



DARTON COLLEGE OF  
HEALTH PROFESSIONS

# Health Sciences Division

## Histologic Technician Application Packet

University System of Georgia • An Affirmative Action/Equal Opportunity Institution

Revised: February 18, 2019

Thank you for your interest in the Albany State University Histologic Technician Program. Included in this packet is an application for entrance into the Histologic Technician Program as well as additional information about the program.

Histotechnicians are medical laboratory personnel who are trained to prepare microscopic slides from human and veterinary tissue samples. Histotechnicians work closely with pathologists and other doctorate level professionals in a variety of settings including hospitals, clinical laboratories, pharmaceutical research, coroner's offices and other independent laboratories. While patient care is a major force in the services we provide there is very little or no patient contact.

The job outlook looks quite bright as many established histotechnicians are closing in on retirement, the standards for certification are raised and the number of laboratory tests increases. Current entry level salaries are in the mid \$30,000 per year range.

The certificate and associate of applied science options present students with alternatives to acceptance into the Albany State University Histologic Technician Program. Both programs are open to qualified applicants regardless of prior experience.

Selection is based on a number of factors which are outlined in this packet. Students will be evaluated and ranked according to these metrics. The Program Director have the right to increase or decrease the number of students accepted in any given year based upon the fundamentals of the applicants.

Students interested in applying for admission into the Histologic Technician Program must first be admitted to Albany State University ~ West Campus. Admissions to Albany State University can be done online at <https://www.asurams.edu/admissions/how-to-apply/> or through the mail, requires a \$25.00 non-refundable fee if completed online and \$20.00 if submitted through the mail (**application fee is currently being waived**), and the submission of transcripts of all prior academic coursework. A separate application to the Albany State University Histologic Technician Program must be mailed, faxed, or hand-delivered to the Program Director by May 15th for early acceptance or the extended deadline of June 30th for the fall matriculation and by September 30<sup>th</sup> for early acceptance or the extended deadline of November 30<sup>th</sup> for the spring matriculating class. **Please note that financial aid (FAFSA) must be completed by June 1<sup>st</sup> for fall and November 1<sup>st</sup> for spring.**

If you have any questions feel free to contact the Histologic Technician Program Director in the Health Sciences Division via the following methods:

e-mail: [taiquanda.winbush@asurams.edu](mailto:taiquanda.winbush@asurams.edu) phone: (229) 500-2249

Sincerely,

*Taiquanda Winbush*

Taiquanda Winbush, Program Director  
Histologic Technician Program

*Albany State University*  
*Histologic Technician Program*  
*Mission Statement*

The mission of the Histologic Technician Program is to prepare competent entry-level graduates committed to professional development through life-long learning in a positive and supportive learning environment. The faculty is dedicated to providing students the knowledge and training necessary to succeed as practicing professionals to meet the healthcare needs of the state, region, and nation.

**Program Goals**

“Histology” by definition means the study of tissue. “Histotechnology” refers to all practical and theoretical skills required to prepare both animal and human tissues for microscopic examination. The Histologic Technician (HT) is an allied health professional who is qualified by academic and practical training to provide these necessary skills.

The Albany State University Darton College of Health Professions Histologic Technician Program prepares students to perform as Histotechnicians as evidenced by passing the National Board exam administered by the American Society of Clinical Pathologists (ASCP). Students of the Histologic Technician Program receive training in the following content areas that make up the ASCP HT examination curriculum.

- Students will demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care personnel.
- Students will demonstrate patient confidentiality in the preparation of all histopathology tests.
- Students will perform histological procedures involving tissue specimen including: fixation, embedding, microtomy, frozen sectioning, and staining paraffin embedded tissue.
- Students will demonstrate proper laboratory safety techniques including the handling of chemicals and biohazardous waste.
- Students will demonstrate competence in the theoretical knowledge and technical skills necessary to perform as entry level histotechnicians.
- Students will troubleshoot staining problems and take appropriate corrective actions.
- Students will develop critical thinking skills through student/teach interaction.
- Students will perform and monitor quality control within predetermined limits.
- Students will perform preventive maintenance of equipment and instruments or refer to appropriate sources for repairs
- Students will demonstrate an understanding of the importance of ongoing professional development.

The Albany State University Histologic Technician Program strives to provide high quality laboratory professionals to meet the needs of local, state, regional and national employers.

## **CAREER ENTRY COMPETENCIES**

The ultimate goal of the program is to prepare students for career entry positions as Histotechnicians. The program strives through educational methods and specific professional competencies to incorporate all facets of quality laboratory practices with a curriculum designed to prepare graduates in various hands-on and analytical skills.

1. Collect and safely handle tissue specimens for analysis.
2. Perform accurate laboratory testing including special stains.
3. Identify problems and take corrective actions.
4. Operate equipment properly and perform preventive and corrective maintenance.
5. Use quality assurance to monitor procedures, equipment and technical competencies.
6. Comply with established laboratory safety procedures.
7. Demonstrate ethical behavior and maintain confidentiality in terms of patients and results.
8. Interact professionally with patients and other health care professionals.

## Courses Required

The following is the course sequence as outlined in the Albany State University Catalog for both the Histologic Technician Certificate and Associate of Applied Science Degrees.

### Freshman Year

First Semester		Semester Hours
<b>ENGL 1101</b>	English Composition I	3
<b>BIOL 2411K</b>	Human Anatomy & Physiology I	4
<b>ARTS 1100</b>	Art Appreciation <sup>1</sup>	3
<b>MATH 1111</b>	College Algebra or higher math	3
<b>Semester Hours</b>		<b>13</b>
Second Semester		
<b>BIOL 2412K</b>	Human Anatomy & Physiology II	4
<b>ENGL 1102</b>	English Composition II	3
<b>COMM 1110</b>	Public Speaking <sup>2</sup>	3
<b>CHEM 1211K</b>	Principles of Chemistry I	4
<b>Semester Hours</b>		<b>14</b>
Third Semester		
<b>CHEM 1212K</b>	Principles of Chemistry II	4
<b>BIOL 2111K</b>	Essentials of Microbiology	4
<b>Semester Hours</b>		<b>8</b>

### Sophomore Year

Fall		Semester Hours
<b>MLTS 1300</b>	Introduction to Histology*	3
<b>MLTS 1310W</b>	Histology I*	3
<b>MLTS 1310L</b>	Histology I Lab*	1
<b>MLTS 1320W</b>	Histology II*	2
<b>MLTS 1320L</b>	Histology II Lab*	1
<b>MLTS 1330</b>	Histology III*	1
<b>Semester Hours</b>		<b>11</b>
Spring		
<b>MLTS 1340</b>	Histology IV (Clinical Externship)*	5
<b>MLTS 1350</b>	Histology V*	2
<b>MLTS 1360</b>	Histology VI*	1
<b>POLS 1101</b>	American Government	3
<b>BUSA 2101</b>	Fundamentals of Computer Applications	3
<b>Semester Hours</b>		<b>14</b>
<b>Total Semester Hours: 60</b>		

<sup>1</sup> Humanities requirement may be met by taking any ONE of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

<sup>2</sup> COMM 1100

\*Certificate option only

Bold courses are to be completed at an approved clinical affiliate for online students

**Depending on your enrollment status, you may be required to take ASU 1101, "First Year Experience".**

## Distance Learning Option A

The following is the course sequence as outlined in the Albany State University Catalog for both the Histologic Technician Certificate and Associate of Science Degrees.

<b>Freshman Year</b>		
<b>First Semester</b>		<b>Semester Hours</b>
<b>ENGL 1101</b>	English Composition I	3
<b>BIOL 2411K</b>	Human Anatomy & Physiology I	4
<b>ARTS 1100</b>	Art Appreciation <sup>1</sup>	3
<b>MATH 1111</b>	College Algebra or higher math	3
<b>Semester Hours</b>		13
<b>Second Semester</b>		
<b>BIOL 2412K</b>	Human Anatomy & Physiology II	4
<b>ENGL 1102</b>	English Composition II	3
<b>COMM 1110</b>	Public Speaking <sup>2</sup>	3
<b>CHEM 1211K</b>	Principles of Chemistry I	4
<b>Semester Hours</b>		14
<b>Third Semester</b>		
<b>CHEM 1212K</b>	Principles of Chemistry II	4
<b>BIOL 2111K</b>	Essentials of Microbiology	4
<b>Semester Hours</b>		8
<b>Sophomore Year</b>		
<b>Fall</b>		<b>Semester Hours</b>
<b>MLTS 1300</b>	Introduction to Histology*	3
<b>MLTS 1310W</b>	Histology I*	3
<b>MLTS 1310L</b>	Histology I Lab*	1
<b>MLTS 1320W</b>	Histology II*	2
<b>MLTS 1320L</b>	Histology II Lab*	1
<b>MLTS 1330</b>	Histology III*	1
		<b>Semester Hours</b> 11
<b>Spring</b>		
<b>MLTS 1340</b>	Histology IV (Clinical Externship)*	5
<b>MLTS 1350</b>	Histology V*	2
<b>MLTS 1360</b>	Histology VI*	1
<b>POLS 1101</b>	American Government	3
<b>BUSA 2101</b>	Fundamentals of Computer Applications	3
		<b>Semester Hours</b> 14
		<b>Total Semester Hours: 60</b>

<sup>1</sup> Humanities requirement may be met by taking any ONE of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

<sup>2</sup> COMM 1100

\*Certificate option only

Bold courses are to be completed at an approved clinical affiliate for online students

**Depending on your enrollment status, you may be required to take ASU 1101, “First Year Experience”.**

## Distance Learning Option B

The following is the course sequence as outlined in the Albany State University Catalog for both the Histologic Technician Certificate and Associate of Science Degrees.

### Freshman Year

Spring		Semester Hours
<b>ENGL 1101</b>	English Composition I	3
<b>BIOL 2411K</b>	Human Anatomy & Physiology I	4
<b>ARTS 1100</b>	Art Appreciation <sup>1</sup>	3
<b>MATH 1111</b>	College Algebra or higher math	3
<b>Semester Hours</b>		<b>13</b>
Summer		
<b>BIOL 2412K</b>	Human Anatomy & Physiology II	4
<b>ENGL 1102</b>	English Composition II	3
<b>CHEM 1211K</b>	Principles of Chemistry I	4
<b>Semester Hours</b>		<b>11</b>
Fall		
<b>COMM 1110</b>	Public Speaking <sup>2</sup>	3
<b>BIOL 2111K</b>	Essentials of Microbiology	4
<b>POLS 1101</b>	American Government	3
<b>Semester Hours</b>		<b>10</b>

### Sophomore Year

Spring		Semester Hours
<b>MLTS 1300</b>	Introduction to Histology*	3
<b>MLTS 1310W</b>	Histology I*	3
<b>MLTS 1310L</b>	Histology I Lab*	1
<b>MLTS 1320W</b>	Histology II*	2
<b>MLTS 1320L</b>	Histology II Lab*	1
<b>MLTS 1330</b>	Histology III*	1
<b>Semester Hours</b>		<b>11</b>
Summer		
<b>MLTS 1350</b>	Histology V*	2
<b>MLTS 1360</b>	Histology VI*	1
<b>BUSA 2101</b>	Fundamentals of Computer Applications	3
<b>Semester Hours</b>		<b>6</b>
Fall		
<b>MLTS 1340</b>	Histology IV (Clinical Externship)*	5
<b>CHEM 1212K</b>	Principles of Chemistry II	4
<b>Semester Hours</b>		<b>9</b>

**Total Overall Semester Hours: 60**

<sup>1</sup> Humanities requirement may be met by taking any ONE of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

<sup>2</sup> COMM 1100

\*Certificate option only

Bold courses are to be completed at an approved clinical affiliate for online students.

**\*\*Students starting the program in the spring, can have 30 to 35 hours completed prior to acceptance if they have taken at least both Biology courses and one Chemistry or both Chemistry courses and one Biology.**

**Depending on your enrollment status, you may be required to take ASU 1101, "First Year Experience".**

**Application for Admission**  
**Albany State University Histologic Technician Program**  
**PROGRAM ADMISSION REQUIREMENTS TO THE HISTOLOGIC TECHNICIAN**  
**PROGRAM**

Prior to being considered for admission into the Albany State University Histologic Technician Program, a student must be admitted to Albany State University. **IMPORTANT MESSAGE FOR OUT-OF-STATE APPLICANTS:** Every state government regulates whether universities located in other states can enroll students in online programs. This process is called “state authorization.” Some states do not allow their students to enroll students in online programs at outside universities at all; other states charge the outside universities high fees to enroll even one student from that state. For this reason, Albany State University may not be able to enroll students from outside Georgia in every online program we offer. We accept students from as many states as possible. Please visit the following link, <https://www.asurams.edu/distance/SA/>, to find out if your state is authorized for Albany State University. In addition, the following requirements must be met:

1. **Due to requirements mandated by NAACLS, applicants for the certificate program will be required to have a prior college degree.**
2. The student must have exited all required learning support courses.
3. Complete courses in Biology, Chemistry and Algebra with a grade of “C” or better. Coursework in Biology would preferably be Anatomy or some related field. Acceptance of coursework will be at the discretion of the Program Director.
4. **Completed Histologic Technician Program application\*\***
5. **Completion and submission of all immunizations including Hepatitis B series.**
6. **Completion of a physical examination form by a physician (form enclosed)\*\***
7. Completion of a **Laboratory Visitation Form** verifying a minimum of 2 observational hours in a Histology laboratory setting (form enclosed).
8. Completion of the grade point average form. Cumulative grade point average (GPA) (all coursework ever attempted), or you may choose to substitute the cumulative GPA with another GPA by calculating only the last 35 credit hours attempted.
9. **Applicants must submit two professional letters of recommendation(forms enclosed)\*\***
10. Students completing the Associate of Applied Science degree in Histologic Technician must meet all the above requirements and complete a minimum of 35 hours of the general and science education courses towards the degree before applying to the program.
11. **Submit all applicable transcripts from college coursework (unofficial accepted)\*\***



***\*\* Must be submitted at time of application***

Both the Certificate and Associate of Applied Science Degree options are eligible to sit for the National Board Exam.

### **Selection Process**

After the June 30<sup>th</sup> extended deadline or November 30<sup>th</sup> extended deadline, the HT Program Director reviews and scores each application. After completion of scoring, the top 20 applicants for fall or the top 10 applicants for spring will be selected. Correspondence of acceptance or regret will be made through the mail or e-mail and should be received no later than July 15<sup>th</sup> for fall and December 10<sup>th</sup> for spring. Scoring is based on the following criteria: GPA (cumulative or last 35-hrs), the number of hours observed in Histology Laboratory setting, appropriate professional recommendations received, clinical affiliation (online only), and completed HT application. The Albany State University HT program does not utilize a waiting list and those denied acceptance must re-apply if not being considered for the next matriculation.

### **Financial Aid**

Financial aid is available for students who qualify.

#### **Darton College of Health Professions**

#### **Financial Aid Department**

Building C, RAM Central

Phone (888) 845-4690

<https://www.asurams.edu/financial-aid-home/>

Email Address: ifinaid@asurams.edu

**If you do not qualify for financial aid, please make sure that you are able to meet the financial obligations of this program.**

### **Student Expenses**

In addition to the standard tuition fees administered by Albany State University and the book requirements, the student will also be responsible for some other Program expenses. They are broken down as follows:

**COSTS** (subject to change)

Hours	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Textbooks
1	\$845.67	\$ 1,103.87	\$4200	\$ variable
2	\$938.34	\$ 1,454.74	\$550	\$ variable
3	\$1,031.01	\$ 1,805.61	\$680	\$ variable
4	\$ 1,123.68	\$ 2,156.48	\$810	\$ variable
5	\$ 1,216.35	\$ 2,507.35	\$940	\$ variable
6	\$ 1,441.02	\$ 2,990.22	\$1,070	\$ variable
7	\$ 1,533.69	\$ 3,341.09	\$1,200	\$ variable
8	\$ 1,626.36	\$ 3,691.96	\$1,330	\$ variable
9	\$ 1,719.03	\$ 4,042.83	\$1,460	\$ variable
10	\$ 1,811.70	\$ 4,393.70	\$1,590	\$ variable
11	\$ 1,904.37	\$ 4,744.57	\$1,720	\$ variable
12	\$ 1,997.04	\$ 5,095.44	\$1,850	\$ variable
13	\$ 2,089.71	\$ 5,446.31	\$1,980	\$ variable
14	\$ 2,182.38	\$ 5,797.18	\$2,110	\$ variable
15	\$ 2,275.00	\$ 6,148.00	\$2,240	\$ variable

**Histologic Technician Program Fall Matriculation (costs listed are approximate)**

Semester	Resident* Tuition/Fees	Non-Resident# Tuition	Online Tuition/Fees	Textbooks Prices may vary
Fall Semester	\$1,904.37	\$4,744.57	\$1,588.00	~\$350.00
Spring Semester	\$1,626.36	\$3,691.96	\$1,234.00	\$0
<b>Total</b>	<b>\$3,530.73</b>	<b>\$8,436.53</b>	<b>\$2,822</b>	<b>~\$350.00</b>

**Histologic Technician Program Spring Matriculation (costs listed are approximate)**

Semester	Resident* Tuition/Fees	Non-Resident # Tuition/Fees	Online Tuition/Fees	Textbooks Prices may vary
Spring Semester	\$1,904.37	\$4,744.57	\$1,588	~\$350.00
Summer Semester	\$1,031.01	\$1,805.61	\$644.00	\$0
Fall Semester	\$1,216.35	\$2,507.35	\$880.00	\$0
<b>Total</b>	<b>\$4,151.73</b>	<b>\$9,057.53</b>	<b>\$3,112</b>	<b>~\$350.00</b>

\*Resident tuition and fees are for students that live in GA, FL, AL, or SC and are attending classes on campus.

# Non-Resident tuition and fees are for students that did not live in GA, FL, AL, or SC but are attending classes on campus.

Additional fees	
Background Check Fees	\$49.50
ASCP Exam Fee	\$215.00 - \$240.00
AceMapp fees	\$50.00
Graduation Fee	\$75.00
Laboratory Supplies	\$50.00
Liability Insurance	\$17.50
Specified Immunizations	\$200.00
Uniforms/Lab Coat	\$100.00-150.00

Students participating in the Online (Distance Learning) program must have a clinical affiliate to fulfill the laboratory/clinical components required for graduation. Complete the following and submit with your application. If your facility is not affiliated with us, you will need to send your affiliate's facility information as soon as possible to the e-mail provided below.

a. Name of the facility

\_\_\_\_\_

b. Is this facility a current affiliate of Albany State University ~ Darton College of Health Professions?

\_\_\_\_\_ yes

\_\_\_\_\_ no

If you answered "yes", a letter of support from the facility must be provided via e-mail to the following e-mail address [taiquanda.winbush@asurams.edu](mailto:taiquanda.winbush@asurams.edu). Or included in your application packet on company letterhead.

If you answered "no", send the following information: \*\*

i. Facility's mailing address

\_\_\_\_\_

ii. Contact person's name

\_\_\_\_\_

iii. Contact person's:

1. office number \_\_\_\_\_

2. fax number \_\_\_\_\_

3. e-mail address \_\_\_\_\_

\*\*If a contract has to be initiated with a clinical facility, acceptance into the program may be delayed.

Date received by HT Program:  
\_\_\_\_\_

**PROGRAM APPLICATION**  
**Albany State University Histologic Technician Program**

**Term/year you plan to begin ( ) Fall \_\_\_\_\_ ( ) Spring \_\_\_\_\_**

**Name:** \_\_\_\_\_  
Last First Middle

**Albany State University Student ID number:** \_\_\_\_\_

**Address:**

Street \_\_\_\_\_

Apt \_\_\_\_\_

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

**Telephone:**

Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Are you currently working in the field of Histotechnology?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the work experience form and not the laboratory visitation form

Do you plan to use this facility to complete your labs/clinical requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you going to complete the first semester lab requirements at Albany State University (fall entrance only?)**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you plan to relocate after graduation?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please give the names and numbers for your two professional references**

1) \_\_\_\_\_ ( ) \_\_\_\_\_

2) \_\_\_\_\_ ( ) \_\_\_\_\_

**GRADE POINT AVERAGES** (G.P.A. must be a minimum of a 2.5)

1.	The G.P.A. to include on this page is your choice and may be either your overall cumulative G.P.A. <u>or</u> the G.P.A. for the last 35 hours of earned college credit.	Cumulative G.P.A. =
	Use the <b>Cumulative G.P.A. Form</b> to calculate the G.P.A. you choose to include and include the completed form with the application. Indicate which G.P.A. has been included by writing in the designated box for which you calculated. (i.e. either Cumulative or Last 35 hours)	OR
		Last 35 hrs G.P.A. =

**\*Date of Birth** \_\_\_\_\_ (optional)

**\*Sex**               Male                                       Female

**\*Race**             Black (Not of Hispanic Origin)             White  
                          American Indian or Alaskan             Hispanic  
                          Asian or Pacific Islander                 Other

**\*The only use of this information is to submit data for institutional use and will not be considered for acceptance into the program.**

**How did you learn about the Histologic Technician Program?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you previously applied to Albany State University HT program? Yes** \_\_\_\_ **No** \_\_\_\_

**Do you currently have an Associate's degree or Higher? Yes** \_\_\_\_ **No** \_\_\_\_

**If you answered yes, please provide proof (transcript that shows degree awarded or copy of diploma).**

**I hereby apply for admission to the HT Program for Fall ( ) Spring ( ) Semester 20 \_\_\_\_\_ and certify this application is both correct and complete. I have read the application packet, including the essential abilities required and understand the application and selection criteria and that the class size is limited to 20 students for the fall semester and 10 students for the spring semester.**

**I further understand that any failure on my part to comply with these processes will result in my application not being reviewed. I understand that meeting all minimum requirements does not guarantee admission into the program.**

Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mandatory Student Health Insurance

Beginning Fall Semester 2014, all new students accepted into ANY Health Sciences or Nursing Program at Albany State University will be required to verify active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate and not a Albany State University mandate. Proof of coverage must be submitted during a specified time period after acceptance into any Health Sciences or Nursing Program at ASU. Submissions CANNOT be done BEFORE or AFTER the given time period. Submission is done via the following website:

[Health Insurance link](#)

Proof of coverage must be provided in one of the following ways:

- 1) Through a currently active parent plan.
- 2) Through a currently active individual or family plan.
- 3) Through a currently active Employer-Sponsored plan.
- 4) Through a currently active Albany State University Student Health Insurance Plan (SHIP).
- 5) Through a currently active Government Sponsored Plan.

If a student fails to provide appropriate proof of coverage during the dates stated above, the student will be automatically enrolled (via the Business Office) into plan #4 above. As of May 1, 2014, the Annual Premium rate for Plan #4 was as follows:

Student – Age 26 and Under \$1,381.00

Student – Age 27 and Older \$1,782.00

\*These rates are subject to change without notice.

Additionally, Health Insurance coverage must be maintained by the student throughout the entire time that he/she remains enrolled and is actively progressing through his/her respective Health Sciences or Nursing Program. If a student fails to maintain Health Insurance coverage, then he/she will be immediately dismissed from their respective Health Sciences or Nursing Program for failure to maintain the mandatory coverage as required by the Board of Regents of the University System of Georgia. If you have any questions regarding this requirement, please contact your respective Program Director, the Health Sciences Division Office, or the Nursing Division Office.

I have read the above statement and I understand the requirements as listed above and understand that my acceptance into any Albany State University Health Sciences or Nursing Program requires Mandatory Medical Insurance coverage.

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Student Signature

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Date

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Printed Name

**Albany State University  
Histologic Technician Program  
Physical Evaluation Form**

*To be completed by physician/health care provider*

I have examined \_\_\_\_\_ and find that she/he meets the following essential functions required for participation in the Albany State University Histologic Technician Program. The essentials are as follows:

**Visual Acuity** (with or without corrective lenses) sufficient to differentiate colors used as reaction indicators; to differentiate and identify specimens utilizing microscopic examination; to read laboratory manuals, procedures, policies, specimen labels, test requisitions and other materials pertinent to professional practice;

**Physical Ability** to manipulate clinical laboratory instruments and equipment in a manner consistent with operational procedures;

**Manual Dexterity** to perform procedures and operate equipment consistent with operational guidelines.

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**Physician/Health Care Provider**

---

**Date**

# Albany State University Histologic Technician Program

## Applicant Recommendation Form

Applicant: (Print Name) \_\_\_\_\_

**Instructions:**

**To the applicant:** Please give this form to the person chosen to provide this recommendation for you. This person should be a professional who is able to evaluate your personal characteristics such as an employer, supervisor, teacher, physician, healthcare worker or counselor, etc. Recommendations from friends or family are prohibited.

**To the person completing the recommendation form:** The applicant is applying for admission to the Histologic Technician Program. We consider the following characteristics to be important for the success of students in this program.

Please evaluate each of these personal characteristics of the applicant by circling the most appropriate choice using the following scale...

**5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree, N/A = Unable to Evaluate**

**Please feel free to list any additional comments on the back of this form**

Responsibility – Accountable for one’s actions	5	4	3	2	1	N/A
Initiative – Motivated to pursue actions independently	5	4	3	2	1	N/A
Flexibility – Adapts to new or changing situations	5	4	3	2	1	N/A
Organization – Able to arrange or order tasks efficiently	5	4	3	2	1	N/A
Self Confidence – Assured in one’s abilities and skills	5	4	3	2	1	N/A
Independent work - Completes tasks with minimal supervision	5	4	3	2	1	N/A
Verbal Communication – Expresses self effectively.	5	4	3	2	1	N/A
Written communication – Writes clearly and effectively.	5	4	3	2	1	N/A
Stress Response – Maintains composure & ability to function.	5	4	3	2	1	N/A
Attitude – Positive approach to assignments and coworkers.	5	4	3	2	1	N/A
Manual Dexterity – Ability to perform hands on skills	5	4	3	2	1	N/A
Team Player – Able to work as part of a group.	5	4	3	2	1	N/A
Accepts Supervision – Willing to learn.	5	4	3	2	1	N/A
Maturity – Demonstrates common sense, self-control, tact.	5	4	3	2	1	N/A
Dependability – Reliable follows through on tasks.	5	4	3	2	1	N/A
Decision Making – Analyzes facts and formulates solution.	5	4	3	2	1	N/A
Knowledge Application – Can apply what has been taught	5	4	3	2	1	N/A



Additional Comments: (Please use to indicate applicant's strengths particularly those not indicated already, and any areas you feel need improvement.)

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Relationship to applicant:     Advisor     Teacher     Supervisor     Employer

Other (Please describe) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_

Do you             Highly Recommend,                             Recommend  
                          Recommend with reservation                             Not Recommend this applicant?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Would you mind if someone contacted you about this applicant?     Yes             No

Thank you. To assist the applicant in completing the application process we ask that you seal this recommendation in an envelope and sign your name across the flap before returning it to the applicant. If you prefer you may mail this recommendation directly to:

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Rd.  
Albany, GA 31707**

# Albany State University Histologic Technician Program

## Applicant Recommendation Form

Applicant: (Print Name) \_\_\_\_\_

### Instructions:

**To the applicant:** Please give this form to the person chosen to provide this recommendation for you. This person should be a professional who is able to evaluate your personal characteristics such as an employer, supervisor, teacher, physician, healthcare worker or counselor, etc. Recommendations from friends or family are prohibited.

**To the person completing the recommendation form:** The applicant is applying for admission to the Histologic Technician Program. We consider the following characteristics to be important for the success of students in this program.

Please evaluate each of these personal characteristics of the applicant by circling the most appropriate choice using the following scale...

**5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree, N/A = Unable to Evaluate**

**Please feel free to list any additional comments on the back of this form**

Responsibility – Accountable for one’s actions	5	4	3	2	1	N/A
Initiative – Motivated to pursue actions independently	5	4	3	2	1	N/A
Flexibility – Adapts to new or changing situations	5	4	3	2	1	N/A
Organization – Able to arrange or order tasks efficiently	5	4	3	2	1	N/A
Self Confidence – Assured in one’s abilities and skills	5	4	3	2	1	N/A
Independent work - Completes tasks with minimal supervision	5	4	3	2	1	N/A
Verbal Communication – Expresses self effectively.	5	4	3	2	1	N/A
Written communication – Writes clearly and effectively.	5	4	3	2	1	N/A
Stress Response – Maintains composure & ability to function.	5	4	3	2	1	N/A
Attitude – Positive approach to assignments and coworkers.	5	4	3	2	1	N/A
Manual Dexterity – Ability to perform hands on skills	5	4	3	2	1	N/A
Team Player – Able to work as part of a group.	5	4	3	2	1	N/A
Accepts Supervision – Willing to learn.	5	4	3	2	1	N/A
Maturity – Demonstrates common sense, self-control, tact.	5	4	3	2	1	N/A
Dependability – Reliable follows through on tasks.	5	4	3	2	1	N/A
Decision Making – Analyzes facts and formulates solution.	5	4	3	2	1	N/A
Knowledge Application – Can apply what has been taught	5	4	3	2	1	N/A

Additional Comments: (Please use to indicate applicant's strengths particularly those not indicated already, and any areas you feel need improvement.)

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Relationship to applicant:     Advisor     Teacher     Supervisor     Employer

Other (Please describe) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_

Do you             Highly Recommend,                             Recommend  
                          Recommend with reservation                             Not Recommend this applicant?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Would you mind if someone contacted you about this applicant?     Yes             No

Thank you. To assist the applicant in completing the application process we ask that you seal this recommendation in an envelope and sign your name across the flap before returning it to the applicant. If you prefer you may mail this recommendation directly to:

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Rd.  
Albany, GA 31707**

## Previous Work Experience

Do you have previous Histologic work experience? ( ) Yes ( ) No

If you answered yes, list number of years, location(s) and check competencies:

**Number of years** \_\_\_\_\_

**List locations**

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- ( ) grossing
- ( ) routine microtomy
- ( ) processing
- ( ) frozen sections
- ( ) embedding
- ( ) special stains
- ( ) routine stains
- ( ) electron microscopy
- ( ) flow cytometry
- ( ) immunohistochemistry
- ( ) other: please list

## LABORATORY VISITATION FORM

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Laboratory Visited: \_\_\_\_\_

**Instructions to the applicant:** Call the Histology department of the hospital or private company, ask for the supervisor, explain that you are an applicant to the Albany State University Histology Program, and ask to make an appointment to visit the department. Be courteous and on time for your appointment. Proper attire is mandatory for the laboratory visit. Present this form to the person conducting the visit and ask them to complete it.

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Histology Department Representative please complete

The applicant visited the following areas of the hospital: (please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Histology Department         | <input type="checkbox"/> Endoscopy Floor |
| <input type="checkbox"/> Surgical Floor               | <input type="checkbox"/> Morgue          |
| <input type="checkbox"/> Other _____ (please specify) |  |

Did the applicant observe a representative sample of the daily job requirements of a Histotechnician?  Yes  No

Was the applicant interested and enthusiastic about the tour?  Yes  No

Did the applicant ask questions about the job or profession?  Yes  No

Was the starting pay for an HT explained to the applicant?  Yes  No

How long did the visit last? \_\_\_\_\_

How would you rate the applicant's interest in histology? 1 2 3 4 5  
Low High

Signature of Department Representative: \_\_\_\_\_

When Complete Please Return To: **Albany State University Histologic Technician Program  
 Taiquanda Winbush, Program Director  
 2400 Gillionville Road  
 Albany, GA 31707**

### Instructions for G.P.A. Forms

A G.P.A. form **MUST BE COMPLETED** & included with your application.

- An example of how to calculate a G.P.A. has been provided below. Utilize the **Cumulative G.P.A. Form** to calculate your grade point averages and record the averages on Page 1 of the application.
- If you are enrolled in a course or intend to enroll in a prerequisite course and do not have a grade at the time the form is completed, do not include the number of credit hours or quality points in the respective (QH) or (QP) columns; simply place an X in the boxes (QH) and (QP) next to the required course identified. Please indicate whether the course is still to be taken during the summer or if currently in progress in the column where the grade would be recorded. Simply write "in progress" or indicate when you plan to take the course.

Where Course Was Completed	Course Identification	QH (Quality Hours) Credit hours per course	Multiply	EV (Equivalent Values) of the earned Letter Grade A=4, B=3, C=2, D=1, F=0	equals	QP (Quality Points) <b>QH x EV = QP</b>
Columbus State	ENGL 1101	3	x	A = 4	=	3 x 4 = 12
Columbus State	MATH 1111	3	x	B = 3	=	3 x 3 = 9
Darton	POLS 1101	3	x	A = 4	=	3 x 4 = 12
Darton	MUSC 1100	3	x	C = 2	=	3 x 2 = 6
Darton	PSYC 1101	3	x	B = 3	=	3 x 3 = 9
Darton	PSYC 2103	X	x	Course in progress	=	X
Darton	BIOL 2111K	4	x	B = 3	=	4 x 3 = 12
Darton	BIOL 2112K	X	x	Course in progress	=	X
<b>Total QH:</b>		<b>19</b>		<b>Total QP:</b>		<b>60</b>
<b>60 QP ÷ 19 QH = 3.15 GPA</b>						

1. Once all information has been placed in the appropriate column, total the QH column (number of credit hours **QH**) for the courses that have been completed. If a grade has not been earned, simply place an **X** in the **QH** column for that course.
2. The equivalent value must be assigned for the grade earned for the course. If you earn an A, then it is equivalent to a 4, and so on. (A=4, B=3, C=2, D=1, F=0) If a grade has not been earned, simply place an **X** in the **QP** column for that course.
3. Calculate the **QP** for each course by multiplying number of credit hours (QH) by the equivalent value of the grade earned for the class.
4. Total the last column, quality points/**QP**, and then complete the formula **Total QP ÷ Total QH = G.P.A**
5. Complete the **Cumulative G.P.A. Form** and record average on Page 1 of the application.
6. Your Cumulative/Overall G.P.A. includes ALL coursework/college credits previously taken at one or multiple institutions. "ALL" includes grades earned in every course you have ever taken, including the repeated courses. You also have the option of only calculating the last 35 credit hours completed, but you do not include both. The option to calculate and include only the last 35 hours completed is a means of forgiveness for anyone that may have lost focus in his/her earlier years in college.

**Cumulative G.P.A. Form OR the Last 35 hours completed**

Cumulative means ALL collegiate courses EVER ATTEMPTED, including repeated courses, as well as prerequisites for the program.

Where Course Was Completed	Course Identification	QH (Quality Hours) Credit hours per course	Multiply	EV (Equivalent Values) of the earned Letter Grade A=4, B=3, C=2, D=1, F=0	equals	QP (Quality Points) $QH \times EV = QP$
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
<b>Total QH:</b>				<b>Total QP:</b>		
<b>Total QP</b>			<b>÷ Total QH</b>	<b>=</b>	<b>Cumulative (or Last 35 hrs) G.P.A.</b>	

\*If additional rows are needed, please make another copy of this sheet to complete your needs and staple together.  
 \*Please record the GPAs on the first sheet of the application, as well as include completed forms to show your work for each GPA calculated.

## **Application checklist**

If you wish to know if your application has been received, please send the application as certified mail.

The HT Selection Committee will not review any applications until after the deadline or answer calls/emails regarding application status; therefore, if you wish to know if your application is complete, please read all directions and utilize the checklist below.

1. \_\_\_\_ **Completed HT application form**
2. \_\_\_\_ **All applicable transcripts\***  
    **-unofficial copies are ok**
3. \_\_\_\_ **Two letters of recommendation (form provided)**
4. \_\_\_\_ **Physical form (form provided)**
5. \_\_\_\_ **Facility contact information (form provided - online students only)**
6. \_\_\_\_ **Immunization records to include Hepatitis B series\***  
    **-copy of verification of series**
7. \_\_\_\_ **Mandatory Student Health Insurance Acknowledgement form**
8. \_\_\_\_ **Laboratory visitation form (form provided)**
9. \_\_\_\_ **GPA form**
10. \_\_\_\_ **Work experience form if applicable**

\*The transcripts and immunization forms are in addition to the request for these documents by the Admissions Office.

Please submit your completed application to:

Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Road  
Albany, GA 31707