182 Medical Lab Procedures	2						
MLT 183 Math Applications for Clinical Lab	2						
MLT 184 Preparation as a Laboratory Professional	1						
						TOTAL POINTS	

| **Medical Laboratory Technology Program**

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION

Applicant Name:

PART C- ENRICHMENT COURSE(S) AND/OR WORK EXPERIENCE (If APPLICABLE)

Enrichment Course(s) (Enhances your preparation for MLT training (3-5 cr))	Grade	College Where Course Taken	Course Number on Transcript	Currently Enrolled (0.5 pts)	Poss. Pts	*MLT use only (Pts)*
Ed. Bonus Course 1:					**1.0**	
Briefly state reason:						
Ed. Bonus Course 2:					**1.0**	
Briefly state reason:						

WORK EXPERIENCE "Employer Verification Form" must be submitted by Employer for at least ONE job	FT or PT	POSITION TITLE	EMPLOYER	LENGTH (Months or Years)	Poss. Pts	*MLT use only (Pts)*
Phlebotomy or Lab Assistant in a Clinical Laboratory					**2.0**	
Foreign trained or work in laboratory science, Research Lab Aid, or Biotechnology					**1.5**	
Work Experience in customer service or other healthcare jobs (MA, CNA, etc.)					**1.0**	
				TOTAL POINTS:		

MLT PROGRAM ADMISSIONS APPLICATION- RECOMMENDATION FORM

Applicant Name:
(Please Print)

The applicant named above is applying for admission to the Medical Laboratory Technology Program at Shoreline Community College. Please submit **this Recommendation form by May 10th.** Return form to the applicant in sealed envelope or to SCC:

Lyubov Braga
Coordinator, MLT & HIIM
Shoreline Community College
16101 Greenwood Ave. N., Shoreline, WA 98133
Fax: (206) 533-5103

Please evaluate the applicant in each of the following categories	Excellent	Above Average	Average	Below Average	Not able to evaluate
Intellectual ability					
Oral communication (English)					
Written Communication (English)					
Ability to receive & learn from feedback					
Follow instructions & complete assignments					
Work well with others					
Emotional maturity					
Motivated					

How long have you known this applicant?

What class(es) did you instruct this applicant? or What was your job/relationship related to this applicant?

Anything else that you would like us to know about this applicant?

SIGNATURE:	
NAME (Print):	
SCHOOL or ORGANIZATION:	
EMAIL/PHONE:	

MLT PROGRAM ADMISSIONS APPLICATION- RECOMMENDATION FORM

Applicant Name:
(Please Print)

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Anything else that you would like us to know about this applicant?

SIGNATURE:	
NAME (Print):	
SCHOOL or ORGANIZATION:	
EMAIL/PHONE:	

| **Medical Laboratory Technology Program**

EMPLOYMENT VERIFICATION for MLT APPLICANTS
To be completed by supervisor

Applicant Name: _____

Name and Address of Facility/Business: _____
_____

Dear Employer:

Your current/former employee listed above is requesting verification of employment. He/she is applying to the **Shoreline Community College Medical Laboratory Technology Program.** This information includes time worked and a job description. A reference/recommendation is not required. *Please complete the information requested and return the form <u>to the applicant</u> in* **a sealed envelope with your signature on seal by <u>May 10th</u>**. *Applicants can include the* Employment Verification *form in their application packet, or you may mail or email us directly.*

> **Respectfully,**
>
> **Esther Lim, MLT Program Director**
> **elim@shoreline.edu**
> *Shoreline Community College*
> *16101 Greenwood Avenue N, Shoreline, WA 98133*

> *** * * * * ***

Job Title: _____
Continuous paid employment: Yes/No
Number of Months/Years worked: _____
Description of major job duties (or attach job description):

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

_____   _____
Supervisor's Signature   **Date**

| **Medical Laboratory Technology Program**

EMPLOYMENT VERIFICATION for MLT APPLICANTS
To be completed by supervisor

Applicant Name: _____

Name and Address of Facility/Business: _____
_____

Dear Employer:

Your current/former employee listed above is requesting verification of employment. He/she is applying to the **Shoreline Community College Medical Laboratory Technology Program.** This information includes time 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 with your signature on seal by May 10th**. Applicants can include the* Employment Verification *form in their application packet, or you may mail or email us directly.*

Respectfully,

Esther Lim, MLT Program Director
elim@shoreline.edu
Shoreline Community College
16101 Greenwood Avenue N, Shoreline, WA 98133

* * * * * *

Job Title: _____
Continuous paid employment: Yes/No
Number of Months/Years worked: _____
Description of major job duties (or attach job description):

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

_____   _____
Supervisor's Signature   **Date**

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION

Applicant Name:

PART D- APPLICATION ESSAY

Submit a handwritten essay on this page in the space provided. Tell me about your interest in an MLT career i.e., college or work experience, motivation, your decision to consider an MLT career and career goals etc.

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.

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| **Medical Laboratory Technology Program**

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION

Applicant Name: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮

PART E- TECHNICAL STANDARDS/ESSENTIAL SKILLS REQUIREMENTS

The Associate in Applied Arts and Science (A.A.A.S.) Degree and Certificate of Proficiency (CP) in Medical Laboratory Technology (MLT) Program prepares students to work as a team member in a clinical laboratory. The graduates will be prepared to perform scientific laboratory tasks. Employment opportunities are available to students taking the MLT (ASCP) certification examination. The SCC MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The MLT department has established minimum essential requirements that must be met, with or without reasonable accommodation, 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. Reasonable accommodation can be made for some disabilities in these areas, but a candidate must be able to perform in an independent manner. Each applicant to the program must attest that they can meet the abilities and skills listed below before entry into the program.

Essential Skills Requirements

1. **Observation** - An applicant must have the ability to participate actively in classroom demonstrations, lectures, student laboratory, and clinical practicum sessions. He/she must be able to see projected images and discriminate color variations in slide and computer format, and under a microscope.
1. **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.
2. **Motor Function** - The applicant must have sufficient motor function to perform a variety of basic and advanced laboratory testing. These may include manipulation of pipettes, microscopes, phlebotomy equipment, laboratory equipment, and supplies.
3. **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.
4. **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 relaxed and stressful emergency situations, prioritize tasks, and make correct judgments about patient results. Applicants must be flexible with scheduling and able to adapt to changing laboratory environments. 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 ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ 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.

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MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION

Applicant Name:

PART F- APPLICATION CHECKLIST

Check	MLT Admission Application Checklist
☐	Attended an MLT Program Information Meeting/Session (Date or Qtr./yr.):
☐	MLT Program Application form and fee
	• Application fee: Check or money order for $25.00 payable to: "Shoreline Community College"
	• Application fees are not refundable.
	• Applications will not be accepted without an application fee payment.
☐	Unofficial transcripts are included in the application packet.
☐	Course Substitution Waiver form(s) is/are included in the application packet.
	• If prerequisite courses are taken at another college and not listed on the MLT Program Equivalency Grid, then Submit MLT Program Transcript evaluation or Course Substitution Waiver (CSW) form. CSW form must be completed prior to application.
☐	If taking required course(s) Spring Quarter at another college, submit registration for enrollment. We will be able to check Shoreline CC spring enrollment.
☐	Contact two individuals to complete a Recommendation Form.
	• Two (2) Recommendations required
	• One recommendation from an instructor and one from an instructor, personal, or professional reference. Return to MLT coordinator or Program Director.
	• If a Recommendation Form is given to the applicant, it must be received in a sealed envelope with reference signature on sealed envelope flap. Return to MLT coordinator or Program Director.
☐	If you include 6 months' work experience, contact your employer to complete the Employment Verification Form.
	• If an Employment Verification Form is given to the applicant, it must be received in a sealed envelope with reference signature on sealed envelope flap. Return to MLT coordinator or Program Director.

I understand that:

Initial — If the application is not completed or requested items are not submitted, it will be disqualified.

Initial — English and Math general education required courses must be completed. General education courses must be completed to graduate from the MLT Program.

Initial — MLT Program acceptance is based on completion of courses total in Part B and points in Part C. Scores will be totaled to rank applicants.

Initial — MLT Program starts in September. Upon acceptance, I will be given information for a Canvas course regarding MLT Program credential requirements (Criminal History background check, Healthcare Provider CPR Training document/card, immunization records). A CANVAS course will be set up for submission of requested documents.