



Admission Guide
Medical Laboratory Technician

Summer 2024

INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE.

Dear Prospective Medical Laboratory Technician Students:

Thank you for your interest in the Medical Laboratory Technician (MLT) Program at Fletcher Technical Community College. **There are three phases to the MLT program: pre-petition, active and clinical. MLT courses, except for clinical courses, may be taken without completing an application process.** Clinical applications for each new clinical phase of the curriculum are accepted in the spring semester prior to the start of clinical rotations. Students will attend two eight-week rotations which will either be in summer and beginning of the fall semester OR end of the fall semester and beginning of spring semester depending on the students' ranking among all applicants.

Students accepted into the MLT Clinical program will complete the program in two semesters. Successful completion of the MLT degree prepares the student to take the American Society for Clinical Pathology (ASCP) Certification Examination and the American Medical Technologists (AMT) Certification Examination.

This program has a clinical component to complete the program. Please be advised that Fletcher's Nursing and Allied Health faculty members work closely with many clinical sites to provide an optimal clinical experience for all of its students. Fletcher must follow policies and guidelines set forth by programmatic accreditation boards as well as hospital policies. At this time, your program completion date is dependent upon our ability to enter the clinical facility. Though this is not ideal, Fletcher's faculty and administration will work with all our partners to complete clinical hours in a safe and timely manner when possible. We thank you for choosing Fletcher for your career goals and look forward to working with you to achieve success.

Detailed admissions requirements for the MLT program are included in this guide. Please read the following document fully. Students who are not admitted for the Summer/Fall 2024 program may 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 Mrs. Kerry Toups at (985)448-7969 or email kerry.toups@fletcher.edu. We look forward to assisting you as you begin your studies in Medical Laboratory Technician.

Sincerely,

Kerry Toups, MS, MLS (ASCP)
Medical Laboratory Science Program Director
Fletcher Technical Community College

Medical Laboratory Technician Summer 2024

Course Number	Course Title	Lecture		Lab		Clinical		Total Cr. Hrs.	Total Clock
		Credit	Clock	Credit	Clock	Credit	Clock		
SUMMER³	PRE-PETITION								
ENGL 1010	English Composition I ¹	3	45	0	0	0	0	3	45
BIOL 1030	General Biology I (Majors) ⁴	3	45	0	0	0	0	3	45
BIOL 1031	General Biology I-Lab (Majors) ⁴	0	0	1	30	0	0	1	30
MATH 1213	College Algebra ²	3	45	0	0	0	0	3	45
MLTS 1012	Intro to Clinical Lab Science	1	15	0	0	0	0	1	15
MLTS 1011	Intro to Clinical Lab Science-Lab	0	0	1	30	0	0	1	30
ALL Pre-Petition Courses MUST be passed with a C or higher to take any other MLTS courses.									
FALL	Freshman Year								
MLTS 1020	Hematology	3	45	0	0	0	0	3	45
MLTS 1022	Hematology-Lab	0	0	1	30	0	0	1	30
MLTS 1050	Immunohematology/Blood Bank	2	30	0	0	0	0	2	30
MLTS 1052	Immunohematology/Blood Bank-Lab	0	0	1	30	0	0	1	30
MLTS 1021	Hemostasis	1	15	0	0	0	0	1	15
BIOL 2121	General Micro for Science Majors ⁴	3	45	0	0	0	0	3	45
BIOL 2123	General Micro for Science Majors-Lab ⁴	0	0	1	30	0	0	1	30
SPRING	APPLY TO MLT CLINICAL PROGRAM³								
MLTS 1030	Clinical Microbiology/Mycology	3	45	0	0	0	0	3	45
MLTS 1032	Clinical Microbiology/Mycology-Lab	0	0	1	30	0	0	1	30
MLTS 1041	Urinalysis/Body Fluids	1	15	0	0	0	0	1	15
MLTS 1043	Urinalysis/Body Fluids-Lab	0	0	1	30	0	0	1	30
CHEM 1010	Fundamentals of Chemistry	3	45	0	0	0	0	3	45
BIOL 1140	Anatomy and Physiology I	3	45	0	0	0	0	3	45
BIOL 1150	Anatomy and Physiology I Lab	0	0	1	30	0	0	1	30
FALL	Sophomore Year								
MLTS 1040	Clinical Chemistry	3	45	0	0	0	0	3	45
MLTS 1042	Clinical Chemistry-Lab	0	0	1	30	0	0	1	30
MLTS 2100	Clinical Practice I ³	0	0	0	0	5	225	5	225
BIOL 1160	Anatomy and Physiology II	3	45	0	0	0	0	3	45
BIOL 1170	Anatomy and Physiology II Lab	0	0	1	30	0	0	1	30
PSYC 2010	Introduction to Psychology	3	45	0	0	0	0	3	45
SPRING									
MLTS 1031	Virology/Parasitology	1	15	0	0	0	0	1	15
MLTS 1033	Virology/Parasitology-Lab	0	0	1	30	0	0	1	30
MLTS 1051	Immunology	2	30	0	0	0	0	2	30
MLTS 2200	Clinical Practice II ³	0	0	0	0	5	225	5	225
XXXX	Humanities Elective	3	45	0	0	0	0	3	45

AAS-Medical Laboratory Technician (65)

CIP Code: 51.1004

¹ENGL 1000/1010

²Math 1103 or 1104 or 1213

³All Pre-petition and Freshman MLTS courses must be completed by the end of the Freshman Spring semester to apply for clinical.

⁴Courses must be completed within 5 years of entry into the program.

NOTE: Students may petition for course substitution with higher level courses as long as the course(s) fulfill content descriptions of required courses. Petitioning does not guarantee substitution will be granted.

Medical Laboratory Technician Program Admission Information

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 30% of students are lost during the program as calculated by the most recent three years.

Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

1. Perform the routine analysis of blood/body fluids with minimal supervision;
2. Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
3. Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
4. Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
5. Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
6. Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
7. Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
8. Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
9. Respond appropriately to stress, time constraints and changes in the workplace;
10. Accurately report test results using lab information systems and other means for communicating test results;
11. Demonstrate a commitment to patients, to the profession and to professional development.

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 semester immediately prior to semester entering program) 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

Year 1

Pre-Petition Phase

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. If transcripts submitted show course “in progress” students will be required to submit a second official copy at the end of the semester to include final grade posting. All courses on all transcripts submitted will be reviewed even if Academic Amnesty was granted.

Summer 2024 Classes

Must have a high school diploma or equivalent and be at least 18 years of age prior to the start of the Summer 2024 semester. Must be eligible to take OR have taken the following:

- ENGL 1000 or 1010, BIOL 1030, BIOL 1031, MATH 1103 or 1104 or 1213 or 1214
- If the above is satisfied, student may enroll in MLTS 1011 and 1012

Year 2

Active Phase

Student has passed MLTS 1011 and 1012, ENGL 1000 or 1010, BIOL 1030, BIOL 1031, MATH 1103 or 1104 or 1213 or 1214 with a minimum of a C in each and is taking the remainder of any core courses. Fall 1 and Spring 1 MLT courses as well as any pre-requisite core courses are mandatory for these students to be eligible to apply for Clinical in the spring. Fall 2 and Spring 2 MLT courses (except for clinical components) are optional for students who have completed all core courses.

Repeating Courses

Core Courses: The most recent grade on file is used to determine the GPA for admission into the clinical component.

MLT Courses: Up to two MLT courses (except clinical classes) may be repeated for any reason. Although the last grade can make a student eligible for admission, both scores will be used to calculate ranking for placement in the clinical program.

Example: Student makes a D in MLTS 1020; the student is not eligible to apply for clinical. Student retakes MLTS 1020 and makes a B; the student is now eligible to apply for clinical, but both grades are averaged to rank the student against other students to determine if they will be accepted into the program for that year.

Clinical Phase-Apply in Spring

Application for Admission to the Medical Laboratory Technician Program

A completed [Application for Admission](#) to the 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 is completed and submitted **electronically** on the program page. Hand delivered applications will not be considered.

GPA (Grade Point Average) Requirements

To apply for admissions into the clinical program, applicants must achieve at least a 2.75 grade point average (GPA) of all Year 1 coursework AND a minimum of C or higher in each. The most recent grade on file will be used to determine the GPA for admission into the clinical component for core courses. **ALL Fletcher MLT courses**, including repeated courses will be used in the GPA for clinical applications. **Students dropping and/or failing MORE THAN TWO MLT courses will not be eligible to move forward in the program even if the student dropped with a W.**

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

Students should go to <https://br-solutions.net/employer-resources>. From the home page, you will see a menu bar across the top of the page, look for SCHOOLS and select Fletcher Technical Community College. The next page will have Fletcher Technical Community College's name on the left side of the page. Under it will be the progress screen to show you what you have completed as you go along. In the middle of the page are the instructions and information regarding background checks that the company will be doing. Read all information.

Across the bottom of the page are two sections: • YOUR DEMOGRAPHICS • AUTHORIZATION & CONTINUE TO REVIEW/SIGN FORMS Click on your Demographics. An application page will appear where you complete all information. Click on Continue to next page. If you have completed everything correctly it will turn green, if it turns red you must make corrections to your errors before moving on. Click continue to complete the Authorization & Continue to Review/sign forms page. Check the consent box before you continue to the next step (review & sign). After completing the application, you will be asked to make the payment and sign your paperwork online. The price is \$35. Payment must be made for the request to be processed. The background check results will be sent to Fletcher Technical Community College. If you have any questions, call 985-503-7911 for assistance.

Admission Application Deadline for Summer/Fall 2024 Clinical

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 **February 7, 2024, at 4pm.**

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. Contact between the student and the department regarding acceptance is done by the email address provided. It is the student's responsibility to ensure that the information given to the department of Nursing and Allied Health is current and accurate.

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

What to expect after applications are submitted?

Scoring: 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 student's progression in the active phase of the program is used as a tiebreaker. If there is still a tie, the essay score is used as a tiebreaker.

Notification: All applicants will receive email notification of their status. Students accepting admission will do so by submitting the form attached to the email. Failure to respond by the deadline will result in forfeiture of spot. **Accepted students who are no longer interested in the program are encouraged to notify the Department of Nursing and Allied Health as soon as possible.**

Orientation: Applicants with the top total scores will be given information regarding orientation and registration, which will be scheduled for **March 6, 2024. If you do not attend this orientation, your invitation for admission will be revoked. No exceptions will be honored.** Students who applied for the Fall 2024 semester are expected to keep this date open.

In addition, the next five applicants in line will be considered alternates in the event that one or more of the selected candidates fails to register for the program. Alternates are expected to attend orientation as well.

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".
- Vaccines/Titers, CPR, Flu Shot, COVID-19 shot, and TB Test.
- Louisiana State Police and FBI Background Check
- 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.
- Proof of Health Insurance coverage.
- Nursing and Allied Health programs may have additional requirements including but not limited to, U.S. citizenship prior to licensure and high school diploma/HiSET. Students are expected to contact the Nursing and Allied Health department prior to applying to a program with any questions regarding these requirements. **For MLT, the Louisiana State Board of Medical Examiners requires proof of legal entry into the United States in order to obtain licensure as an MLT and gain employment.**

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 set-up at a variety of clinical sites that may be 20 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements. Work can never be used as a reason to miss clinical and/or class. Reliable transportation is needed due to the distance to some of the clinical sites.

Once a candidate becomes an Active MLT 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 appeal to be eligible to reapply to a future clinical group.

Criteria for Dismissal from the Medical Laboratory Technician Program

Items that will result in a student's dismissal from the program include but are not limited to:

- 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 and/or clinical liaison.
- Insubordination or any form of disrespect to program faculty and staff and/or clinical personnel.
- Failure to maintain satisfactory progress in classroom, lab, and/or clinical.
- 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.
- Smoking/vaping/dipping on Fletcher's campus or on any clinical site campus.
- Failing two or more MLTS-XXXX course in the Summer or Fall 2 semesters will disqualify a student from progressing to MLTS 2200 in the Spring 2 semester. This student will have to retake the class(es) and reapply to the program.

**Associate of Applied Science-Medical Laboratory Technician
Clinical Admission Checklist and Instructions for Fall 2024**

Applicants to the Fletcher's Medical Laboratory Technician 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 Fall 2024 program but may re-apply to a future clinical group.*** Applicants must complete all of the following:

1. Complete an online admissions application to Fletcher Technical Community College (if not already a Fletcher student) online at www.fletcher.edu.
2. Be **fully or unconditionally** accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
3. Complete the **online** "Application for Admissions to a Nursing or Allied Health Programs" located on the MLT page of the Fletcher Website.
4. 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.
5. Successfully completed pre-requisite (Summer, Fall 1, and Spring 1) coursework with "C" or better according to official transcripts. Applicant must at least be in the final semester of completing prerequisite course work to apply for admission into the MLT clinical program.
6. Achieve a minimum grade of C in both core classes and MLT-specific coursework as well as an overall GPA of 2.75 for those classes. Courses with a "W" are not used in the calculation of the student's GPA.
7. Fail or drop no more than 2 MLT courses. These courses **MUST** be successfully repeated.
8. Upload 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*)
9. Complete the Certified Background Check online as instructed on the program website and/or above.

Is my application complete?

1. I have read the admission guide posted to the Medical Laboratory Technician page on Fletcher’s website.
2. I am a Fletcher student, or I have filled out the online application to Fletcher.
3. I have completed the online “Application for Admissions to a Nursing or Allied Health Programs” and uploaded all required documents.
4. If I have attended any school other than Fletcher or other LCTCS schools, I have sent a copy of my transcript to the Department of Nursing and Allied Health. I understand it must be received before the application deadline or my application will be deemed incomplete.
5. I have not had a D or F in more than two Fletcher MLT courses.
6. I have completed the courses below with a C or better:
 - a. ENGL 1000/1010
 - b. BIOL 1030, 1031, 2121, 2123
 - c. MATH 1213 (1103 or 1104 or 1214)
 - d. MLTS 1011, 1012, 1020, 1021, 1022, 1050, 1052
7. I have either completed with a C or better, or am currently taking, the courses below:
 - a. BIOL 1140, 1150
 - b. CHEM 1010
 - c. MLTS 1030, 1032, 1041, 1043
8. I have met with my advisor to ensure my MLT GPA is 2.75 or higher.
9. I have not repeated and/or dropped more than 2 MLT-specific courses.
10. I have included a typed essay with a minimum of 200 words explaining the interest and objectives for pursuing a degree and career as a Medical Laboratory Technician.
11. I have completed the process for the online background check.
12. I have not been convicted of a felony.