

ARAPAHOE COMMUNITY COLLEGE
Instructions for Admission to the
Medical Laboratory Technology Program

The Medical Laboratory Technology Program (MLT) at Arapahoe Community College (ACC) is an Associates of Applied Science degree program, which prepares and qualifies the graduate to sit for the NCA and ASCP national certification exams and to work as a certified Clinical Laboratory Technician / Medical Laboratory Technician.

A. PROGRAM / APPLICATION INFORMATION

Anyone interested in the ACC MLT program can obtain basic program and curriculum information from any of the following sources:

1. Visit <http://www.arapahoe.edu/deptprgrms/mlt/index.html> on the ACC web site.
2. Contact the Health, Math, Science and Engineering Division Office at 303-797-5888.
3. Call the MLT Program Director, Jennifer Kroetch at 303-797-5796.

B. ADMISSIONS REQUIREMENTS (Please note: Requirements change on a yearly basis)

In order to be admitted to the Medical Laboratory Technology Program the applicant must complete the following minimum requirements.

1. Be a high school graduate or have GED equivalence.
2. Complete an ACC application and obtain acceptance to the college.
3. Achieve acceptable CPT (Accuplacer) scores in Reading Comprehension, Sentence Skills and Arithmetic (see following section C)
4. Conduct an advising session with the MLT Program Director and declare the intended route of completion for the MLT curriculum, i.e. 1-year fast track or 2-year traditional route (see following section D).
5. **Submit ALL application materials together and postmarked by March 31, 2009** (see following section E). Only complete application packets will be considered for admission to the MLT program.

C. CPT (Accuplacer) TESTING

The MLT program requires ALL applicants to take the CPT test. (Note: students must meet any additional CPT requirements for other required courses). The applicant must take the CPT regardless of any previous college degree(s) held or courses completed. It is recommended that this test be taken well in advance of the application deadline.

Some colleges may use different assessment tests. The applicant must take the test named CPT (Accuplacer). The test is given without appointment. Please see the current ACC schedule or contact the Testing Center (303-797-5993) for information regarding the administration of this test.

Acceptable Scores:

The MLT program requires a minimum level of achievement on each of the following sections of the CPT test. Applicants must obtain at least the minimum score on each component in order to be considered for admission into the MLT program.

Reading Comprehension	=	80
Sentence Skills	=	95
Arithmetic	=	88
(or Algebra = 45)		

Math or arithmetic scores less than the above minimum levels will require completion of Math classes through MAT 060 - Pre-Algebra.

Students will be charged \$10 the first time to take all sections of the CPT test. Students may retake any "section" of the CPT at a cost of \$10 per section. If necessary, please check with the Testing Center staff as to how often retesting is available.

D. ADVISING SESSION WITH MLT PROGRAM DIRECTOR

As part of the application requirements all applicants must first meet with the MLT Program Director for advising on declaring an intended route of completion for the MLT curriculum.

Applicants must schedule an advising session with the MLT Program Director on the following general schedule. Appointments are accepted on a space available basis. The last date for possible appointments prior to the application deadline is March 24, 2009.

APPOINTMENT TIMES ARE AVAILABLE UPON REQUEST

E. APPLICATION PROCESS

1. Submit college application to ACC's Information Central or Admissions and Records office.
2. Schedule and conduct an advising session with the MLT Program Director and declare an intended route of completion i.e. 1-year fast track or 2-year traditional route.
3. Submit MLT Program application (page 6 of this document) to the MLT Program Director by **March 31**. A complete application packet is indicated when all necessary application items are filled out and materials are attached.
4. Submit a copy of passing CPT (Accuplacer) scores or documentation by transcript of successful remediation with the MLT application.
5. Submit a copy of all college transcripts, including ACC, which indicate successful completion of any or all of the required general education courses. (Successful completion means that the student has received a grade of "C" or better in the respective course.) Unofficial copies of transcripts will be accepted for admission screening purposes. It is the applicant's responsibility to attach transcripts to the purple application. The Records Office will not provide transcripts to the MLT department.

After acceptance into the MLT program students will be responsible for completing the Official Transcript Evaluation process to "officially" transfer credits from other colleges or universities to ACC.

6. If applicable, submit Phlebotomist / Laboratory Assistant Work Experience Verification form.
7. Mail completed application packet postmarked no later than **March 31** to:

Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO 80160

Attn: Jennifer Kroetch
MLT Program – Box 32

F. ADMISSION SELECTION PROCESS

Met minimum requirements for ranking.

The following admission point system will be utilized to rank (or place in order) all completed applications received by the deadline, **March 31**, for both the fast track & traditional route program options.

1. **One point** will be awarded for each of the required general education course credits successfully completed with a grade of "C" or better as listed on a transcript from an accredited college or university. Points are not awarded for courses in progress.

2. **One point *per year*** of work experience will be awarded to applicants who submit proof of at least 120 hours of work experience as a phlebotomist or laboratory assistant within the last 5 years. Use the attached work experience verification form. A maximum of five points may be awarded for this work experience criteria.

All complete applications received by the **March 31** deadline will be assessed and assigned an overall point value. Applicants will be ranked starting with the highest point value first. Random selection is used when applicants have been awarded the same number of points.

In the event more acceptable applications are received than can be accommodated in the MLT program a wait-list will be generated from the remainder of the applicant pool.

Note: Applications that are not postmarked by the deadline of March 31 will not be considered in the initial admissions process into the MLT program.

Applicants will be notified by mail by May 15, 2009 regarding their admission status to the MLT program.

Second Deadline:

If after the initial admission process there are still spaces available in the MLT program a second application deadline will be applied.

Complete applications that are received after March 31 but before the second admission deadline on July 31 will be assessed using the above admission point system. The last date for possible appointments prior to the second application deadline is July 20, 2009.

Applications received by the second deadline will be evaluated using the same criteria as listed in the above section F.

G. GENERAL INSTRUCTIONS

1. Applicants are responsible for maintaining current mailing address, phone numbers and email addresses with the MLT Program department as well as the college Records office.
2. As a matter of courtesy, accepted applicants are requested to inform the MLT Program in writing (email is acceptable) of their decision not to enroll in the MLT Program. Other applicants are waiting for vacancy.
3. The Fall semester is the entry point for new incoming students and is the best time to begin with the MLT program.
4. Applications of those who are not admitted ***will not be carried over*** to the following year. Applicants must reapply to the MLT Program by the next application deadline. Applicants must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any change in criteria. Current admission information can be obtained from the MLT Program office.
5. Please be informed that a Criminal Background check is required prior to entering any MLT internship. In the event the student background check reveals any disqualifying factors that student will not be permitted to continue with the internship portion of the program (note: successful completion of all MLT internships is a graduation requirement). Information on how to acquire / perform the background check will be provided to all students accepted to the MLT program.

**PHLEBOTOMIST / LABORATORY ASSISTANT
WORK EXPERIENCE VERIFICATION**

(To be completed by the MLT applicant)

Full Name (Print)

Present Address (street address, city, state, zip)

is making application for the Arapahoe Community College Medical Laboratory
Technology (MLT) Program.

Name of Firm

Address of Firm (street address, city, state, zip)

to furnish ACC MLT Program the following information:

(To be completed by the Employer. Note: Please return this form to the applicant)

1. The above named person was employed by us from _____ to
_____ (dates), a period of _____ (months, years). This
was FULL/PART time (circle one) employment. Please provide the total hours
worked _____.
2. S/he was employed as a PHLEBOTOMIST/LABORATORY ASSISTANT (circle one).
3. Description of job duties _____

4. Is s/he considered a skilled, competent, and successful worker in his/her field?

5. Additional comments: _____

Signed by: _____

Date: _____

Title: _____

Telephone: _____

