Medical Laboratory Technology
Application Packet
Dear Prospective Student,

Thank you for your interest in the Medical Laboratory Technology Program. Included in this packet is an application for entrance into the Medical Laboratory Technology Program as well as additional information about the program. Program information, an application packet, and an online application for the college are also available from the MLT program's homepage.

If I can further assist you, please contact me at 229-500-2238 or by email at quontasha.glover@asurams.edu.

Sincerely,

Quontasha Glover

Quontasha Glover, BS MLS (ASCP)CM
MLT Program Education Coordinator
Mission Statement
The mission of the Medical Laboratory Technology program is to provide educational opportunities and related services to qualified students pursuing an entry-level career as a registered Medical Laboratory Technician. Upon successful completion of the program the students will earn an Associate of Science Degree and will be academically eligible for national board examinations. Beneficiaries of the program include the students, the college, the community, the profession, and other health care providers.

Program stability and viability will be ensured through a process of continuous quality assessment and improvement.

Program Description
Albany State University, accredited by the Southern Association of Colleges and Schools, is part of the University System of Georgia. The Medical Laboratory Technology Program, initiated in 1974, is part of the Darton College of Health Professions division. The National Accrediting Agency for Clinical Laboratory Sciences (*NAACLS) accredits the program. The first class graduated in 1976 and the program has remained in continuous operation since. The curriculum is based on the Essentials and Guidelines of Accredited Educational Programs for Medical Laboratory Technicians. This career program consists of four semesters of study, with the final semester spent in clinical externship. Each student is assigned to one, or a combination of several, current affiliate(s). One or more accrediting agencies accredit each clinical affiliate. Albany State University awards students who successfully complete the requirements of the MLT program with an Associate of Science Degree. Graduates are eligible to take national board examinations. The Albany State University MLT Program is currently the largest MLT Program in the state of Georgia and offers both traditional classes and a distance learning option.

*The address, phone number and fax number for NAACLS is as follows:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road
Suite 720
Rosemont, Illinois 60018; PH:(773) 714-8880 ; FAX :(773) 714-8886
Pre-Program General Education Course Requirements

The following general education course requirements (totaling 20 credit hours) must be completed prior to program acceptance:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2411K</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra (or higher-level math)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2211K</td>
<td>Introduction to Microbiology (Not offered online at Albany State University)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total General Education Credit Hours 20

MLT Core Curriculum and General Education Courses

After acceptance into the MLT program, the student will complete the following coursework as noted below:

Freshman Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MLTS 1160W</td>
<td>Medical Laboratory Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MLTS 1160L</td>
<td>Medical Laboratory Technology I (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2412K</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1211K</td>
<td>Principles of Chemistry I*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 12

Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLTS 1161W</td>
<td>Medical Laboratory Technology II</td>
<td>3</td>
</tr>
<tr>
<td>MLTS 1161L</td>
<td>Medical Laboratory Technology II (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>MLTS 2010W</td>
<td>Medical Laboratory Technology III</td>
<td>2</td>
</tr>
<tr>
<td>MLTS 2010L</td>
<td>Medical Laboratory Technology III (Lab)</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 1212K</td>
<td>Principles of Chemistry II*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours 12

Sophomore Year

Summer Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLTS 2020W</td>
<td>Medical Laboratory Technology IV</td>
<td>3</td>
</tr>
<tr>
<td>MLTS 2020L</td>
<td>Medical Laboratory Technology IV (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>MLTS 1182</td>
<td>Medical Parasitology, Mycology, Virology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities and Fine Arts Elective¹</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 10

Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLTS 2630</td>
<td>Externship**</td>
<td>15</td>
</tr>
<tr>
<td>MLTS 2670</td>
<td>Seminars</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Semester Hours 16

Total MLT Core Curriculum and General Education Credit Hours 50

Total Overall Program Credit Hours 70

FOOTNOTES:

* CHEM 1211K and CHEM 1212K must be completed by the end of spring semester.

** Externship must be passed with a grade of “C” or better to graduate.

¹ 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

ADDITIONAL NOTES:

The ASCP MLT examination is paid for by an assessed exam fee. Exam payment will be sent by program coordinator during the last semester of the MLT Program. Upon successful completion of the program and graduation with an Associate of Science in Medical Laboratory Technology degree, students can sit for the ASCP MLT exam.

Depending on your enrollment status, you may be required to take ASU 1101, “First Year Experience.”
Alternate vs Full Status
All eligible students, who complete the application process are permitted to participate in program courses. On campus students will receive one of two designations. Ten to twelve students will be accepted on the Albany State University - West Campus with “Full Status” and all others will be classified as “Alternate Status.” Both groups are allowed to take program courses on campus but only “Full Status” students are guaranteed clinical placement in the fourth semester (Fall). Alternate Status students who complete the program requirements will receive clinical placements after the “Full Status” students as space become available. The Full Status student designations are based on the highest GPA at the time of consideration.

Students wishing to participate fully online must have the support of a hospital willing to affiliate with our program. Affiliation allows student access to the hospital facility, resources and supervision.

Required General Education Courses
Most are available online
Transfer credit from an accredited school of a “C” or better is generally accepted.

MLT Professional Courses
Didactic Content Component
Traditional classroom option
Online option

Student Labs
Fall semester student laboratory exercises are offered on campus once per week in 3-hour lab sessions. Spring and summer semester, labs meet more frequently and are usually scheduled on Monday, Tuesday and/or Wednesdays.

Alternative Student Lab Locations
Hospital Affiliate Laboratory (An agreement would have to be established with a facility in your area willing to allow you to perform student lab exercises in their lab facility). This option is usually only available to students with a working relationship with a clinical lab.

Enrollment Requirements
Detailed in the Albany State University Catalog.

Summary:
You must meet Albany State University’s enrollment requirements.
You must have a SAT score of 870 or 9 semester hours of related courses at ASU with a GPA of 2.5.
You must complete any learning support requirements prior to enrollment in MLT professional courses.
Transfer students must have a GPA of 2.5 or greater or 9 semester hours of related courses at ASU with a GPA of 2.5.
Students with a degree from an accredited college or university may enroll in individual MLT courses with the program director’s permission, provided prerequisites are met.
You must have visual acuity, physical ability and manual dexterity sufficient to perform required procedures and activities of the program. (A health statement from a healthcare provider is required.)
You must maintain a “C” or better in all professional courses.
Program
Most students begin the MLT curriculum Fall Semester and will complete the program fall semester in December of the next year.

The program is a four semester program (fall, spring, summer and fall) and students are expected to complete the program courses as indicated by the curriculum guide. Failure to complete courses as indicated in the curriculum guide may result in a student’s dismissal from the program. Such students may reapply for admission consideration the following year and would be required to retake program courses or demonstrate current course competency by written and/or practical exam.

Students can only repeat a single MLT course in which they are unsuccessful (<"C" grade). Students with two unsuccessful attempts in program courses are ineligible for program readmission. Withdrawing from a MLTS course is considered an unsuccessful attempt. A course grade of “D” or “F” is considered an unsuccessful attempt.

Registration
Contact your advisor to receive instructions for registering for courses. If you do not know who your advisor is, you may contact the Health Sciences Division Office at 229-500-2389 to be assigned to an advisor.

Curriculum Plan
If you are on financial aid, be sure to plan each semester’s course work with sufficient credits to meet requirements.

The final fall semester students participate in a clinical externship and a seminars course (16 credit hours). Students are assigned to a clinical affiliate for 36 hours per week for 16 weeks. This is day shift and generally other shifts or weekends are unavailable. During this time, students are allowed to perform laboratory procedures to gain entry level job competencies and proficiencies. Students are evaluated by exam, performance and compliance with Albany State University, program policies, and affiliate policies.

NOTE: Students must follow the curriculum guide in order to progress in the program.

Online Applicants
Please be sure that Albany State University online learning is an option in your state. This information can be found on our Online/Distance Learning’s webpage.

NOTE: No online student can be considered for participation without prior approved clinical support.
Application Process
1. Students must apply to and be accepted for enrollment with Albany State University.
2. Students must complete any learning support requirements prior to Program consideration.
3. Students must submit a completed MLT Program Application to the MLT Program Director.

MLT Program Application Requirements
1. MLT Program Application
2. Immunizations records includes HBV x3, Varicella x2, MMR x2
3. Letters of recommendation (no more than three)
4. Physical Exam Record
5. Health Insurance Form
6. Course Plan

(Please ensure you submit a completed application)

MLT Program Application Deadline
Fall Semester Application Deadline: July 1*

*Note: Most new students begin fall semester. Spring and summer semesters program admissions based on individual review and space availability.

Applicant Evaluation Sample

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Requirement</th>
<th>Alternate</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Acceptance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Learning Support</td>
<td>Exit all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HBV Immunizations</td>
<td>3 or positive titer</td>
<td></td>
<td></td>
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<tr>
<td>SAT Score/GPA</td>
<td>870</td>
<td>9 semester hours of related ASU courses with &gt; 2.5 GPA</td>
<td></td>
</tr>
<tr>
<td>General Education Courses Completed: BIOL 2411K, ENGL 1101, MATH 1111, COMM 1110, POLS 1101, and BIOL 2211K</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Previous Lab Work</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Exam</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
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</tbody>
</table>

Acceptance Status

Pre-Program General Education Course Requirements
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</tr>
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<td></td>
<td><strong>Total General Education Credit Hours</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
APPLICANT FORMS
Complete and Return to MLT Program Coordinator
Albany State University  
Darton College of Health Professions  
Medical Laboratory Technology Program Application  

Name ____________________________________________  
Date ____________________________________________  
Albany State University Student ID# ____________________  

NOTE: If you do not have an ASU student ID# you are not eligible to participate in this Program.  

Current Mailing Address  
Street _______________________________________________  
Apt _______________________________________________  
City __________________________ State _______________ Zip ____________  

Phone  
Home ____________ Work ____________ Cell ____________  

Personal Email ________________________________________  

Check Program Option:  
☐ Traditional  
☐ Online (requires clinical support); Location of clinical site: __________________   
☐ Hybrid __________________  

List colleges previously attended and degrees held:  

<table>
<thead>
<tr>
<th>College/University</th>
<th>Years Attended</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Have you previously applied to this program? ☐ Yes ☐ No  
If yes, when? ________  
Have you applied to another Health Sciences Program? ☐ Yes ☐ No  
Is Medical Laboratory Technology your current major? ☐ Yes ☐ No  

Instructions: Indicate courses satisfactorily completed with a “C” or higher by placing a ✓ in the appropriate box.  
☐ BIOL 2411K  ☐ CHEM 1211K  ☐ ENGL 1101  
☐ BIOL 2412K  ☐ CHEM 1212K  ☐ MATH 1111  
☐ BIOL 2211K  ☐ COMM 1110  ☐ POLS 1101  

☐ I have read all of the attached information and understand the application and selection process.  
☐ I hereby apply for admission to the Albany State University Medical Laboratory Technology Program for the Fall Semester of the year _____________.  

Signature ____________________________________________  
Date ____________________________________________
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 Medical Laboratory Technology 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.

___________________________________  _________________
Physician/Health Care Provider Date
Mandatory Student Health Insurance

Beginning Fall Semester 2014, all new students accepted into ANY Darton College of Health Professions will be required to show proof of active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate, and not an Albany State University mandate. Proof of coverage must be submitted between August 1 and September 5 or as otherwise posted. Submissions CANNOT be done BEFORE August 1, or AFTER September 5. Submission is done via the following website only:

Click here for more information regarding the student health insurance

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 and dates 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 his/her 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 Darton College of Health Professions requires Mandatory Medical Insurance coverage.

___________________________________________               ______________________
Student Signature                       Date

___________________________________________
Printed Name
**Course Plan:** see curriculum guide for required courses.

**NOTE:** The MLT Program may be completed in 4 semesters. Taking general education classes prior to starting the program may result in you being a part-time student and may impact financial aid.

### Prior to entry to MLT Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL 1111</td>
<td>Example: 3</td>
</tr>
</tbody>
</table>

### MLT Program Semester 1

#### FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### MLT Program Semester 2

#### SPRING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### MLT Program Semester 3

#### SUMMER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### MLT Program Semester 4

#### FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Recommendation Form
MLT Program

Part 1 – To be completed by the applicant

Applicant’s name: ________________________________

Last   First   Middle

Albany State University Student ID#: ________________________________

Waiver of right-of-access to recommendation form content:

☐ I waive my right of access to any information contained on this recommendation form.

☐ I do not waive my right of access to information contained on this recommendation form.

Applicant’s Signature (Required) ___________________________ Date __________

I understand that recommendation from family and friends are not permitted and will not be considered.

I understand that I must supply the person that I have chosen to give my recommendation form to an envelope to put the completed form in as well as a stamp for mailing. A sealed envelope containing the completed form may be returned by the applicant to the DMS office. If the envelope has been tampered with in any way, the contents will be void and not considered for entrance into the MLT Program.

Applicant’s Signature (Required) ___________________________ Date __________

Please use the following address for returning your completed recommendation forms. It is recommended that you pre-address the envelopes.

Quontasha Glover, BS MLS (ASCP)CM
MLT Education Coordinator
Albany State University – Gillionville Campus
2400 Gillionville Road
Albany, GA 31707-3098
Part 2 – To be completed by the evaluator

The above individual is applying to a professional program at Albany State University. We value your comments and ask that you give a full and candid appraisal so that fair consideration may be given to the applicant.

5 = Outstanding  4 = Good  3 = Average  2 = Fair  1 = Poor  0 = N/A

Academic motivation
Attitude toward authority
Adaptability to change
Organizational skills
Integrity
Dependability/Reliability
Emotional maturity

Ability to cope with stress
Analytical and problem solving ability
Ability to work with people
Leadership ability
Personal appearance
Ability to communicate effectively

Please check one:
I have known the applicant for:  ☐ Less than one year  ☐ 1-3 years  ☐ 4 or more years
My relationship to the applicant is/was:  ☐ Employer/Supervisor  ☐ Educator  ☐ Counselor  ☐ Other

Summary:
We invite additional comments and observations about the applicant. If the applicant is already functioning as a healthcare provider, comment on this individual’s technical skills and professional knowledge base.

Evaluator Information (Please print)

Name: 
Position: 
Place of employment: 
Address: 
Telephone: (Work) ____________________________ (Home) ____________________________

_____________________________________________ ______________________________
Signature Date