



Admission Guide
Medical Laboratory Technician

Summer 2019

INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE.

Revised 1/28/2019

Dear Prospective Medical Laboratory Technician Students:

Thank you for your interest in the Medical Laboratory Technician (MLT) Program at Fletcher Technical Community College. Applications for the summer 2019 Program are currently being accepted.

Students must have completed BIOL 1140, 1150, ENGL 1010, and MATH 1100 or 1170 prior to the spring 2019 semester to apply to the summer 2019 clinical program.

Due to the implementation of a new curriculum for fall 2019, students must take an additional course in a mini session, which will run approximately May to June prior to the summer 2019 semester.

The application deadline for the program will be March 1, 2019, at 4:00 PM at Main Campus/Schriever Location in Enrollment Services. Applications received after this deadline will be deemed automatically ineligible for the summer 2019 MLT program.

Students accepted into the MLT Clinical program will complete the program in three semesters. Successful completion of the MLT degree prepares you to take the American Society for clinical Pathology (ASCP) Certification Examination.

Detailed admissions requirements for the MLT program are included in this guide. Please read the following document fully. Students who are not admitted for summer 2019 must re-apply for admission for a future entrance term. It is the student's responsibility to retain copies of documents and resubmit a new application packet for future classes. We do not maintain a waiting list. Admission requirements are reviewed annually and are subject to change. Please ensure you are using the correct guide for the semester you are applying.

If you have questions regarding information in this document, please call the Department of Nursing and Allied Health at (985) 876-8900. We look forward to assisting you as you begin your studies in Medical Laboratory Technician.

Sincerely,

Department of Nursing and Allied Health Faculty
Fletcher Technical Community College

Medical Laboratory Technician Summer 2019

Course Number	Course Title	Lecture		Lab		Clinical		Total Cr. Hrs.	Total Clock
		Credit	Clock	Credit	Clock	Credit	Clock		
Spring									
	Freshman Year								
ENGL 1010	English Composition I	3	45	0	0	0	0	3	45
BIOL 1140	Anatomy & Physiology I	3	45	0	0	0	0	3	45
BIOL1150	Anatomy & Physiology I Lab	0	0	1	30	0	0	1	30
CHEM 1010	Fundamentals of Chemistry	3	45	0	0	0	0	3	45
MATH 1100	College Algebra	3	45	0	0	0	0	3	45
	Humanities Elective	3	45	0	0	0	0	3	45
Apply to MLT program									
Intercession									
HBIO 1200	Anatomy and Physiology for Healthcare	3	45	1	30	0	0	4	75
Summer									
PSYC 2010	Introduction to Psychology	3	45	0	0	0	0	3	45
BIOL 2030	Microbiology	3	45	0	0	0	0	3	45
MLT 1010	Laboratory procedures (management)	3	45	1	30	2	90	6	165
CTS-Medical Laboratory Assistant									
Fall									
Sophomore									
MLT 1020	Hematology//coagulation/	4	60	0	0	4	180	8	240
MLT 1030	Microbiology /parasitology	4	60	0	0	4	180	8	240
Spring									
MLT 1040	Chemistry/ Urinalysis/Bloody fluids	4	60	0	0	4	180	8	240
MLT 1050	Immunoematology	4	60	0	0	4	180	8	240
Certification review and testing prior to graduation.									
AAS-Medical Laboratory Technician (60)									
		CIP Code: 51.1004							

Medical Laboratory Technician Program Admission Information Summer 2019 Clinical Program

Program Outcomes

1. **Certification Rates:** Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates:** Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.
4. **Attrition Rate:** Maintain attrition rates demonstrating an average of at or below 10% of students are lost during the program as calculated by the most recent three years.

Student Learning Outcomes (Develop specific to program)

Students who successfully complete Medical Laboratory Technician Program will be able to:

1. Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology, Microbiology, and Laboratory operations. Trained under supervision of an expert in each area.
2. Demonstrate technical skills, social behavior, and professional awareness incumbent upon a laboratory technician as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.
3. Apply systematized problem solving techniques to identify and correct procedural errors, instrument malfunctions, seek proper supervisory assistance, and verify the accuracy of laboratory results obtained.
4. Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures.
5. Communicate verbally and in written format with colleagues and patients in a professional manner.

College Admission Requirements

Medical Laboratory Technician – Clinical applicants must meet all general admissions criteria and be fully admitted to Fletcher, in addition to the program specific requirements contained in this document. Full admission is granted once a student is cleared by the office of admissions.

Full admission cannot be granted to an applicant/student who has outstanding holds from any school in the Louisiana Community and Technical College System. New and returning (did not attend in spring 2019) students must submit a completed admissions application in order to be considered for the program. The application can be found on the Fletcher website at www.fletcher.edu/admissions.

Program Admission Requirements

Application for Admission to a Medical Laboratory Technician Program

Revised 1/28/2019

A completed Application for Admission to a Medical Laboratory Technician Program must be submitted along with the other required documents listed in this guide to the Department of Nursing and Allied Health by the deadline. This document can be found on the Fletcher website MLT Page www.fletcher.edu/programs/medical-laboratory-technician/

Official College Transcripts

If you attended any college or university other than Fletcher prior to applying at Fletcher, official college transcripts must be sent directly from all previous institutions to Fletcher Technical Community College for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. Transcripts must be sent in the following ways:

1. E-scripted transcripts submitted to Fletcher only and do not have to be submitted separately to the Department of Nursing and Allied Health.
2. Paper copies of **official** transcripts to **both** Fletcher Enrollment Services and Department of Nursing and Allied Health

If the transcript is hand delivered, it must be sealed by the issuing institution. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. Transcripts must be submitted even if credit was not granted. Transcripts should not include course work that is “in progress.” All courses on all transcripts submitted will be reviewed even if Academic Amnesty was granted.

GPA (Grade Point Average) Requirements

In order to apply for admissions into the clinical program, the grade point average (GPA) of all medical laboratory/assistant prerequisite coursework (including repeated unexpired courses of ENGL 1010/1000, BIOL 1140, 1150, MATH 1100/1000, and CHEM 1010) must be at least 2.75. Prerequisite coursework under academic amnesty from all other colleges including Fletcher will be included in the GPA and treated as any other prerequisite course.

Essay

The applicant must submit a typed essay with a minimum of 200 words explaining interest, and objectives for pursuing a degree and career in medical laboratory technician. Applicants should not include his/her name on the essay to prevent bias in scoring.

Certified Background Check

All applicants are required to obtain a background check from the local sheriff’s office. The approximate cost is \$10. The results must be submitted with the program application packet.

Admission Application Deadline

Completed “Application for Admission to MLT program, or Allied Health Program” and all required supporting documents must be received by the Department of Nursing and Allied Health no later than March 1, 2019 at 4:00 p.m.

It is recommended that the information be submitted by certified mail or hand-delivered. Only completed applications will be reviewed for admission. It is the applicant’s responsibility to make sure that all application materials are received by the deadline dates. Submit all documents together in a professional and organized manner in a folder or envelope. Do not submit in a notebook, binder, etc. The applicant should keep photocopies of all documents submitted. Contact between the student and the department regarding acceptance is done by email address. It is the student’s responsibility to ensure that the information given to the Department of Nursing and Allied Health is kept current and accurate.

ANY MISSING OR INCOMPLETE DOCUMENTATION WILL CAUSE THE APPLICATION TO BE DECLINED AUTOMATICALLY

The “Application for Admission to Nursing or Allied Health Program” and all supporting documents should be sent to: (mail or hand deliver)

Mail or Hand Deliver

Fletcher Technical Community College
Department of Nursing and Allied Health
1407 Highway 311
Schriever, LA 70395

What to expect after applications are submitted?

All required components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top total scores will be selected for the program. In the case that two applicants end up with the same final score, the essay score is used as a tiebreaker.

Applicants with the top total scores will be given information regarding orientation and registration, which will be scheduled for April 26, 2019. **If you do not attend this orientation, your invitation for admission will be revoked. No exceptions will be honored.** Students who applied for the summer 2019 semester are expected to keep this date open.

In addition, the next five applicants in line will be considered alternates in the case that one or more of the selected candidates do not or cannot register for the program.

All applicants will receive email notification of their status. Students are to respond accepting admission using the form attached to the email. Failure to respond by deadline will result in forfeit of spot. **Accepted students who are no longer interested in the program are encouraged to notify the Department of Nursing and Allied Health ASAP.**

The following items are not required for application but are included for the student to prepare should he/she be accepted:

- Schedule and pay for clinical courses.
- Purchase books and other requirements.
- Documented Physical Exam stating the student is “free and clear to participate in clinical duties”.
- Titters, CPR, Flu Shot, and TB Test.
- Background Check (www.mybackgroundcheck.com).
- Be free of a criminal record of pleading guilty or no contest to, or a conviction of a felony. If the applicant, has plead guilty or no contest to or has been convicted of a felony, he or she is immediately declared ineligible for the MLT Program at Fletcher Technical Community College.
- Provide information about currently prescribed medications to the Department of Nursing and Allied Health prior to drug testing.
- Pass a urine drug screen and be subject to random drug testing. Applicants who receive positive results for the following substances including but not limited to synthetic street drugs, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidines, Ritalin, or Adderall will be dismissed from the nursing and allied health department immediately if a letter was not present to the department prior to testing.

Schedule and Work Recommendations

Due to the fast pace, challenging, and rigorous academic demands of the MLT program, the faculty urge students to avoid full-time work commitments. Clinical schedules are subject to last-minute revisions each semester. Clinical rotation schedules are scheduled at a variety of clinical sites that may be over 20 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements. Reliable transportation is needed due to the distance to some of the clinical sites.

Once a candidate becomes an MLT clinical student, all MLT policies and procedures must be followed. All policies for the MLT program are found in college handbooks located on the website. Any student who has a failed attempt (whether the student resigns from the program or does not successfully complete the course/program) will have to reapply to the program.

Criteria for Dismissal from the Medical Laboratory Technician Program

Items that will result in a student being dismissed from the program are:

- Failure to pay tuition by the enrollment census day.
- Failure to comply with school or program regulations.
- Plagiarism and cheating.
- Falsification of information given on official school or state board documents.
- Falsification of records regarding patient care.
- Unauthorized possession of an examination.
- Illegal possession, use, sale or distribution of drugs.
- Illegal possession of weapons.
- Theft.
- Commitment of any act which would result in ineligibility for licensure or certification.
- Chemical (drugs or alcohol) impairment in the school/clinical setting.
- Conduct which is unrelated to the learning and is inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of electronic devices, internet usage during classroom/ lab instruction).
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Medical Laboratory Technician Student Handbooks (posted to the Fletcher website). Failure to perform clinical duties and responsibilities as assigned by an instructor.
- Insubordination or any form of disrespect to program faculty and staff.
- Failure to maintain satisfactory progress.
- Violation of the attendance requirements.
- Leaving the clinical or classroom without proper notification to the instructor.
- Failure to maintain current scope of practice in clinical settings.

**Medical Laboratory Technician – Clinical
Admission Checklist and Instructions for summer 2019**

Applicants to the Fletcher’s MLT Clinical program must complete and submit the following information to the Department of Nursing and Allied Health in order to apply. *If at any point, the candidate does not comply with any part of this process, the candidate will not be eligible for the program and will have to re-apply to the MLT program.* All applicants must submit all of the following:

1. This checklist signed and dated.
2. Complete an admissions application to Fletcher Technical Community College (if not already a Fletcher student) online at www.fletcher.edu .
3. Be **fully or unconditionally** accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
4. Complete and submit the “Application for Admissions to a Nursing or Allied Health Programs” located on the Fletcher Website. www.fletcher.edu/wp-content/uploads/2017/05/Nursing-Allied-Health-Application-2018.pdf. If an area is left blank, the entire application is null and void. Use “N/A” for items that do not apply.
5. Submit official, unopened transcripts to the Department of Nursing and Allied Health AND Fletcher Admissions Department from all colleges or universities attended other than LCTCS colleges. For a list of LCTCS schools, visit www.lctcs.edu/our-colleges.
6. Successfully complete general education coursework with a “C” or better according to official transcripts. Applicant must be in the final semester of completing prerequisite course work to apply for admission into the MLT clinical program unless otherwise stated below:

Anatomy & Physiology Lecture ¹ and Lab I ¹	4 Credit Hours
College Algebra	3 Credit Hours
English Composition I	3 Credit Hours
Microbiology ^{1,2}	3 Credit Hours
Introduction to Psychology ²	3 Credit Hours
Humanities ³	3 Credit Hours
Chemistry	3 Credit Hours
	Total: 22 Credit hours

¹ Courses must have been completed within 5 years of entry into program.

² Course must be completed by the fall admission semester.

³ Course must be completed by graduation.

7. Course work for BIOL 1140, 1150, ENGL 1010, and MATH 1100 or 1170 completed prior to the spring 2019 semester.
8. Achieve a minimum MLT prerequisite GPA of 2.75 (including repeated unexpired courses of ENGL 1010/1000, BIOL 1140, 1150, and MATH 1100/1000, CHEM 1010).
9. Submit a typed essay with a minimum of 200 words explaining the interest, and objectives for pursuing a degree and career in Medical Laboratory Technician. Do not include your name on the typed paper. (*Used in case of tie*)
10. Certified Background Check.

Please sign and send this checklist with your application and documents no later than March 1, 2019, at 4:00 p.m.to:

Mailing Address or Hand Deliver to:
Fletcher Technical Community College
Department of Nursing and Allied Health
1407 Highway 311
Schriever, LA 70395

By signing and submitting this document, I understand that if Fletcher Department of Nursing and Allied Health does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher, is received on time, and is complete.

I understand my admission is contingent upon successful completion of an additional biology course in a intersession, which will run approximately May to June prior to the summer 2019 semester.

Applicant's Signature: _____ Date: _____