

TECHNICAL & VOCATIONAL PROGRAMS

Medical Laboratory Technology

A 45 42 0 Associate in Applied Science

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency.

College of The Albemarle is currently seeking accreditation from the National Accrediting Agency for Clinical Laboratory Science (8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631-3415, Telephone 773-714-8880). Upon the college earning accreditation, graduates will be eligible to take the American Society of Clinical Pathology Board of Registry exam, or another certifying exam, to become national certified as a Medical Laboratory Technician/Clinical Laboratory Technician.

Pre-admission requirements: Complete and submit a written COA Application for Admission. Bring or send an official high school transcript and official post-secondary transcript (if applicable). Achieve minimum English, Math and Reading competencies.

Achieve and maintain a 2.5 minimum cumulative grade point average - Applicants must have completed one unit of biology in high school with a "C" or higher or the equivalent at a post secondary institution (BIO 090 or higher). Applicants must have completed one unit of chemistry in high school with a "C" or higher or the equivalent at a post secondary institution (CHM 090 or higher). An official transcript must be provided. Achieve at or above all the set score of the HOBET test for the Medical Laboratory Technology program. Complete the Medical Laboratory Technology application. Attend the Medical Laboratory Technology pre-admission meeting.

General Education Courses

<i>Communications</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ENG 111 Expository Writing	[ENG 090/RED 090]	S1	3	0	0	3
ENG 112 Argument Based Research	[ENG 111]	F2	3	0	0	3
or						
ENG 113 Literature Based Research	[ENG 111]	F2	3	0	0	3
or						
ENG 114 Professional Research & Reporting	[ENG 111]	F2	3	0	0	3
<i>Natural Science/Mathematics</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
BIO 163 Basic Anatomy & Physiology [BIO 168 & BIO 169 will be accepted]	[BIO 090, ENG 090/RED 090]	F1	4	2	0	5
CHM 130 Gen., Organic, & Biochemistry	[CHM 090]	F1	3	0	0	3
CHM 130A Gen., Organic, & Biochemistry Lab		F1	0	3	0	1
CIS 111 Basic PC Literacy [CIS 110 will be accepted]		S1	1	2	0	2
MAT 115 Mathematical Models	[MAT 070]	F1	2	2	0	3
<i>Social/Behavioral Science:</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
PSY 150 General Psychology	[ENG 090/RED 090]	S1	3	0	0	3
<i>Humanities/Fine Arts:</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
(Choose 3 semester credit hours of approved courses from the CAA Course List -- *cannot be a COM prefix or a foreign language)	[Varies]	F1	3	0	0	3

Major Courses: Core

<i>Core courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
MLT 110 Intro to MLT	Adm. to MLT Program	F1	2	3	0	3
MLT 115 Laboratory Calculations	Adm. to MLT Program	F1	1	2	0	2
MLT 120 Hematology/Hemostasis I	MLT 110/MLT 115	S1	3	3	0	4
MLT 220 Hematology/Hemostasis II	MLT 110/MLT 115	S1	2	3	0	3
MLT 111 Urinalysis	MLT 110/MLT 115	S1	1	3	0	2
MLT 130 Clinical Chemistry	MLT 110/MLT 115	S1	3	3	0	4
MLT 125 Immunohematology I	MLT 120/MLT 220	F2	4	3	0	5
MLT 126 Immunology & Serology	MLT 120/MLT 220	F2	1	2	0	2
MLT 140 Intro to Microbiology	MLT 120/MLT 220	F2	2	3	0	3
MLT 240 Special Clinical Microbiology	MLT 120/MLT 220	F2	2	3	0	3
MLT 215 Professional Issues	Completion of MLT modules	S2	2	0	0	1
MLT 285 MLT Practicum (Clinical Training)	Completion of MLT modules	S2	0	0	39	13

Total Semester Hours Required for Associate Degree:

71



College of The Albemarle
 AAS- Medical Laboratory Technology
 (A 45 42 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Credits	Grade	Sem
I. GENERAL EDUCATION COURSES						
Communications: (Choose 6 semester credit hours – ENG 111 is required)						
ENG 111 Expository Writing	S1	3	0	3	_____	_____
ENG 112 Argument Based Research <i>or</i>	F2	3	0	3	_____	_____
ENG 113 Literature Based Research <i>or</i>	F2	3	0	3	_____	_____
ENG 114 Professional Research & Reporting	F2	3	0	<u>3</u>	_____	_____
				6		
Natural Science/Mathematics:						
BIO 163 Basic Anatomy & Physiology (<i>BIO 168 & BIO 169 will be accepted</i>)	F1	4	2	5	_____	_____
CHM 130 Gen., Organic, & Biochemistry	F1	3	0	3	_____	_____
CHM 130A Gen., Organic, & Biochemistry Lab	F1	0	2	1	_____	_____
MAT 115 Mathematical Models	F1	2	2	3	_____	_____
CIS 111 Basic PC Literacy (<i>CIS 110 will be accepted</i>)	S1	1	2	<u>2</u>	_____	_____
				14		
Social/Behavioral Science:						
PSY 150 General Psychology	S1	3	0	<u>3</u>	_____	_____
				3		
Humanities/Fine Arts:						
Humanities/ Fine Arts Elective (Can not be a COM course or a foreign language course)	F1	3	0	<u>3</u>	_____	_____
				3		
II. MAJOR COURSES: CORE (Required 45 semester credit hours)						
MLT 110 Intro to MLT	F1	2	3	3	_____	_____
MLT 115 Laboratory Calculations	F1	1	2	2	_____	_____
MLT 120 Hematology/ Hemostasis I	S1	3	3	4	_____	_____
MLT 220 Hematology/ Hemostasis II	S1	2	3	3	_____	_____
MLT 111 Urinalysis	S1	1	3	2	_____	_____
MLT 130 Clinical Chemistry	S1	3	3	4	_____	_____
MLT 125 Immunohematology I	F2	4	3	5	_____	_____
MLT 126 Immunology & Serology	F2	1	2	2	_____	_____
MLT 140 Intro to Microbiology	F2	2	3	3	_____	_____

MLT 240 Special Clinical Microbiology	F2	2	3	3	_____	_____
MLT 215 Professional Issues	S2	2	0	1	_____	_____
MLT 285 MLT Practicum (Clinical Training)	S2		39	<u>13</u>	_____	_____
				45		

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 71

COA Health Science Programs Comparison Grid

Students must complete these requirements before receiving a Health Sciences application

Pre-Admission Requirements***											
Program	COA Appl. on file	HS and College Transcripts on file	Eng Devel. Requirement Completed through	Math Devel. Requirement Completed through	Minim. GPA	HS Biology C / 77 or better required	HS Chemistry C / 77 or better required	HOBET Math	HOBET Reading	HOBET Composite	Applic. Deadline date -5 p.m.
A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	1/14/2011
LPN-A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	9/15/2010
MLT* (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	5/15/2011
PN (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.0	Yes	---	50%	45%	50%	3/15/2011
Surg Tech (168/169)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	Yes**	50%	45%	50%	5/15/2010
Med Asst (163)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	---	45%	35%	40%	6/1/2010
Phleb* (none)	Yes	Yes	ENG 090& RED 090	MAT 060	2.0	Yes	---	****	****	****	6/15/2011

*MLT and Phlebotomy Programs admit students every other year, starting with 2007 (odd years only)

****Chemistry is a Bio 168 - Anatomy & Physiology I pre-requisite; if any questions please call Kiesha Knight, ext. 2304**

***** Shaded areas MUST be completed before a student will be allowed to take the HOBET. When students have completed ALL shaded requirements for their program of interest - they should see Annette Roberson for validation of meeting these pre-admission requirements and pay to take the HOBET Admission test (\$30.00)**

****** Phlebotomy program does not require the HOBET test - but they still must complete the validation form. Students are selected on a first-come-first-served basis based on the date on their validation form.**

HOBET TESTING DATES

Computer Lab-Owens Center, EC Campus
Choice of test sessions are usually 9 am, 1 pm, or 6 pm on the dates listed:

2010
Thursday Jan. 14
Thursday Feb. 11
Thursday Mar. 11
Thursday Apr. 8
Thursday May 13

Thursday Jun. 10
Thursday Jul 8
Thursday Aug. 12
Thursday Sept. 9
Thursday Oct. 14
Thursday Nov. 11
Thursday Dec. 9
2011

Thursday Jan.13
**Picture ID Required!!!
Pencils, scrap paper & calculators provided.**

College of The Albemarle HOBET Information

What is the HOBET? The **H**ea**l**th **O**ccupation **B**asic **E**ntrance **T**est is a computerized test administered by College of The Albemarle at the Owens Center, on the Elizabeth City campus, & at the Dare County campus for most of the Health Sciences programs. It is a diagnostic test used to help provide information on a prospective student's aptitude for success by identifying skill development in math and reading comprehension related to the competitive Health Science programs. In addition, the HOBET provides valuable information on learning style, test-taking skills, and other components essential for student success in the health science programs.

How can I prepare for the HOBET? The coursework you have already completed is probably the best preparation for this test. However; if you would like additional preparation, two copies of the HOBET study guide are available for review at the Owens Center from **Kiesha Knight, office 107** or **Vivian Bridgers, office 102**, however; you will only be allowed to use these copies at the Owens Center and cannot take them out of the facility. We also suggest a Google websites search for additional study guides and sample practice test.

How do I sign up for the HOBET? You must complete the pre-admission requirements for the Health Science program(s) you wish to apply for before you can request to take the HOBET. Verification of completed pre-admission criteria is done through a HOBET Validation form with **Annette Roberson, Admission Technician office AE 133, ext. 2221**. You will need to take the form to the business office and pay for the test and bring the form back to Ms. Roberson with your payment receipt to verify payment. Your file will then be forwarded to the Owens Center for review of pre-admission requirements. You may call **335-0821 ext. 2304**, or stop by the Owens Center (**office OC 107 or OC 102**) after completing the validation form to schedule a date and time for testing.

How long does it take and when will I get my results? The timed test will be taken on a computer in the Owens Center and will last approximately three hours. Results will be available immediately after completing the test.

How are scores used? The most recent HOBET test score is used for qualification. Students must score the minimal required scores for their program(s) of interest in Math, Reading and Composite scores within a single HOBET test. The Composite percentage score(s) are also used as 50% of the competitive ranking process. If you do not score at the minimal scores, the test will give you feedback on your strengths and weaknesses so you can work to improve these areas or consider other career options.

How much does it cost? A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form.

How many times can I take the test? You may take the test once and then are allowed one retake within a 365 day period, as long as 90 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. Retakes are not permitted once minimum scores for a program of interest have been met. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant's testing opportunities.

How long are my scores good for? Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the test date. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.

How do I secure reasonable accommodations for testing if I am a student with a disability? If you are seeking reasonable accommodations for the HOBET, please see Andrea Temple, Director of Disability Support Services, at 335-0821 ext. 2277, atemple@albemarle.edu, or visit AE 119.

IMPORTANT!!!

A PICTURE ID (Student ID or Driver's License) IS REQUIRED FOR TESTING. CALCULATORS, PENCILS AND SCRAP PAPER WILL BE PROVIDED.

COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

MEDICAL LABORATORY TECHNOLOGY PROGRAM GUIDANCE SHEET

This guidance sheet for students and their advisors is designed to serve as an abbreviated version and check-off sheet for the requirements of the MLT admission process. Students and their advisors should refer to the MLT Admissions Fact Sheet for specific information related to each phase and criteria of the admission process.

(STUDENTS WHO PLAN TO CONTINUE THEIR EDUCATION TO A FOUR YEAR DEGREE IN MED TECH are advised to have an academic counselor {Ext. 2243} review their choices regarding coursework that meets MLT requirements and is also transferable).

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the MLT program must complete the following steps by **May 15, 2011** in order to be considered for acceptance for the **Fall Semester 2011**.

- _____ A. **Complete and submit a written COA Application for Admission**
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts.**
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
- _____ D. **Achieve and maintain a 2.5 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher)
- _____ F. **Applicants must have completed one unit of chemistry in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (CHEM 090 or higher)

REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may apply for requirement G. Once a student has met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive an eligibility form to take the HOBET at a cost of \$30.00. Proof of payment for the test will be required with the validation form.

- _____ G. **Achieve at or above all the set scores for the HOBET test for the MLT program within a single test administration.**

PHASE II: MEDICAL LABORATORY TECH. APPLICATION REQUIREMENTS:

- _____ H. **COMPLETE THE MLT ADMISSION APPLICATION by 5 p.m. on May 15, 2011.**
- _____ I. **ATTEND THE MLT PRE-ADMISSION MEETING** Qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the MLT faculty.

PHASE III: SELECTION PROCESS: APPLICANTS SHOULD BE AWARE: STUDENTS WHO INDICATE FIRST PREFERENCE FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM WILL BE SELECTED/RANKED SEPERATELY

_____ **NUMERICAL RANKING PROCESS-** system is utilized to determine the most qualified students based on their performance on the HOBET Composite percentage score (50%), cumulative GPA (**The most recent transcript containing a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work will be used**) (25%), and points awarded for courses completed in the MLT curriculum, previously earned degree(s) and health related work experience (25%). The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

_____ **OTHER REQUIREMENTS-** if selected for entrance into the program, applicants will be required to complete health physical and immunization requirements and proper CPR certification prior to the beginning of the MLT 285 Practicum. Students should also be aware that a criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program.

**COLLEGE OF THE
ALBEMARLE
Fall 2011
MEDICAL
LABORATORY
TECHNOLOGY
FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY UNDER
REVIEW AND THEREFORE SUBJECT TO CHANGE**

COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327
 COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
 (252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

MEDICAL LABORATORY TECHNOLOGY (MLT) PROGRAM FACT SHEET

The admission process outlined in this fact sheet was developed by the MLT faculty and is to be implemented by the Admissions Office with MLT faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Medical Laboratory Technology program must complete the following steps **by May 15, 2011** in order to be considered for acceptance for the Fall Semester 2011. (At the discretion of the MLT Program Coordinator, some applications may be considered after the deadline.)

- _____ A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Medical Laboratory Technology program, to the Admissions Office, Elizabeth City Campus.
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____ C. **Achieve minimum English, Math, and Reading competencies.**

Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of "PC" or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of "C" or better before the application deadline, ENG 111 and/or MAT 080 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of "PC" or "C" on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of "PC" or "C" on MAT 080, or it's equivalent, or courses beyond these, from a regionally accredited institution.

PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	81	41	440 *	19 *
English	70	41	440 *	19 *
Math	47 Pre-Algebra	41 Numeric		
Math	66/Beginning Algebra	41/Intermediate Algebra		

* SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.

- _____ D. **Achieve and maintain a 2.5 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.
- _____ F. **Applicants must have completed one unit of chemistry in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (CHEM 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may apply for requirement G. Once students have met criteria A-F completely, they should contact the Allied Health Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive a validation form to take the HOBET (Health Occupations Basic Entrance Test). HOBET Validation forms will be submitted to the Allied health Admissions Office by the Allied Health Admissions Technician. One week after submitting HOBET Validation forms, students may contact Chris Robertson, the Health Sciences Admissions, Lab/Clinical Coordinator (Owens Center, Office 107, Ext. 2304) who will confirm their form has been received and at that time the applicant may select and schedule an appointment to take the HOBET.

- _____ G. **Achieve at or above all the set scores for the HOBET test for the MLT program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

The required minimum scores for the HOBET are:

Essential Math Skills Percentage Score	Reading Comprehension Percentage Score	Composite Percentage Score
60%	55%	60%

A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the HOBET.

Applicants are allowed one retake of the HOBET within a 365 day period, as long as 30 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. **Only the most recent HOBET test score available is used for qualification and ranking for the program.**

Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant’s testing opportunities.

Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the date the test was taken. If an applicant retakes the HOBET after achieving minimal score requirements, the more recent scores will be used for qualification and ranking for the program, even if any or all scores are lower.

PHASE II MEDICAL LABORATORY TECHNOLOGY APPLICATION REQUIREMENTS:

- H. **COMPLETE THE MLT ADMISSION APPLICATION.**
Once students have met all preadmission criteria A,B,C,D, E, F, and G – students must complete an application to the COA MLT Program. **APPLICANTS SHOULD BE AWARE : STUDENTS WHO INDICATE FIRST PREFERENCE FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM (BY INDICATING ON THEIR HEALTH SCIENCES APPLICATION FORM THAT THEY DESIRE THE MLT PROGRAM FIRST - BEFORE ANY OTHER HEALTH SCIENCES PROGRAM) WILL BE SELECTED/RANKED SEPERATELY; PRIOR TO ALL OTHER APPLICANTS TO THE PROGRAM.** (see Section on the Selection Process)

Applications may be obtained at the Allied Health Administrative Assistant's office (Owens Center, Office 102) or from Chris Robertson, Health Sciences Admissions, Lab/Clinical Coordinator (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-G.

Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the Allied Health Administrative Assistant's office (Owens Center, Office 102) by 5 p.m. on MAY 15, 2011. Late applications will NOT be accepted for any reason.

- I. **ATTEND THE MLT PRE-ADMISSION MEETING**
After meeting the minimum PRE-ADMISSION qualifications for admission to the Medical Laboratory Technology program and submitting the MLT application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the MLT faculty. The purpose of the pre-admission meeting is to inform prospective MLT applicants about the program and answer questions or concerns of the applicants. During the meeting, applicants are requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Allied Health Administrative Assistant's office, Owens Center, Office 102, Extension 2283 or Extension 2304. It is the applicant's responsibility to maintain communication with the college via the Allied Health Administrative Assistant's office, Owens Center, Office 102, Extension 2283.

MEDICAL LABORATORY TECHNOLOGY PROGRAM NUMERICAL RANKING PROCESS

Students who have met all the required academic and testing criteria, have a complete MLT Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system. This system is utilized to determine the most qualified students based on their performance on the HOBET (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the MLT curriculum schema, previously earned degree(s), and health related work experience (25%).

The numerical ranking system assigns points from the following three different areas:

1) HOBET Score – 50%

The applicant will receive the number of percentage points based on their **COMPOSITE PERCENTAGE SCORE** on the HOBET

2) POINTS System – 25%

The applicant will receive a point total based on specific courses within the MLT program that have already been completed, previous degrees earned, and previous health care experience. Points are awarded as follows:

SPECIFIC COURSE POINTS

The Course Points section of the ranking process assigns points based on academic performance from these nine (9) academic courses. All of the courses are required for the MLT program.

BIO 163 - Anatomy & Physiology
CHM 130 - General Organic Chemistry
ENG 111 - Expository Writing
ENG 112 – Argument-Based Research, or ENG 113 Literature-Based Research or ENG 114
PSY 150 - General Psychology
CIS 110 or 111 - Basic PC Literacy
Humanities / Fine Arts Elective

Points will not be assigned for BIO 163, CHM 151, CHM 152, PSY 150, and CIS 111 if the course(s) was/were completed five years or more prior to enrollment in first semester MLT classes. Points will not be assigned for courses the student has enrolled in more than twice.

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

10 points will be assigned for a bachelor's degree which was earned at a regionally accredited institution.

5 points will be assigned for a master's degree which was earned at a regionally accredited institution.

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points. Acceptable fields of work experience are CNA II, LPN, Paramedic (EMT), RN, Surgical Technology, Medical Assisting, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the MLT Program Coordinator, whose decision is final.

Proper documentation must be provided when submitting the MLT application and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant's current employment status

Awarding of all points related to previous health care experience is at the discretion of the MLT Program Coordinator, whose decision is final.

3) OVERALL GRADE POINT AVERAGE - 25%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the most recent college transcript. This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work. High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

PHASE III: SELECTION PROCESS

- A. **TWO ROUNDS OF RANKING MAY OCCUR FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM BASED ON DOCUMENTED INTEREST IN THE PROGRAM ON THE HEALTH SCIENCES APPLICATION FORM.**
- B. **ROUND ONE OF THE SELECTION PROCESS WILL TAKE ALL APPLICANTS WHO INDICATED ON THE HEALTH SCIENCES APPLICATION FORM A DESIRE FOR THE MEDICAL LABORATORY PROGRAM AS THEIR PRIMARY/FIRST PROGRAM OF INTEREST.** If the number of applicants exceeds the number of slots available, results from the HOBET Composite Percentage Score, Points System, and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant. These applicants will be ranked in a descending numerical order which is based on total points. Round two will not take place if the number of first choice applicants fills the available slots for the Medical Laboratory Tech program.
- ROUND TWO OF THE SELECTION PROCESS WILL RANK ALL OTHER APPLICANTS WHO INDICATED ON THEIR APPLICATION FORM A DESIRE FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM, BUT NOT AS THEIR FIRST CHOICE.** These applicants will be ranked in a descending numerical order which is based on total points to fill any remaining slots/seats in the program after round one has been completed.
- C. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the MLT Program Coordinator, whose decision is final, starting with “Alternate 1.”
- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

An applicant who has concerns about the admissions process to the Medical Laboratory Technology Program should address the problem with the Program Coordinator of the Medical Laboratory Technology Program (A Building, Office 217, Ext. 2999) or Chris Robertson (2304).

OTHER IMPORTANT INFORMATION RELATED TO THE MLT PROGRAM

Upon conditional acceptance, but prior to enrollment in the MLT program, applicants will be required to provide additional information including:

- A. Documentation of current CPR Certification (must be either American Heart Association - Health Care Provider or American Red Cross – Professional Rescuer) must be received by the MLT Program Coordinator prior to the beginning of the MLT 285 Practicum. Students who do not meet this requirement may be dropped from consideration for the MLT program, even if they have met all other criteria and have initially been accepted into the program.**
- B. A completed COA health care examination form indicating physical and emotional health and record of immunizations must be received by the MLT Program Coordinator prior to the beginning of the MLT 285 Practicum. Students who do not meet this requirement may be dropped from consideration for the MLT program, even if they have met all other criteria and have initially been accepted into the program.**
- C. Criminal Background Check**
A criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.

READMISSION PROCESS

Definition of Re-Admit: A student who has previously been enrolled in any MLT program.

- A. Applicants applying for readmission into the first semester of the Medical Laboratory Technology program should contact the Allied Health Administrative Assistant's office, Owens Center Office 102, Extension 2283, and the MLT Program Coordinator (ext. 2999) for information concerning this special situation.
- B. Students who have successfully completed one semester of a Medical Laboratory Technology Program and are seeking admission to College of The Albemarle's Medical Laboratory Technology program should contact the Medical Laboratory Technology Program Coordinator (ext. 2999) or Chris Robertson, (ext. 2304).

MLT Program Schedule Fall 2011

Course	Credit Hours	Special sessions
<i>1st Fall</i>		
MATH 115 Math Models	3	
BIO 163 Basic A & P	5	
CHM 130 Gen, Organic, & Biochem	4	
Humanities elective	3	
MLT 110 Intro. To MLT	3	
MLT 115 Lab Calculations	<u>2</u>	
TOTAL	20	
<i>1st Spring</i>		
ENG 111 Expository Writing	3	
PSY 150 General Psychology	3	
CIS 111 Basic PC Literacy	2	
MLT 120 Hematology I	4	1 st 8-weeks MTWTh 9-12 & 1-3:30
MLT 220 Hematology II	3	1 st 8-weeks
MLT 130 Clinical Chemistry	4	2 nd 8-weeks MTWTh 9-12 & 1-3
MLT 111 Urinalysis	<u>2</u>	2 nd 8-weeks
TOTAL	21	
<i>2nd Fall</i>		
ENG 114 (112 or 113)	3	
MLT 126 Immunology/ Serology	2	1 st 8-weeks MTWTh 9-12 & 1-3
MLT 125 Immunohematology	5	1 st 8-weeks
MLT 140 Intro. To Microbiology	3	2 nd 8-weeks MTWTh 9-12 & 1-3
MLT 240 Special clinical Microbiology	3	2 nd 8-weeks
TOTAL	16	
<i>2nd Spring</i>		
MLT 285 MLT Practicum I	13	
MLT 215 Professional Issues	<u>1</u>	Hybrid
TOTAL	14	
Grand Total	<u>71</u>	