

STUDENT: _____ RACC ID # _____

**READING AREA COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

SELECTIVE ADMISSION PROCESS

Clinical resources are limited. Therefore, admission into the clinical portion of the MLT program is on a selective basis. The clinical rotation begins on the first day of the Winter Interim and continues until the end of the Spring Semester. The deadline for application to the January class is June 1.

The student must meet the following ELIGIBILITY CRITERIA to be considered for selective admission into the clinical portion of the Medical Laboratory Technician Program:

1. At the time of application, (Deadline: June 1), the following courses must be completed, or currently in progress: COM 121, COM 131 or 141, BIO 250, BIO 255, MLT 110, CHE 150, CHE 250, CHE 251, MAT 210, MLT 120, HEA 220, IFT 110. Students who require the summer to complete coursework may still apply but this will result in a reduction of assigned points and reduced rank position in the selection process.
2. MLT students must have a "C" or better in **all** courses in the MLT curriculum.
3. The student must achieve a combined math/science G.P.A. of 2.5 including the following courses: BIO 250, BIO 255, MAT 210, MLT 110, CHE 150, CHE 250, CHE 251, MLT 120.
4. No course in the Medical Laboratory Technician Program curriculum, or which is a prerequisite for a course in the curriculum, can be repeated more than once. This requirement includes any courses taken at RACC or at another institution. It also includes courses from which the student may have withdrawn or in which the student earned less than a "C" grade.
5. No more than 12 credits of the Medical Laboratory Technician Program curriculum may be repeated. This includes courses taken at RACC and at other institutions. It also includes withdrawals or courses in which the student earned less than a "C" grade.
6. Course repeats or withdrawals that are older than ten years may be excluded from consideration in the admissions process at the discretion of the program director.
7. The student must meet with the MLT Program Director to determine eligibility and to certify that the student is able to carry out the duties and responsibilities of a Medical Laboratory Technician Student by agreement through the "Essential Functions" document.

APPLICATION PROCESS

The student must submit the following by June 1:

1. Submit a comprehensive Letter of Intent requesting entry into the next clinical class.
2. Submit two (2) letters of recommendation; at least one must be from a RACC faculty member.

SELECTION PROCESS

1. The MLT Selection Committee will meet after June 1 to determine eligibility, evaluate the applicant's application materials and assign a rank value to each applicant. A point system will be assigned to rank the student applicants. Incremental points will be awarded based on several criteria which include: the timeliness of the submitted documents, cumulative GPA, math/science GPA, program history and required

course completion. Students who require the summer to complete coursework may still apply but this will result in a reduction of assigned points and reduced rank position.

2. The date of enrollment in the program will be the deciding factor between equally ranked students.
3. Accepted students will receive a clinical assignment beginning with the highest ranked student until all the available clinical spaces are filled.
4. Students meeting the criteria but not assigned due to lack of clinical sites will be placed on a ranked waiting list. These students will be given a clinical assignment if space becomes available prior to the beginning of the fall semester. Students not given a clinical assignment will be required to re-apply the next year following the full application protocol.
5. Students who are accepted and decline their clinical placement will be required to re-apply the following year following the full application protocol.
6. The student will receive a notice stating the committee's decision (Accepted, Accepted with provision, Declined, or Waiting list) and clinical site assignment by July 1.
7. The student will register for the following Fall Semester Courses, unless already completed: MLT 211, BIO 280, CHE 260, Soc/Psych, and PHL 271 or 275 (NOTE: MLT 211 must be taken immediately prior to clinical experience). Progression into clinical experience is contingent upon satisfactory completion of Fall Semester coursework, and maintenance of a 2.5 G.P.A. in science and math.
8. Accepted students will complete and submit the following by December 1:
 - a. Full medical assessment including physical exam, medical history, and vaccinations or proof of immunity.
 - b. Hepatitis B vaccination – documentation of first two inoculations.
 - c. CPR certification for the professional rescuer (approved providers are AHA/ARC).
 - d. “No record” status for PA Child Abuse Clearance, PA State Police Criminal Record Check and FBI fingerprint check.
 - e. Proof of a negative drug screen using specifications set forth by the clinical affiliate.
 - f. Proof of current enrollment in a health insurance plan.
9. Students must agree to abide by dress code/personal appearance and other policies set forth by the clinical affiliates
10. The MLT program reserves the right to review the academic performance and/or personal characteristics and qualities of any student within the program. Such a review may result in the dismissal of the student from the MLT Program.

The above policies may be changed in keeping with the most recent accreditation agency requirements. The Medical Laboratory Technician Program reserves the right to make changes in the admission process without prior notice.

I have received and read the Clinical Admission Policy and have had an opportunity to ask questions about it. And now, to the best of my ability, I understand the Clinical Admission Process and agree to abide by the requirements stated in this document.

Student Signature _____ Date _____

Advisor Signature: _____ Date: _____