



**Shoreline Community College**  
**Medical Laboratory Technology Program**  
**Application: 2021-2022 Professional Year**

Application available:	<b>February 10<sup>th</sup></b>
Application DUE:	<b>May 10<sup>th</sup></b>
Acceptance letters emailed by:	<b>July 8<sup>th</sup></b>

**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 and Human Relations course

**DIRECTIONS:**

1. Submit complete application packet by the **MAY 10<sup>th</sup> 2020** deadline.  
SCC – MLT Program  
16101 Greenwood Avenue N  
Shoreline, WA98133
2. Submit **unofficial transcripts**. Official transcripts required upon admission.
3. Request **Reference forms** sent to MLT Program Director.
4. Arrange for transcript evaluation prior to MLT Program 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.
5. Courses must show on unofficial transcript & completed with a grade of 2.0 or higher **OR**  
a. a Registration receipt for the current or next quarter.
6. Part C: if using work experience include **Verification of Employment** form with your application. Have employer send to you. Submit unopened/ sealed.

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

➔ **Applicant status is considered on a point system. Grades in Part B courses convert to points except for Human Relations. One point is awarded for completing MLT 123 AIDS Education with a 2.0 grade or higher. Students completing all prerequisite courses and currently enrolled or have completed MLT 181, MLT 182 and MLT 123 will have earned the most points.**

*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.*



**SHORELINE COMMUNITY COLLEGE**  
**APPLICATION for ADMISSION to the**  
**MEDICAL LABORATORY TECHNOLOGY PROGRAM – 2021-2022**

**Student I.D. No.:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
 Last Name First Name Initial Other Name(s) on Transcripts

**E-mail 1** Hm: \_\_\_\_\_

**E-mail 2** SCC: \_\_\_\_\_

**Address:** \_\_\_\_\_  
 Street Apt No. Daytime Phone No.

\_\_\_\_\_ City State Zip Code

<b>I am applying for:</b>	<b>I have work experience 6 month (check one)</b>
<input type="checkbox"/> A.A.A.S. Degree, MLT	<input type="checkbox"/> employer verification form included in application
<input type="checkbox"/> Certificate of Proficiency, MLT	<input type="checkbox"/> employer verification form to be mailed by employer

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

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

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

1. High school graduate

2. GED

**Is English your first (native) language?**

1. Yes

2. No

**I have completed college as follows:**

1. Associate degree

2. Bachelor's degree or higher

**I have trained / worked as a phlebotomist:**

Course 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, and 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 \_\_\_\_\_

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

Applicant Name	
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Complete **Part A** if you applying for:

- an A.A.A.S. Degree in Medical Technology – complete all courses listed below. Placement test scores used for placement into Engl&101, and placement does not waive general education course requirements.
- a Certificate of Proficiency (CP)- complete the following, if English is your second language and/ or degree course work was not in English, then complete the **English** requirement as evaluated by placement scores and required courses.

Indicate college where course was taken, course number (i.e. Biol 242), quarter taken (Wtr10) and decimal grade (3.6).

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

If your grade is not shown as decimal on your transcript, we use the following:

A=4.0, B=3.0, C=2.0, D or not completed = 0.0 or as indicated on the college transcript.

Shoreline Required General Education Courses	Cr	College Where Course Taken	Course Number on transcript	Qtr Taken	Grade	Currently Enrolled	<i>for MLT use only</i>
<b>ENGL&amp; 101</b> Composition & Expository Prose (Communication requirement)	5						<b>AAAS required</b>
<b>Math 099</b> <b>Intermediate Algebra</b> (Quantitative Reasoning requirement)	5						<b>AAAS required</b>
<b>BUS 103</b> Multiculturalism in the Workplace (Multicultural requirement for AAAS degree)	3-5						<b>AAAS required</b>
<b>No Points Given for Gen. Ed. Requirements – these count towards your A.A.A.S. degree graduation requirements</b>							

**Curriculum Completion (Part A and Part B):**

**If currently enrolled or planning to take a required class, please indicate which quarter you are/will be enrolled.**

Provide a copy of your Spring quarter registration form if courses are taken at a college other than Shoreline CC.

If accepted into the MLT Program and required courses are taken summer quarter, submit unofficial Shoreline CC transcripts or official college transcripts upon completion

\* Approved **General Education Core Requirements** lists:

<http://www.shoreline.edu/about-shoreline/general-education-outcomes/documents/approved-list-course-requirements.pdf>

MLT Program Course Equivalency Grid posted on the MLT Program webpage.

Applicant Name	
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**Directions:** ALL applicants complete Part B

**-All science prerequisite courses 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 or as indicated on college transcript.

-Indicate college where course was taken, course number (i.e. Biol 242), quarter and decimal grade.

- Submit MLT Program transcript evaluation of prerequisite courses with this application.
- Grades are averaged, if lecture & lab course are used to meet a prerequisite requirement.
- If MLT 181\* and/ or MLT 182\* courses are repeated, grades will be averaged.
- If currently enrolled, provide a copy of Spring registration for courses not taken at Shoreline CC.
- Submit MLT Program Transcript Evaluation by MLT faculty for courses not on the MLT Program Course Equivalency Grid.
- Submit **FIS or WES** transcript evaluation for courses taken outside the United States.

Non- MLT Program Required Courses	Cr	College Where Course Taken	Equivalent Course Number	Qtr Taken	Decimal Grade/ points	Currently Enrolled 1 point	<i>for MLT use only</i>
<b>BUS 104 or 105</b> Human Relations in Business requirement	2-5						<i>Required No points</i>
<b>BIOL&amp; 170</b> Human Anatomy & Physiology	5						
<b>BIOL&amp; 211</b> Majors Cellular Biology	5						
<b>BIOL&amp; 260</b> Microbiology	5						
<b>CHEM&amp; 121</b> General Chemistry	5						
<b>CHEM&amp; 131</b> Organic Chemistry	5						
<b>MLT 181*</b> Intro to Med Lab Procedures	4						
<b>MLT 182*</b> Medical Lab Procedures	2						
<b>MLT 123 **</b> <b>AIDS Education</b>	<b>1 or cert</b>				<b>0 or 1 points</b>		<b>0 or 1 pt</b>
<b>Total Points</b>							

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

\*\* Document **MLT 123**, AIDS Education course or certificate (Course Substitution Waiver form).

Applicant Name	
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Directions: Complete **Part C** to:

**-Additional Courses:** Receive points for two courses not required that would be beneficial to you in the MLT Program.

**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 or as indicated on the college transcript.

**-Work Experience:** Receive point(s) for work experience of **6 months full time, or half time (1000 hours) in a year.**

Submit “Employer Verification Form” for one work experience in the past 10 years.

Enrichment Course -enhances your preparation for MLT training / 3-5 cr	Decimal Grade	Course Number/ title	College/ or documentation	Currently Enrolled (0.5 pts)	Poss. Points	<i>for MLT use only</i>
Ed. Bonus course #1				N/A	1.0	
<b>Briefly state reason:</b>						
Ed. Bonus course #2				N/A	1.0	
<b>Briefly state reason:</b>						
<b>WORK EXPERIENCE</b> Employer Submit: “Employer Verification Form” for ONE job			<b>Employer</b>			
<b>Phlebotomy or Lab Assist In a clinical laboratory</b>					2.0	
<b>Foreign trained or work in laboratory science, Research Lab Aid or Biotechnology</b>					1.5	
<b>Work experience in customer service or other healthcare job</b> MA, CNA, etc.					1.0	
<b>Total Points</b>						

**Submit a handwritten essay on this page in space provided. Tell 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.**



**MLT Program Application – 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 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 Medical Laboratory Technology (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, 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 in English, 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.

**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 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 \_\_\_\_\_ 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 Applicant Name	
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✓	<b>MLT Program application Checklist.</b>
	<b>Check mark: Attended an MLT Program Information Meeting on month or quarter _____/ year _____</b>
	Check mark: <b>MLT Program Application form and fee submitted.</b> <b>Application Fee: check or money order for \$25.00 payable to “Shoreline Community College” (non-refundable).</b> Applications will not be accepted without an application fee payment.
	Check mark: <b>Unofficial transcripts</b> are included in the application packet.
	Check mark: <b>Course Substitution Waiver form(s)</b> 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 <a href="#">Course Substitution Waiver (CSW)</a> form. CSW form must be completed <b>prior</b> to application
	Check mark: If taking required course(s) <b>Spring quarter at another college, submit registration</b> for enrollment. <i>We will be able to check Shoreline CC spring enrollment.</i>
	Check mark: Contacted two individuals to complete a <b>Recommendation Form.</b> Two (2) Recommendations – one recommendation from an instructor & one from an instructor, personal, or professional reference. Return to the MLT Program Director. If Recommendation Form is given to the applicant, it must be received in a sealed envelope with reference signature on sealed envelope flap.
	Check mark: If including 6 months work experience, contact employer to complete <b>Employment Verification Form.</b> Return to the MLT Program Director. If Employment Verification Form is given to the applicant, it must be received in sealed envelope with employer signature on sealed envelope flap.

I understand that:

\_\_\_\_\_ Initial If application is not complete or requested items are not submitted that the application will be disqualify.

\_\_\_\_\_ Initial English and Math general education required courses must be completed. Human relations and diversity general education courses must be completed to graduate from the MLT Program.  
MLT Program acceptance is based on completion of courses total in Part B (with the exception of Human Relations) and points in Part C. Scores will be totaled to rank applicants.

\_\_\_\_\_ Initial MLT Program starts in September.  
Upon acceptance, you will be given information regarding MLT Program requirements such as Criminal History background check, Healthcare Provider CPR card and vaccination.  
Items will be requested during the summer.  
A Canvas course will be set up for submission of requested documents.





**MLT Program Recommendation Form**  
**Shoreline Community College**

Applicant Name <i>(please print)</i>	
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(Last name)

(First name)

The applicant named above is applying for admission to the Medical Laboratory Technology Program at Shoreline Community College. **Please submit Recommendation form by May 10<sup>th</sup>. 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 communications (English)					
Written communications (English)					
Ability to receive & learn from feedback					
Ability to work independently					
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	
Telephone/ email	



**MLT Program Recommendation Form**  
**Shoreline Community College**

Applicant Name <i>(please print)</i>		
	(Last name)	(First name)

The applicant named above is applying for admission to the Medical Laboratory Technology Program at Shoreline Community College. **Please submit Recommendation form by May 10<sup>th</sup>. 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 communications (English)					
Written communications (English)					
Ability to receive & learn from feedback					
Ability to work independently					
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	
Telephone/ email	

**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 making application 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 by May 10th.***  
*Applicants can include the **Employment Verification** form in their application packet, or you may mail or email to us directly.*

*Molly Morse, , MLT Program Director  
Shoreline Community College  
16101 Greenwood Avenue N  
Shoreline, WA 98133.*

[mmorse@shoreline.edu](mailto:mmorse@shoreline.edu)

\* \* \* \* \*

Job Title \_\_\_\_\_

Continuous paid employment:

Number of months / yrs worked: \_\_\_\_\_

Descriptions 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