



# El Centro College

## Medical Laboratory Technology

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The Medical Laboratory Technology program is a 72-credit-hour curriculum which prepares the student to perform tests and related duties in the medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. Upon completion of the program, the student is awarded an Associate of Allied Science Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP) for the Clinical Laboratory Technician credential. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 840 West Bryn Mawr, Suite 670, Chicago, IL 60631-3415, Tel. 773-714-8880, [www.NAACLS.org](http://www.NAACLS.org)).

The first half of the program is comprised of the 38-credit-hour Medical Laboratory Technology Core Curriculum which includes general education courses related healthcare course which can be completed in two or more semesters. After completion of the Medical Laboratory Technology Core Curriculum, the student applies for entrance into the specific Medical Laboratory Technology courses which begin during May term (mid-May) each year and encompass 16 months of specific lecture, laboratory, and clinical coursework in medical laboratory technology. Acceptance to the Medical Laboratory program is via a **competitive selection process based on grade point average of primary prerequisite courses**.

**This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has read the packet thoroughly and understands the policies and procedures for application and acceptance to the program.**

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#### EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

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### ***APPLICATION REQUIREMENTS TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM***

Application to the Medical Laboratory Technology program requires:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Medical Laboratory Technology program information session.
- Completion the primary prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses ***and*** completion of the remaining Medical Laboratory Technology Core Curriculum courses with a minimum grade of "C" in each course.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

#### ***A. General Admission Requirements to the College***

Applicants to the Medical Laboratory Technology program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

**B. Program Information Sessions**

Potential applicants are required to attend a Medical Laboratory Technology program information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro main campus; no reservation is necessary to attend. The Information Session schedule for the current semester is available online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

**C. Primary Prerequisite Courses and the Medical Laboratory Technology Core Curriculum**

An applicant must have completed the entire 38-credit-hour Medical Laboratory Technology Core Curriculum in order to be accepted to the program. An applicant must have also earned a cumulative grade point average of 2.5 on two primary prerequisite courses from the Core Curriculum listed below:

- ENGL 1301 Composition I
- BIOL 2401 Human Anatomy and Physiology I ***OR***
- SCIT 1407+ Applied Human Anatomy and Physiology I

+ A grade of “B” or better must be earned in SCIT 1407 to substitute for BIOL 2401.

BIOL 2401 or SCIT must be completed less than 5 years prior to program application. SCIT 1407 is not offered at Richland College of the DCCCD. BIOL 1406 is a required prerequisite for BIOL 2401.

**Applicants must complete the remaining courses of the Medical Laboratory Technology Core Curriculum with a minimum grade of “C” each course. The Core Curriculum including ENGL 1301 and SCIT 1407/BIOL 2401 is found below:**

**MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM**

		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
BIOL 2401*	Human Anatomy & Physiology I <b><i>OR</i></b>	3	3	0	96	4
SCIT 1407*+	Applied Human Anatomy & Physiology I					
BIOL 2402*	Human Anatomy & Physiology II <b><i>OR</i></b>	3	3	0	96	4
SCIT 1408*+	Applied Human Anatomy & Physiology II					
CHEM 1411	General Chemistry I	3	3	0	96	4
CHEM 1412	General Chemistry II	3	3	0	96	4
BIOL 2420*#	Microbiology for Non-Science Majors	3	4	0	112	4
ENGL 1301	Composition I	3	0	0	48	3
MATH 1314**	College Algebra	3	0	0	48	3
SPCH 1311++	Intro to Speech Communications	3	0	0	48	3
HPRS 1204##	Basic Health Professions Skills I	1	3	0	64	2
HPRS 2201^	Pathophysiology	2	0	0	32	2
HPRS 2231^	General Health Professions Management	1	2	0	48	2
HPRS 2300	Pharmacology for General Health	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>TOTAL CREDIT CORE CURRICULUM</b>		<b>31</b>	<b>21</b>	<b>0</b>	<b>832</b>	<b>38</b>

- \* Science courses including BIOL 2401/2402 (or SCIT 1407/1408), CHEM 1411/1412., and BIOL 2420/CHEM 2423 must be completed less than 5 years prior to program application. SCIT 1407 and SCIT 1408 are not offered at Richland College of the DCCCD. BIOL 1406 is a required prerequisite for BIOL 2401.
- + Must be completed with a grade of “B” or better in order to substitute for BIOL 2401/BIOL 2402.
- \*\* MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three credit hour course for ranking purposes only.
- ++ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.
- # BIOL 2420 – General Microbiology should be completed at El Centro College. If completed elsewhere, the student must present documentation of a “wet lab” experience (i.e. gram stains, streaking plates, identifying actual unknowns given mixed cultures, performing biochemical courses utilizing computerized or simulated labs will not be accepted in substitution.
- ## HPRS 1204 is the prerequisite for HPRS 1271. HPRS courses are offered at the El Centro and Northlake College campuses of the DCCCD.
- ^ SCIT 1407 or BIOL 2401 is the prerequisite for HPRS 2201 and HPRS 2300.

**NOTE: Applicants who have completed prerequisite courses and courses found in the Medical Laboratory Core Curriculum at colleges and universities other than Dallas County Community Colleges should have their coursework evaluated for transferability at least 3-6 months prior to applying to the program. See Section F – Educational Planning on page 7 of this information packet for instructions.**

#### ***D. Application Packet Submission***

Applicants must submit complete application materials to the Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Medical Laboratory Technology program application materials must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed Medical Laboratory Technology Program Application form and the signed Statement of Student’s Responsibility form (both obtained at the program information session).
2. One official transcript from each college previously attended other than DCCCD colleges. (A DCCCD transcript is no longer required; continuing education transcripts are not required.)
  - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
  - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the Medical Laboratory Technology application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.
  - Unofficial transcripts and grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.

- If a college will only release an official transcript directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials.

**The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.**

- If a student is enrolled in support courses toward the Medical Laboratory curriculum (PSYC 2301 and the humanities elective) which can be completed before the application filing deadline, the student should not submit their application packet until the course grades are posted to an official transcript. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.
3. A photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the Medical Laboratory Technology Core Curriculum and for which the student seeks transfer credit.  
  
The course numbers on catalog course descriptions must match those on the transcript should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for DCCCD courses.
  4. The completed Physical Examination and Immunizations Record form (from this information packet) with documented immunizations recorded on or attached to the physical form. See the Addendum in the back of this information packet for the form and specific guidelines.
  5. If not a high school graduate, a photocopy of the applicant's GED certificate.

#### ***E. Application Filing Periods***

There are two application filing periods for the Medical Laboratory Technology program: Prequalifying and First-Come, First-Served. Applicants who qualify to submit their applications during the Prequalifying Application Filing Period will be rank ordered using the grade point calculation on the primary prerequisite courses. Applicants who submit their applications during the First-Come, First-Served Filing Period must also meet the same minimum grade point average on primary prerequisite courses. Each of the two filing periods is detailed below.

#### ***PREQUALIFYING APPLICATION FILING PERIOD: JANUARY 1 – MARCH 15***

Applicants who have completed the two primary prerequisite courses with the required minimum cumulative 2.5 grade point average before March 15 ***and*** have completed the entire Medical Laboratory Technology Core Curriculum should apply during the Prequalifying Filing Period.

**NOTE:** Potential applicants who have completed the majority of the Core Curriculum, and who are enrolled in the remainder of the Core Curriculum courses with the intent of completing those 38 credit hours by the end of a Spring semester, may also apply during the Prequalifying Filing Period. However, these applicants will be considered for admission to the program ***after*** applicants who have already completed the Core Curriculum before the March 15<sup>th</sup> Prequalifying Filing Period.

**Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation. An application packet may also be mailed providing it is postmarked no later than an application filing deadline date.**

**NOTE:** In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 12:00 noon on the next regular business day.*

**When submitting your application by mail, address your envelope containing complete application materials to:**

Patsy Strawther, MLAB Admissions  
Health Occupations Admissions  
El Centro College/Paramount  
801 Main Street  
Dallas, TX 75202-2604

**When submitting your application in person, bring your envelope containing complete application materials to:**

Patsy Strawther, MLAB Admissions  
Health Occupations Admissions Room P-101  
Center for Allied Health and Nursing (Paramount Building)  
301 North Market Street  
Dallas TX 75202

### Selection Process

Applicants who apply during the Prequalifying Application Filing Period are selected for acceptance to the Medical Laboratory Technology program via the following competitive ranking process:

1. Applicants are listed by grade point average (GPA) on the two primary prerequisite courses from highest (4.0) to lowest (2.5) and by total credit hours of other courses completed in the Medical Laboratory Core Curriculum are listed from highest number of credit hours (32) to lowest (0) to initially rank order the group of applicants.

NOTE: An applicant who has completed the Medical Laboratory Technology Core Curriculum will be ranked higher than another applicant who has not completed the entire Core even if the latter has a higher prerequisite GPA.

2. When two or more applicants have the same primary prerequisite GPA and the same total credit hours of other Core courses, the cumulative GPA on the other Core courses is listed from highest (4.0) to lowest (2.0) to break the tie.
3. When two or more applicants have the same primary prerequisite GPA, the same total credit hours of other Core courses, and the same cumulative GPA on the other Core courses, the date of attendance at the program information session is used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	GPA on 2 Primary Prerequisite Courses	Cr. Hrs. of Other Medical Laboratory Core Courses	GPA on other Medical Laboratory Core Courses	Info. Session Attendance Date
Applicant #1	4.00	39	4.00	02/22/08
Applicant #2	3.50	39	3.23	07/14/08
Applicant #3	3.00	39	3.78	06/10/08
Applicant #4	4.00	35	3.79	12/06/07
Applicant #5	3.50	29	3.16	12/06/07
Applicant #6	3.0	32	4.0	02/13/08
Applicant #7	4.0	21	4.0	05/16/08

If six spaces were available, applicants 1 through 6 would be accepted.

For example, Applicants 1-3 have completed the entire Medical Laboratory Core Curriculum; therefore, they will be ranked higher than the other applicants who have not completed all courses in the Core. Applicants 4-6 have completed most of the Core but have not completed all of the HPRS courses; therefore, they are ranked lower based on how many credit hours of Core they have completed.

After qualified applicants are rank ordered, they will be **notified in writing by April 1** of their acceptance status.

Applicants who are completing the final courses of the Core Curriculum may receive a *provisional acceptance letter to the Medical Laboratory Technology program pending their successful completion of their remaining Health Occupations Core Curriculum courses by the end of the Spring semester*. At the end of the Spring semester, the prequalifying applicant must submit an updated transcript verifying completion of the remaining Core Curriculum courses with a minimum grade of “C” in each course.

**Should any applicant fail to successfully complete the entire Core Curriculum by the end of the Spring semester, their acceptance to the Medical Laboratory Technology program will be at the discretion of the Medical Laboratory Technology Program Coordinator and the Health Occupations Admissions Office.**

Confirmation of Acceptance

An applicant who receives a provisional acceptance letter must return a confirmation form to the designated Health Occupations Admissions personnel within a specified timeframe to confirm their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student’s space in that class.

**FIRST-COME, FIRST-SERVED APPLICATION FILING PERIOD FOR MAY 2009 SELECTION:  
MAY 1 – MAY 14, 2009**

Should any space remain in the Medical Laboratory Technology program after the Prequalifying applicants have been notified of provisional acceptance, applicants may submit their application materials **in person** in the Health Occupations Admissions Office during regular office hours on a first-come, first-served basis according to the dates above. Every effort will be made to evaluate these applications as they are submitted, time permitting; however, the Health Occupations Admissions Office reserves the right to stamp-date as received any first-come, first-served applications for later evaluation. Applicants will then be **notified of acceptance status no later than 5:00 p.m. on the Friday, May 15, 2009.**

NOTE: Applications are not “held over”; therefore, students who are not selected for admission the semester for which they apply or decline acceptance must resubmit their application during the next filing period to be considered for the next admission opportunity. There is no waiting list for the Medical Laboratory Technology Program.

**F. *Educational Planning***

Although the Health Occupations Admissions Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied or been accepted to a Health Occupations program are considered generic students and must follow general advisement and registration procedures in the Dallas County Community College District.

*Initial Advisement*

Students who are new to the college experience or who need assistance with placement testing, TSI issues, and registration for prerequisite courses must consult an academic advisor in the College Counseling Center. The student who has not completed college coursework may request a general Associate Degree plan from the Counseling Center as a starting point toward application to a Health Occupations program.

*Transfer Course Evaluation / Educational Plan*

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for a Health Occupations program should request an Educational Plan which will serve as an evaluation of their previous coursework. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.** To request an Educational Plan, the student must present the following materials to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at [www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm](http://www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm), and in the Health Occupations Admissions Office.
- All official college transcripts (a DCCCD transcript is not required);
- A catalog course description taken from that college’s catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript; course descriptions are not necessary for DCCCD courses).

The courses will be evaluated by the Health Occupations Admissions Office and related college faculty and an Educational Plan will be prepared for the student. The Educational Plan is accepted as a “degree plan” for financial aid and VA benefit purposes.

*Five-Year Time Limit*

All science coursework (anatomy, physiology, chemistry, and microbiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request. **NOTE:** In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability.

**In addition to an official transcript and a catalog course description for each course to be reviewed, the following materials must also be submitted:**

- Letter from the student indicating 1) the Health Occupation program they intend to enter, and 2) specifically how they are using the science knowledge (employed in a healthcare field, advanced degree, etc.);
- If the student is employed in a healthcare field, a letter from the student's supervisor with duties outlined in specific detail.

If approved, a five-year time limit request is valid only for the current application filing period. Five-year time limit requests are usually completed within 10-14 working days with written notification forwarded to the student. **During peak times such as registration or after the close of the semester when faculty are unavailable, five-year waiver requests may take as long as 30 days for review.**

In the event that the five-year time limit waiver is denied for anatomy and physiology courses, the student may pursue credit for SCIT 1407 and/or SCIT 1408 through a departmental exam at the El Centro campus. To determine eligibility to challenge the departmental exams, the student should contact the Arts and Sciences Division at 214-860-2193. The student must be enrolled at the El Centro campus to request the departmental exam. If successful on the exam, the credit is awarded as a letter grade.

#### Coursework Completed Outside the United States

**Transfer consideration for coursework completed at colleges or universities outside the United States is limited to college algebra and science courses (anatomy, physiology, chemistry, and microbiology).** Science courses must be within the five-year time limit. Presentation of these materials does not guarantee that transfer credit will be granted toward a Health Occupations program. Students are responsible for all expenses for the evaluation and translation of foreign transcripts. The following materials must be presented to the Health Occupations Admissions Office at El Centro College:

- Official college transcripts with English translation (if applicable);
- Complete evaluation of foreign transcripts from an approved evaluation agency (a list of approved evaluation agencies is available at all DCCCD Registrar Offices or online at <http://www.dccd.edu/Employees/Departments/Educational+Affairs/Transfer+Services/University+Transfer+Guides/Foreign+Credential+Evaluators.htm>);
- Photocopy of the course description or syllabus of the course.

#### Special Note Regarding Evaluation of Coursework, Educational Plans, Review of Out of Country Coursework, and Five Year Time Limit Waiver Petitions

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant's advantage to request any course evaluation, Educational Plan or five year waiver petition at their earliest convenience prior to application to the program.** *The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

Advanced Placement Credit, CLEP, and Credit by Examination

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. AP credit is awarded as “CR” credit in the degree plan and does not count toward grade point average calculation.

CLEP tests accepted toward the Medical Laboratory Technology program include: college algebra (MATH 1314), general psychology (PSYC 2301), and various courses which meet the humanities elective requirement (foreign languages and literature courses). A student must be enrolled at a DCCCD campus in order to request a CLEP exam at that specific campus. CLEP credit is awarded as “CR” credit and does not count toward grade point average calculation. If unsuccessful on the CLEP exam, the student is not allowed to repeat the CLEP and must enroll in the course to receive credit for that course.

The DCCCD does not offer the CLEP test for ENGL 1301. However, a departmental exam at El Centro College may be available. To determine eligibility for the ENGL 1301 departmental exam, contact the Communications/Math/Developmental Studies Division at 214-860-2247 for more information.

**NOTE: A student may present AP credit, CLEP, or departmental exam test result for only two of the Medical Laboratory Technology Core Curriculum courses when applying to the Medical Laboratory Technology program.**

Support Courses

Students are encouraged to complete the general education support courses included in the Medical Laboratory Technology curriculum (PSYC 2301, HPRS 2300, and the humanities elective) prior to entrance into the Medical Laboratory Technology program, particularly if the student plans to work while enrolled or has significant family responsibilities.

**G. Double Major in Medical Laboratory Technology and Biotechnology**

The similar nature of the Biotechnology program allows a student enrolled in Medical Laboratory Technology to pursue that additional degree by completing specific courses from the Biotechnology curriculum:

BIOL 2416	Genetics
COSC 1300	Computer Literacy
BITC 1311	Introduction to Biotechnology
BITC 2431	Cell Culture Techniques

NOTE: A student who is interested in earning the additional degree should apply to the Medical Laboratory Technology Core Curriculum as their primary program of interest and include the Biotechnology program application form with their application materials. Upon acceptance to the Medical Laboratory Technology program, the student will then enroll in the above courses along with the remaining Medical Laboratory Technology courses or after they have completed the Medical Laboratory Technology Associate Degree.

## CURRICULUM OVERVIEW – MEDICAL LABORATORY TECHNOLOGY

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM *	31	21	0	832	38

The Medical Laboratory Technology Core Curriculum is completed in two or more semesters prior to application into the Medical Laboratory Technology Program.

### MEDICAL LABORATORY TECHNOLOGY PROGRAM CURRICULUM

#### SEMESTER I – May Term/Summer

MLAB 1335 Immunology/Serology	2	2	0	64	3
MLAB 1167 Practicum – Clinical/Medical Lab Technology	0	0	8	128	1
PSYC 2301 Introduction to Psychology	3	0	0	48	3
Humanities Elective #	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
	8	2	8	288	10

#### SEMESTER II – Fall

MLAB 2266 Practicum – Medical Lab Technology	0	0	14	224	2
MLAB 1415 Hematology (May term – 3 weeks)	3	4	0	112	4
MLAB 2501 Clinical Chemistry	<u>4</u>	<u>4</u>	<u>0</u>	<u>128</u>	<u>5</u>
	7	8	14	464	11

#### SEMESTER III – Spring

MLAB 2441 Molecular Biology Techniques	3	4	0	112	4
MLAB 2434 Clinical Microbiology	3	4	0	112	4
MLAB 2331 Immunoematology	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>
	8	12	0	320	11

#### SEMESTER IV – Summer (10 weeks)

MLAB 2267 Practicum – Clinical/Medical Lab Technology	0	0	20	320	2
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TOTAL PROGRAM HOURS =	54	43	42	2224	72
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\* Courses in the Medical Laboratory Technology Core Curriculum including HPRS courses are offered during the fall, spring and summer semesters. Students should see a college counselor for registration advisement for Medical Laboratory Technology Core Curriculum classes. HPRS courses are offered at El Centro and Northlake Colleges.

+ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program.  
Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or foreign language courses.

A minimum grade of “C” is required in all courses.

**MLAB 2331 – Immunoematology is the Capstone experiences for the Associate Degree in Medical Laboratory Technology.**

**EL CENTRO COLLEGE**  
**MEDICAL LABORATORY TECHNICIAN / CLINICAL LABORATORY TECHNICIAN**  
**PROFESSIONAL RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The following list reflects the professional responsibilities as defined by the American Society of Clinical Laboratory Science, 2004 and essential functions as indicated by the Preamble Essentials of Accredited Education Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, National Accrediting Agency for Clinical Laboratory Sciences, 1995.

**I. Professional Responsibilities**

1. Collect, process, and analyze biological and other substances.
2. Perform analytical tests of body fluids, cells and other substances.
3. Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
4. Perform and monitor quality control with predetermined limits.
5. Perform preventative and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.
6. Apply principles of safety.
7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their job and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

**II. Essential Functions**

1. Communication effectively in written and spoken English.
2. Comprehend and respond to both formal and colloquial English, person-to-person, by telephone and/or in writing.
3. Appropriately assess nonverbal and verbal communication.
4. Move freely from one location to another in physical setting such as the clinical laboratory, patient care areas, corridors, and elevators.
5. Possess sufficient eye-motion coordination to allow delicate manipulations of specimens, instruments, and tool.
6. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and cover slips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers).

7. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes).
8. Identify and distinguish objects macroscopically and microscopically.
9. Read charts, graphs, and instrument scales/readout devices.
10. Lift and move objects of at least 20 pounds.
11. Possess a sense of touch and temperature discrimination.
12. Follow written and verbal directions.
13. Possess and apply mathematical skills.
14. Work under time constraints.
15. Prioritize requests and work concurrently on at least two different tasks.
16. Maintain alertness and concentration during a normal work period.
17. Apply knowledge, skills, and values learned from course work and life experiences to new situations.
18. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
19. Show respect for self and others.
20. Project an image of professionalism including appearance, dress, and confidence.
21. Possess the psychological health required for full utilization of abilities.
22. Recognize emergency situations and take appropriate actions.

Adopted 2004

#### MEDICAL LABORATORY TECHNOLOGY FACULTY

Program Director	Lisa Lock, M.B.A., M.T. (ASCP), BB
Medical Advisor	Tak Choi, M.D.
Adjunct Faculty	Denise Griffin, M.T. (ASCP), SBB

## GENERAL INFORMATION

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1. The Medical Laboratory Technology Program accepts 10\* students for each May class. Medical Laboratory courses are available during the daytime hours only. The courses included in the Medical Laboratory Core Curriculum are offered each semester (fall, spring, and summer) during both day and evening hours, with some courses offered on a weekend schedule and via the Internet.

\* The El Centro College Health/Legal and Continuing/Workforce Education Division reserve the right to make changes in program enrollment capacity.

2. Medical Laboratory Technology and support courses **MUST** be completed in the semester in which it is scheduled in the curriculum. In order to continue in the Medical Laboratory Technology program, each course must be completed with a grade of “C” or better during the semester in which it is scheduled.

**NOTE: Support courses completed at colleges and universities outside the DCCCD must have a grade of “C” or better and be approved for transfer credit prior to the semester in which the course is required as stipulated in the curriculum outline.**

3. The clinical setting is a high-risk area for exposure to patients with communicable diseases, including exposure to human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Protective procedures are taught and must be followed in the clinical setting.
4. All applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials** according to the guidelines in the Addendum of this information packet. **Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student is instructed to retain a copy of these documents for their personal records.**
5. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program for future employment opportunities.
6. Many of the Medical Laboratory Technology Core Curriculum courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is ECCFall2008 on the pull-down menu and the Password is student.
7. *Criminal Background Check / Drug Screening*

Effective August 2001 all students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$85.00) for these screenings. This procedure is conducted *after* a student has been accepted to their respective program. Results of these screenings are forwarded to the El Centro College Health/Legal/Distance and Continuing/Workforce Education Division for review and verification that a student is eligible to attend clinical rotation.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

**NOTE:** *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

#### DRUG SCREEN:

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for ten (10) substances as designated in the Substance Abuse Panel 10 (“SAP 10”).

These substances are:

Amphetamines	Methadone
Barbiturates	Methaqualonedone
Benzodiazepines	Opiates
Cocaine Metabolites	Phencyclidine
Marijuana Metabolites	Propoxyphene

SAP 10 test results which fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer (“MRO”) which will entail an additional cost of \$25.00-75.00 to the student. The MRO will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed to the negative and acceptable.

#### CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person’s criminal history seven (7) years previous to the date of program application. The check will include all cities and counties of the person’s residency during that time period. The following histories will disqualify an individual from consideration for a clinical rotation:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

#### EXCEPTIONS:

If a licensing/registry body (i.e. Texas Board of Nursing) approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

The College may request an exception from the first clinical agency for a student with a felony deferred adjudication and no alternate recourse through a licensing/registry authority is necessary. Following approval from the first clinical agency, the student may progress as stated above.

For more information regarding the criminal background check and drug testing requirements, please contact Dr. LaCheeta McPherson, Executive Dean, Health and Legal Studies Division at 972-860-2097 or Suriya Sherriff-Edwards, Health and Legal Studies Coordinator at 972-860-5095.

8. Students are responsible for their own transportation arrangements to campus and to their assigned hospitals/laboratories during each of the summer semesters. Clinical assignments vary from among the facilities listed below. In the rare event that there are fewer clinical slots than enrolled MLAB students, the students with the highest GPA in the MLAB courses will be placed first in the scheduled rotations.

Baylor Medical Center – Garland  
Carter Bloodcare  
Children’s Medical Center  
Dallas Regional Medical Center  
John Peter Smith Hospital – Ft. Worth

Medical Center of Plano  
Methodist Medical Center  
Parkland Memorial Hospital  
Texas Oncology  
UTSW University Hospital – St. Paul

9. Students who are enrolled at the El Centro campus in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available at the Cashier’s office two weeks after the semester begins.

10. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at <https://www1.dcccd.edu/6drop>.

11. Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

12. The Dallas County Community Colleges will charge a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCC “Third Attempt” policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>

13. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. **(Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)**

14. Many hospital clinical sites require students to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to secure their own coverage. Information on college student policies and rates can be found at <https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.

15. Financial Aid

Students should contact the Financial Aid Office for application forms, filing procedures and deadlines. A number of area hospitals offer financial assistance to students pursuing healthcare careers. For a listing of those hospitals with contact information, application procedures, etc., please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their “scholarship booklet.” The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sheriff-Edwards at 214-860-2269 for more information.

16. Please visit the website below for links to professional organizations and other information regarding the Medical Laboratory Technology profession:

<http://www.ElCentroCollege.edu/MedicalLabTech/mltlinks.htm>.

17. Please contact the individuals below for assistance (physical addresses):

Lisa Lock, Program Coordinator  
Medical Lab Technology  
El Centro College  
801 Main St.  
Dallas TX 75202-3604  
Telephone: 214-860-2304  
E-mail: [LLock@dcccd.edu](mailto:LLock@dcccd.edu)

Al Tolentino, Liaison Counselor  
Health/Legal Studies Division  
El Centro College/Paramount  
301 North Market Street  
Dallas TX 75202  
Telephone: 972-860-5045  
E-mail: [ATolentino@dcccd.edu](mailto:ATolentino@dcccd.edu)

Patsy Strawther, MLAB Admissions  
Health Occupations Admissions – Rm P-101  
El Centro College/Paramount  
301 North Market Street  
Dallas TX 75202  
Telephone: 972-860-5003  
E-mail: [PJonesStrawther@dcccd.edu](mailto:PJonesStrawther@dcccd.edu)

Gary Peschka, Faculty Advisor  
Health/Legal Studies Division  
El Centro/Paramount  
301 North Market Street  
Dallas TX 75202  
Telephone: 972-860-5037  
E-mail: [GPeschka@dcccd.edu](mailto:GPeschka@dcccd.edu)

**The official mailing address for all application materials, transcripts, and correspondence is:**

Patsy Strawther, MLAB Admissions  
Health Occupations Admission Office  
El Centro College/Paramount  
801 Main Street  
Dallas TX 75202-3604

**Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.**

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

**Visit the Medical Laboratory Technology Program webpage:**

[www.ElCentroCollege.edu/MedicalLabTech](http://www.ElCentroCollege.edu/MedicalLabTech)

**Health Occupations webpage:**

[www.ElCentroCollege.edu/HealthCareers](http://www.ElCentroCollege.edu/HealthCareers)

**Health Occupations Admissions Office webpage:**

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**ESTIMATED EXPENSES FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM \***

	Dallas County <u>Resident</u>	Out of County <u>Texas Resident</u>	Out of State/ Country <u>Resident</u>
<b>MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM</b>			
Tuition - (38 credit hours)	\$ 1,599.00	\$ 2,964.00	\$ 4,719.00
Textbooks	1,669.00	1,669.00	1,669.00
Physical Exam and Immunizations**	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 3,493.00	\$ 4,858.00	\$ 6,613.00
<b>MEDICAL LABORATORY TECHNOLOGY PROGRAM</b>			
<b>Semester I – Summer</b>			
Tuition (10 credit hours)	\$ 410.00	\$ 760.00	\$ 1,210.00
Medical Laboratory Technology Textbooks	105.00	105.00	105.00
Support Course Textbooks	270.00	270.00	270.00
Professional Liability Insurance	5.00	5.00	5.00
Lab Coat	25.00	25.00	25.00
Name Badge	6.00	6.00	6.00
Insignia Patch	6.50	6.50	6.50
Background Check/Drug Testing	<u>84.00</u>	<u>84.00</u>	<u>84.00</u>
Total	\$ 911.50	\$ 1,261.50	\$ 1,711.50
<b>Semester II – Fall</b>			
Tuition (11 credit hours)	\$ 451.00	\$ 836.00	\$ 1,331.00
Medical Laboratory Technology Textbooks	370.00	370.00	370.00
Liability Insurance	<u>18.13</u>	<u>18.13</u>	<u>18.13</u>
Total	\$ 839.13	\$ 1,224.13	\$ 1,718.13
<b>Semester III – Spring</b>			
Tuition (11 credit hours)	\$ 451.00	\$ 836.00	\$ 1,150.00
Medical Laboratory Technology Textbooks	<u>300.00</u>	<u>300.00</u>	<u>300.00</u>
Total	\$ 751.00	\$ 1,136.00	\$ 1,631.00
<b>Semester IV – Summer</b>			
Tuition (2 credit hours)	\$ 82.00	\$ 152.00	\$ 242.00
<b>TOTAL ESTIMATED PROGRAM EXPENSE</b>	<b>\$ 6,076.63</b>	<b>\$ 8,631.63</b>	<b>\$ 11,915.63</b>

\* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

\*\* Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

## MEDICAL LABORATORY TECHNOLOGY APPLICATION CHECKLIST

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This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1.  Obtain Medical Laboratory Technology program information packet.
2.  Attend a Medical Laboratory Technology information session.
3.  Complete a DCCCD application for college admission.
4.  See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed as a result of assessment/placement test scores.
5.  Complete the following courses required in Medical Laboratory Technology Core Curriculum:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> MATH 1314 or MATH 1414
<input type="checkbox"/> BIOL 2401 or SCIT 1407	<input type="checkbox"/> SPCH 1311 or SPCH 1315
<input type="checkbox"/> BIOL 2402 or SCIT 1408	<input type="checkbox"/> HPRS 1204
<input type="checkbox"/> CHEM 1411	<input type="checkbox"/> HPRS 2201
<input type="checkbox"/> CHEM 1412	<input type="checkbox"/> HPRS 2201
<input type="checkbox"/> BIOL 2420	<input type="checkbox"/> HPRS 2300
6. Complete additional support courses below prior to application if time allows:

<input type="checkbox"/> PSYC 2301	<input type="checkbox"/> Humanities elective _____
------------------------------------	--
7.  Verify transferability of prerequisite or support courses taken outside the DCCCD with the health Occupations Admissions Office as needed.
8. Compile the following materials as your complete Medical Laboratory Technology application packet:

<input type="checkbox"/> Completed Medical Laboratory Application form and signed Statement of Students' Responsibility form (both obtained at the information session).
<input type="checkbox"/> Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 3, section D, number 2 regarding specific instructions regarding official transcripts.
<input type="checkbox"/> Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Medical Laboratory Technology Core Curriculum.
<input type="checkbox"/> Physical Examination form and immunization documentation per guidelines in Addendum.
<input type="checkbox"/> Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
9.  Place the above materials in a 9" x 12" envelope for submission either in person or by mail to the individual below during a designated filing period.

**MAILING ADDRESS:**

Patsy Strawther, MLAB Admissions  
Health Occupations Admissions  
El Centro College/Paramount  
801 Main Street  
Dallas, TX 75202-3604

**PHYSICAL ADDRESS:**

Patsy Strawther, MLAB Admissions  
Health Occupations Admissions – Rm P-101  
El Centro College/Paramount  
301 North Market Street  
Dallas TX 75202

## ADDENDUM - PHYSICAL EXAMINATION AND IMMUNIZATION RECORDS

In order to comply with the Texas Administrative Code (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to El Centro College Health Occupations programs. Health Occupations program applicants must present the following documentation with their application materials:

### I. Physical Examination and Immunization Record Form

A physical examination and immunization record form is included with each program information packet. The completed physical form verified by a physician or nurse practitioner will document:

- the applicant's physical examination results which must be dated less than nine (9) months prior to the applicant's anticipated entry to the health occupations program; and,
- dates of all required immunizations and/or date of a positive titer result for each.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a legible clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

### A. Physical Examination

The physical examination form must be completed by a physician or nurse practitioner and documents the applicant's medical history, health questionnaire, and results of a general physical examination.

### B. Tuberculosis Screening

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within nine (9) months of the applicant's anticipated entry into a health occupations program. When accepted to a health occupations program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must obtain a chest x-ray verifying the absence of active disease. Chest x-rays are valid for two (2) years. Individuals with a history of tuberculosis or positive PPD results should obtain a chest x-ray rather than the PPD.

### C. Immunizations

An applicant must have completed the immunizations indicated below according to the indicated guidelines and schedules. Documentation of a titer (blood test) *with specific lab values* indicating immunity or seropositivity is also acceptable for Measles, Mumps, Rubella, Varicella and Hepatitis B.

1. Measles – Two (2) doses of measles vaccine is required either in a separate injection or in combination with mumps and rubella ("MMR"). Both measles immunizations must have been received after January 1, 1968. Individuals who were born prior to 01/01/57 are exempt from the measles immunization requirements.
2. Mumps – One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/57 are exempt from the mumps immunization requirement.
3. Rubella – One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). Individuals born prior to 01/01/57 **are not** exempt from the rubella immunization requirement.
4. Tetanus/diphtheria – One (1) dose of T/d is required within the past ten (10) years.
5. Varicella (chickenpox) – Two (2) doses of varicella vaccine are required. However, if one dose was received before the age of 13, only one dose is required. Individuals who have a history of varicella disease may present a notarized statement signed by his/her parent, guardian, physician, or school nurse as verification of varicella immunity.

6. Hepatitis B series – Three (3) doses of Hepatitis B vaccine are required per the schedule below:

Initial dose  
2<sup>nd</sup> dose one month after the initial dose  
3<sup>rd</sup> dose five months after the second dose

If an applicant fails to adhere to the above schedule, the series must be restarted with a first dose.

**NOTE: If an individual has received the first two Hepatitis B injections with the third and final injection scheduled after an application filing deadline, the individual may submit their application materials, including the physical exam form and all other immunizations provided the third injection is completed on schedule with documentation forwarded immediately to the Health Occupations Admissions Office.**

## II. Exceptions

Exceptions from meeting certain immunizations requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. Applicants must present documentation as indicated below. Requests for exceptions are reviewed on an individual basis.

### A. Medical Exceptions

The applicant must present a statement signed by their physician with personal knowledge of the applicant's medical history. The statement must indicate in detail that a specific vaccine poses a significant health risk to the individual. If the statement requests exemption from the Hepatitis B series, the applicant must also complete a separate waiver form (available in the El Centro College Health Occupations Admissions Office) to accompany the physician's statement.

Unless the statement specifies that a lifelong condition exists, the exemption is valid for one year only from the date of the signed statement. The signed statement must be submitted with the applicant's Physical Examination and Immunization Record form.

### B. Exceptions Based on Religious Belief/Reasons of Conscience

The applicant must obtain an Exclusion Affidavit from the Texas Department of State Health Services by submitting a written request and including the applicant's full name and date of birth. The written request must be mailed to the following agency:

Texas Department of State Health Services  
Bureau of Immunization and Pharmacy Support  
1100 West 49<sup>th</sup> Street  
Austin Texas 78756

The affidavit form will be mailed to the applicant who must complete and sign the form which must include the basis for the exception. The affidavit will be valid for a two-year period. The signed affidavit must be submitted with the applicant's Physical Examination and Immunization Record form.

## III. El Centro College Health Center Services

The El Centro College Health Center offers the PPD tuberculosis screening and many of the required immunizations at a reduced cost. Please call 214-860-2113 to make an appointment for immunizations. Chest x-rays and physical exams are not provided at the El Centro College Health Center.

*Applicants are responsible for retaining a photocopy of all physical exam and immunization documentation for their personal records. Once this documentation is submitted and an applicant is accepted to a Health Occupations program, the documentation will not be returned to nor photocopied for the applicant.*

**IMMUNIZATION RECORD AND PHYSICAL EXAM FORM**

*Once submitted, this document and any immunization or lab result attachments are considered official student records and will not be returned or photocopied for the student's use. Students should photocopy this form and any attachments to retain with their personal records.*

SOCIAL SECURITY NO. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

\_\_\_\_\_ Last First Middle I.  
 \_\_\_\_\_ Month/Day/Year

ADDRESS \_\_\_\_\_

\_\_\_\_\_ Street City and State

ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Home Business/Cell

I am applying to the \_\_\_\_\_ Program.

**HEALTH QUESTIONNAIRE - (To be completed by the applicant)**

Do you have any physical limitations which would affect your ability to lift, turn, or transfer patients? Yes \_\_\_\_ No \_\_\_\_

Do you have any limitations in use of your senses, such as in sight or hearing, which would limit your ability to practice a health profession? Yes \_\_\_\_ No \_\_\_\_

Do you have any other condition which might interfere with your ability to practice a health profession? Yes \_\_\_\_ No \_\_\_\_

*If you have answered "yes" to any of the above, please explain your limitations in detail on a separate sheet of paper.*

List any medications you have been taking on a regular or frequent basis during the past year.

**TUBERCULOSIS SCREENING**

Documentation requires a *physician's signature* or verification from the Health Center.

**Intradermal PPD (Mantoux)** - within nine (9) months unless previously positive

Date \_\_\_\_\_ Results \_\_\_\_\_

Physician's Signature

**Chest x-ray** - within one (1) year if PPD positive (Must also include positive PPD verification above.)

Date \_\_\_\_\_ Results \_\_\_\_\_

Physician's Signature

**IMMUNIZATIONS REQUIRED \***

Dates of immunizations or dates of lab results with a copy of the lab values attached indicating seropositivity required. Each line requires a doctor's signature or verification from the Health Center. \*

	Date of Immunization	If Seropositive, Date of Positive Titer	Doctor's Signature or Health Center Signature
1. <b>Measles</b> – 2 doses since 01/01/68 if born on or after 01/01/57; or positive Titer	#1		
	#2		
2. <b>Mumps</b> – 1 dose if born on or after 01/01/57; or positive Titer			
3. <b>Rubella</b> – 1 dose; or positive Titer			
4. <b>Tetanus/diphtheria</b> – 1 dose within past 10 yrs.			
5. <b>Varicella</b> (chickenpox) - 2 doses (only 1 if taken before age 13); or positive Titer	#1		
	#2		
6. <b>Hepatitis B series</b>  ➤ 1 <sup>st</sup> initial dose  ➤ 2 <sup>nd</sup> dose after 1 month  ➤ 3 <sup>rd</sup> dose after 5 months			

\* See attached appendix for details of immunization requirements.

**NOTE:** Physical exam form will not be accepted without doctor's signature or health center verification for each immunization and TB screening. The PPD screening, MMR, T/d, and Hepatitis B immunizations are available at the El Centro College Health Center **by appointment** at a reduced cost. **No student may apply to a Health Occupations program without verification of immunization status.**

**PHYSICAL EXAMINATION:** To be completed by physician or nurse practitioner

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Last

First

Middle Initial

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ TEMP \_\_\_\_\_ BLOOD PRESSURE \_\_\_\_\_ SEX \_\_\_\_\_

VISION \_\_\_\_\_ GLASSES \_\_\_\_\_ CONTACT LENSES R \_\_\_\_\_ L \_\_\_\_\_

**HISTORY:** Include any significant information regarding previous medical and surgical conditions, and use of alcohol and/or drugs.

**GENERAL APPEARANCE:**

**PHYSICAL EXAMINATION (cont.)**

Normal	Check each item in appropriate column	Abnormal	Describe every abnormality in detail (attach sheet if necessary)
	Eyes - ears - nose - throat		
	Mouth - teeth - neck		
	Thyroid		
	Heart and vascular		
	Lungs		
	Abdomen and viscera		
	Hernia		
	Scars		
	Back, vertebrae		
	Genitalia		
	Pelvis with Pap Smear (optional)		
	Rectal, anus (optional)		
	Extremities		
	Skin		
	Neurological		

**LABORATORY DATA:** Specific lab findings, when necessary for diagnostic purposes.

Name of Test

Results

**PHYSICIAN RECOMMENDATION**

Based upon your physical examination, is the applicant free of any restrictions Yes \_\_\_ No \_\_\_

in his/her ability to turn and/or move heavy objects? If "no," please describe:

Is the applicant able to see and hear adequately to practice a health care profession? Yes \_\_\_ No \_\_\_

If "no," please explain:

Is the applicant free of any pathological conditions either physical or mental which would interfere with the practice of a health profession? Yes \_\_\_ No \_\_\_  
If "no," please describe:

\_\_\_\_\_  
Signature of Physician or Nurse Practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Physician or Nurse Practitioner



**EL CENTRO COLLEGE  
CENTER FOR ALLIED HEALTH AND NURSING  
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

***PLEASE PRINT***

Student ID Number/Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Maiden/Other

\_\_\_\_\_  
Street Address Apt.

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

\_\_\_\_\_  
Home Phone Cell/Other Business Phone

\_\_\_\_\_  
Email Address

I am requesting an educational/degree plan for the \_\_\_\_\_ program.

**I understand that I must attach official transcripts from all the colleges and universities I have attended (list below) along with *catalog course descriptions for courses completed outside the Dallas County Community College District* which apply to the above program curriculum and for which I am requesting transfer credit.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.**

**NOTE: PLEASE ALLOW TWO (2) WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are only available for students who are enrolled in a Health Occupations program.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Please allow TWO (2) WEEKS for Educational/Degree Plans to be processed. Official degree plans are only available for students who are enrolled in a Health Occupations program.**

-----  
Mailing Address: Patsy Jones-Strawther  
Degree Audit Specialist  
Health Occupations Admissions Office  
El Centro College/ Paramount  
801 Main Street  
Dallas TX 75202-3604

Physical Address: El Centro College  
Center for Allied Health and Nursing  
Health Occupations Admissions  
Room P-101  
301 North Market Street  
Dallas TX 75202