



*The Center for Allied Health
and Nursing*

El Centro College

Medical Laboratory Technology

- Revised for Summer (May term) 2019 Application -

The Medical Laboratory Technology program is a 60-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 Certification exam for the MLT (ASCP) credential. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018. Telephone 773-714-8880, www.NAACLS.org).

The first half of the program is comprised of 28 credit hours of Medical Laboratory Technology Prerequisite courses which can be completed in two or more semesters. After completion of the Medical Laboratory Technology Prerequisite courses, 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 is for application to the Summer (May term) 2019 selection process only. It contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by El Centro College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

EL CENTRO COLLEGE MISSION STATEMENT

“Changing Lives Through Higher Education”

MEDICAL LABORATORY TECHNOLOGY MISSION STATEMENT

The Mission Statement of the Medical Laboratory Technology Program is to answer the needs of the healthcare community at large by providing highly competent and professional laboratorians, whose capabilities include: accurate and precise analysis of pathological specimens, performance of complex procedures, and intricate knowledge of the reasoning behind the pathological diagnosis. El Centro's medical laboratory technology program will continue to provide a diverse population of highly skilled graduates to meet those needs.

ELIGIBILITY TO APPLY TO ALLIED HEALTH ASSOCIATE DEGREE PROGRAMS

In order to apply to the Summer (May) 2019 Medical Laboratory Technology program, an applicant must meet the conditions of one of the following Application Eligibility categories (as well as meet other application requirements) prior to the application deadline:

1. Completion of the six HPRS courses (HPRS 1204, HPRS 1202, HPRS 2231, HPRS 2210, HPRS 2201, HPRS 2300) for the Health Professions Readiness Awards I and II; **OR**,
2. Documentation of a minimum of two (2) years employment as a healthcare worker within a medical related laboratory **OR** with direct patient care experience within the last five (5) years by successful completion of the Prior Learning Assessment Portfolio, programmatic assessment exams, or course work demonstrating the skills/knowledge encompassing the content of the six HPRS courses; **OR**,
3. Documentation of a current professional credential in a healthcare profession as approved by the Program Coordinator **OR** an Associate Degree in Biology or Chemistry **OR** a Bachelor's Degree in Biology, Microbiology, Biochemistry, or Chemistry within the last five years.

For specific information regarding these Application Eligibility categories, see the guidelines at the following link:

<https://www.ElCentroCollege.edu/health-app-eligibility>

A. GENERAL ADMISSION REQUIREMENTS TO THE COLLEGE

Applicants to the Medical Laboratory Technology program must meet college admission requirements for El Centro College as outlined in the official college catalog at <https://www.ElCentroCollege.edu/apply-reg>. Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar's Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar's Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

Official College Transcripts

Prior to application to a health occupations program, potential applicants must have submitted to the Registrar/Admissions Office at one of the seven Dallas County Community colleges *official transcripts from all colleges and universities the applicant has attended whether or not the coursework is relevant to the program application.* The transcripts must be current with the print date no earlier than three years prior to the applicant's anticipated admission to a health occupations program. If the official transcripts have not been submitted, the individual's application to a health occupations program will be voided.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application

to a health occupations program. **NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.**

Online Program Information Sessions

Potential applicants are required to view an online Medical Laboratory Technology program information session where the program, application procedures, and acceptance policies are discussed in detail. The link for the Medical Laboratory Technology online information session is found at: <https://www.ElCentroCollege.edu/Health-Sessions>

B. 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.
- Viewing an online Medical Laboratory Technology program information session.
- Meeting one of the three Application Eligibility Categories (see page 1).
- Completion the 28 credit hours of prerequisite courses with a minimum grade of “C” or higher in each course and a minimum cumulative grade point average of 2.50 or higher on those specific courses.,
- Completion of six designated sections of the HESI A² Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, Anatomy/Physiology, and Chemistry) with a **minimum score of 70%** on each of the six required sections, **in addition to completing the Personality Profile, and Learning Styles sections** which are not graded.
- Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to Castle Branch.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

The Medical Laboratory Technology prerequisite courses are found below:

MEDICAL LABORATORY TECHNOLOGY PREREQUISITE COURSES

			Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
BIOL	2401*	Human Anatomy & Physiology I	3	3	0	96	4
BIOL	2402*	Human Anatomy & Physiology II	3	3	0	96	4
CHEM	1411*	General Chemistry I	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
PSYC	2301	Introduction to Psychology	3	0	0	48	3
SPCH	1311#	Introduction to Speech Communication	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
TOTAL PREREQUISITE COURSE HOURS			24	13	0	592	28

- * BIOL 2401 and BIOL 2402 are now the anatomy and physiology prerequisite courses for program application. BIOL 1406 is a prerequisite course and must be completed with a grade of “C” or higher within the last three years or a satisfactory score on the Biology CLEP exam. We strongly recommend that you successfully complete BIOL 1406 prior to enrolling. Students must be college ready in reading and writing.

There is no longer a five year time limit on BIOL 2401, BIOL 2402, and CHEM 1411 if the applicant scores 70 or higher on the anatomy/physiology and chemistry sections of the HESI A² which is required for application to this program. However, BIOL 2420 – Microbiology must be less than 5 years prior to a student’s anticipated program start date. For example, if the course is completed in summer 2014, it is still valid for application to the program which begins summer 2019. However, if completed in spring 2014, it will have exceeded to five year limit for application to the summer 2019 program.

If completed before Fall 2016, SCIT 1407 and SCIT 1408 (Applied Anatomy & Physiology I and II) will be accepted as the Medical Laboratory Technology anatomy/physiology prerequisite courses but must have been completed less than five years prior to the anticipated program start date.

- ** 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. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.

- # SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professions Communication are also accepted for the speech requirement.

C. EVALUATION OF PREVIOUS COURSEWORK

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community colleges, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to a program application filing deadline if possible. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement purposes.

Educational Plans are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an “as you wait” basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience well in advance of anticipated application to the program.

The El Centro College Health Occupations Admissions Office and the Health Sciences Division reserves the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

Determination of Application Eligibility Category

As part of the Educational Plan process, potential applicants should include additional documentation such as an employer/supervisor letter verifying direct patient care experience, a professional healthcare credential, etc. with the Educational Plan request form which will assist them in determining their Application Eligibility category. See pages 8-9 for examples of

documents needed for Categories 2 and 3. Coursework for potential applicants completing the HPRS courses for Category 1 are automatically considered in the Educational Plan review process.

Five-Year Time Limit on Microbiology coursework

BIOL 2420 – Microbiology and BIOL 2421 – General Microbiology must have been completed less than five years prior to the anticipated program start date of the Medical Laboratory Technology program. For example, BIOL 2420 which was completed in Summer 2014 would be valid only up to application for a program which begins in Summer 2019; if completed in Spring 2014 it would expire before the Summer 2019 program started and not be valid.

A student may petition for a waiver of the time limit through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related microbiology knowledge.
2. The student has successfully completed **advanced courses** in a related microbiology area with a grade of “C” or higher.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

NOTE: In order for a microbiology course taken at other colleges to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is found under the “Resources for Potential Applicants” link at <https://www.EICentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as college algebra, anatomy/physiology, chemistry, and microbiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit. **This evaluation is a multi-step process which may take several weeks. The student must also be enrolled in credit classes at a DCCCD campus before the evaluation process can be initiated.**

For more information regarding the evaluation of foreign coursework for transfer credit, see the “Resources for Potential Applicants” link at:

<https://www.EICentroCollege.edu/HealthOccAdmissions>.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

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. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Medical Laboratory Technology program may present credit by exam, CLEP, or “AP” credit for only one Medical Laboratory Technology

prerequisite course. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at <https://www.ElCentroCollege.edu/HealthOccAdmissions>.

D. HESI A² TEST

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the program prerequisite courses, all applicants to the program must also earn **a minimum score of 70 or higher** on the following sections of the HESI A² test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, Anatomy/Physiology, and Chemistry**. Students must also complete the **Learning Styles and Personality Profile sections** and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing to the application filing deadline date.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro and Northlake Colleges. The approximate cost of the HESI test at El Centro College (Paramount Building) is \$40.00.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**
- HESI A² testing appointments at El Centro College fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an application filing deadline. **NOTE: Score sheets may not be available for download from the Elsevier website for 2-3 days. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at El Centro and Northlake Colleges. A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Medical Laboratory Technology program.** If the applicant desires to retake the HESI A², **ALL SIX SECTIONS** must be retaken. Only one score sheet should be submitted with scores of 70 or higher on each of the five required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the scores of record. It is not necessary to repeat the Learning Styles, Personality Profile, and Chemistry sections on retests. The printout of these sections can be submitted from any testing attempt.
- Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity.

More information on the HESI A² and the process for scheduling a testing appointment to take the HESI A² at El Centro College is available at the following link:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

E. CASTLE BRANCH

Applicants to health occupations programs are required to have a current physical examination, specific immunizations, a tuberculosis screening, and certification in CPR at the Healthcare Provider level. The El Centro College Health Sciences Division utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete.

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

NOTE: Castle Branch must receive this documentation no later than the designated application deadline (March 15th or May 13th for late application) and verify that the applicant's records are complete at the application deadline. If an applicant's records are not complete at the application deadline, their application will be disqualified from the applicant pool. Please allow 2-4 weeks for Castle Branch to respond to your submissions. This documentation must be kept current throughout the application process and (if accepted to the program) during a student's enrollment in the program.

Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least 6-7 months prior to the application deadline.

For more information on Castle Branch and this process, see the "Immunization Requirements" link at <https://www.ElCentroCollege.edu/HealthOccAdmissions>.

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical practicum. For more information, see item 5 on page 15 of this packet.

F. APPLICATION PACKET SUBMISSION FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM – SUMMER 2019 SELECTION PROCESS

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. Application packets with incomplete materials will be disqualified and will be returned to the applicant.

The application materials must be submitted in a 9 x 12 inch envelope and include the following documentation to be considered complete and valid:

1. Documentation of Application Eligibility

Category 1 - Completion of the six HPRS courses will be verified on official transcripts and/or the advising report.

Category 2 - The following documentation must be submitted with application materials:

Official letter from your place of employment on original healthcare facility letterhead with the ink signature of your supervisor verifying your employment position, specific duties, and employment dates (minimum 2 years of direct patient care experience within the last 5 years).

AND

A photocopy of the Non-traditional Equivalent Credit Assessment form signed by the HPRS Coordinator and Division Dean if credit for one or more HPRS courses was awarded through the prior Learning Assessment Portfolio process **or** if credit was awarded through a programmatic assessment exam. (See page 1 for details.)

If an applicant under Category 2 enrolled and completed one or more HPRS courses through traditional enrollment, the coursework will be verified on official transcripts and/or the advising report.

Category 3 – The following documentation must be submitted with application materials:

Photocopy of a current professional healthcare credential such as a nursing license, ARRT registry, CST certification, CCIS registry, CMA certification, etc.

AND

Official transcript or other official document authenticating the completion of the qualifying degree or certificate.

2. A completed **Medical Laboratory Technology program application form and the signed Statement of Student's Responsibility form** (both available after viewing the online information session).
3. The **HESI A² score sheet** indicating achievement of a **minimum score of 70 or higher on each of the six required sections and the Learning Styles and Personality Profile sections** which are not scored.

NOTE: Applicants are solely responsible for ensuring that their current official transcripts from **ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES** (excluding Dallas County Community colleges) are submitted to a Registrar/Admissions Office at a Dallas County Community college prior to applying to an El Centro College health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet and to Castle Branch.

ONCE AN APPLICATION PACKET IS SUBMITTED TO THE HEALTH OCCUPATIONS ADMISSIONS OFFICE, ADDITIONAL MATERIALS CANNOT BE ADDED TO THE PACKET. THE PACKET CANNOT BE RETRIEVED BY THE APPLICANT UNTIL AFTER THE FILING PERIOD ENDS.

G. APPLICATION FILING PERIODS

There is one application filing period for the Summer 2019 Medical Laboratory Technology program:

JANUARY 1 – MARCH 15, 2019

NOTE: Potential applicants who have completed the majority of the Medical Laboratory Technology Prerequisite courses, and who are enrolled in the remaining Prerequisite courses with the intent of completing those 28 credit hours by the end of the Spring 2019 semester, may also apply during the Application Filing Period above. However, these applicants will be considered for admission to the program **after** applicants who have already completed all of the Prerequisite courses before the March 15th deadline.

Applications may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the drop box adjacent to the office door. Mailed applications must be postmarked no later than an application filing deadline date.

In the event that the last day of a filing period falls on a holiday or a Sunday when the college is closed or when the post office does not postmark mail, complete applications may be presented to the El Centro College Health Occupations Admissions Office **in person by 5:00 p.m. on the next regular business day.**

To submit your application by mail, address your envelope to:

Medical Lab Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-2604

To submit your application in person, bring your envelope to:

Medical Lab Admissions
Health Occupations Admissions Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

H. SELECTION PROCESS

Applicants who apply during the Official 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 Medical Laboratory Technology Prerequisite courses from highest (4.00) to lowest (2.50).
2. When two or more applicants have the same cumulative GPA on the Medical Laboratory Technology Prerequisite courses, the combined GPA on the four science courses (BIOL 12401, BIOL 2402, BIOL 2420, and CHEM 1411) will be listed from highest (4.00) to lowest (2.00) to break the tie.
3. When two or more applicants have the same cumulative GPA on the Medical Laboratory Technology Prerequisite courses, and the same combined GPA on the four science courses, the cumulative score on the six required sections of the HESI A² will be used to break the tie.

The table on the next page illustrates the ranking process for a sample group of applicants.

EXAMPLE OF RANKING PROCESS

	Cumulative GPA on Medical Laboratory Prerequisite Courses	Combined GPA on the four science courses (BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1411)	Cumulative Score on the six sections of the HESI A ² test
Applicant #1	4.00	4.00	542
Applicant #2	4.00	3.75	560
Applicant #3	3.57	4.00	483
Applicant #4	3.43	3.79	515
Applicant #5	3.43	3.16	536
Applicant #6	3.43	3.16	499
Applicant #7	3.23	4.00	579

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

For example, Applicants 1 and 2 have completed the Medical Laboratory Prerequisites with a 4.00 GPA, however, Applicant 1 has a higher GPA on the combined science courses. Applicants 5 and 6 have the same prerequisite GPA and the same combined GPA on the sciences, however, Applicant 6 has a higher cumulative score on the six sections of the HESI A² test which breaks the tie between them.

NOTE: An applicant completing the Medical Laboratory Technology Prerequisites during the Spring 2019 semester who submits their application packet during the Application Filing Period will be considered as a late applicant. The application will be reviewed based on the courses completed by the March 15th deadline and the student may or may not be considered for a provisional acceptance to the program pending the completion of their spring 2019 courses. It should not be assumed that late applications will be necessary for the Summer program.

I. NOTIFICATION OF ACCEPTANCE

After qualified applicants are rank ordered, they will be **notified in writing by April 15th** of their acceptance status.

An applicant who is completing the Medical Laboratory Technology Prerequisite courses during the spring 2019 semester may receive a *provisional acceptance letter pending their successful completion of their remaining prerequisite courses by the end of the Spring semester*. At the end of the Spring semester, the applicant must submit an updated transcript verifying completion of the remaining Prerequisite courses with a minimum grade of “C” in each course and a cumulative GPA of 2.50 or higher.

Should any applicant fail to successfully complete the Prerequisite courses 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.

CURRICULUM OVERVIEW – MEDICAL LABORATORY TECHNOLOGY – Summer 2019

MEDICAL LABORATORY PREREQUISITE COURSES			Lec	Lab	Ext	Cont	Cr
			Hrs	Hrs	Hrs	Hrs	Hrs
BIOL	2401*	Anatomy and Physiology I	4	0	0	96	4
BIOL	2402*	Anatomy and Physiology II	4	0	0	96	4
CHEM	1411*	General Chemistry I	4	0	0	96	4
BIOL	2420**	Microbiology for Non-Science Majors	4	0	0	96	4
ENGL	1301	Composition I	3	0	0	48	3
MATH	1314+	College Algebra	3	0	0	48	3
SPCH	1311++	Introduction to Speech Communication	3	0	0	48	3
PSYC	2301	General Psychology	3	0	0	48	3
TOTAL PREREQUISITE COURSES			24	0	0	576	28

SEMESTER I – May Term/Summer

MLAB	1211	Urinalysis and Body Fluids	1	4	0	80	2
MLAB	1335	Immunology/Serology	2	3	0	80	3
MLAB	1167	Practicum – Clinical/Medical Lab Technology	0	0	8	128	1
			3	7	8	288	6

SEMESTER II – Fall

MLAB	1227	Coagulation	1	2	0	48	2
MLAB	1415	Hematology	3	4	0	112	4
MLAB	2401	Clinical Chemistry	3	4	0	112	4
MLAB	2266	Practicum – Clinical/Medical Lab Technology	0	0	8	256	2
			7	10	8	512	12

SEMESTER III – Spring

MLAB	2534	Clinical Microbiology	4	4	0	128	5
MLAB	2431	Immunohematology	2	4	0	112	4
Humanities Elective #			3	0	0	48	3
			9	8	0	288	12

SEMESTER IV – Summer (10 weeks)

MLAB	2267	Practicum – Clinical/Medical Lab Technology	0	0	20	320	2
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TOTAL PROGRAM HOURS = 43 25 36 1984 60

* If completed before Fall 2016, SCIT 1407 and SCIT 1408 will be accepted for the BIOL 2401/BIOL 2402 prerequisite courses but must have been completed less than five years prior to the anticipated program start date.

** BIOL 2420 or BIOL 2421 must be completed less than 5 years prior to a student's anticipated program start date.

+ 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. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.

++ SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professions Communication are also accepted for the speech requirement.

Humanities elective must be chosen from the Humanity, Creativity and Aesthetic Experience section of the general Associate Degree of Arts/Sciences degree plan. See the current El Centro College catalog for a full list of accepted courses. **Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.**

A minimum grade of "C" is required in all courses.

MLAB 1335 Immunology/Serology is the gateway course for this award.

MLAB 2431 – Immunohematology is the THECB required capstone course for this award.

**EL CENTRO COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
ESSENTIAL FUNCTIONS
AUGUST 2018**

INTRODUCTION

The Associate of Applied Science degree in Medical Laboratory Technology is recognized as a broad undifferentiated degree requiring the acquisition of general knowledge and basic skills in all areas of this allied health profession.

Faculty in the Medical Laboratory Technology Program have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Medical Laboratory Technology program, as well as for the welfare of students enrolling in the Medical Laboratory Technology program. In order to fulfill this responsibility, the program has established minimum essential requirements that an enrolled student must be meet, with or without reasonable accommodation, in order to participate in the program and graduate. The El Centro College Medical Laboratory Technology Program is committed to the principle of equal opportunity. The Program does not discriminate on the basis of race, color, sex, religion, national origin, gender, gender identity, sexual orientation, age, disability, or any other basis prohibited by law.

PRE-ENROLLMENT REQUIREMENTS

All students admitted to the Program are required to complete the following in order to participate and be part of the Program: Undergo drug screening and background checks, privacy and confidentiality training, and training on hazardous materials, safety, standard precautions, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Training is provided at the beginning of each semester. All vaccinations and immunizations are to be current and up to date as well as TB testing.

ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

According to the American Society for Clinical Laboratory Science, "in order to participate in a medical laboratory science educational program, students must be able to comply with program-designated essential functions or request reasonable accommodations to execute these essential functions." Essential functions include a sound intellect; good motor skills (eye-hand coordination and dexterity); effective communication skills; visual acuity to perform macroscopic and microscopic analyses or read procedures, graphs, etc.; professional skills such as the ability to work independently; manage time efficiently; comprehend, analyze and synthesize various materials; and sound psychological health and stability.

PROGRAM

Admission and retention decisions for the Medical Laboratory Technology Program are based not only on prior satisfactory academic achievement, but also on non-academic factors which are essential to the educational purpose of the Program and serve to ensure that the applicant can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The following essential requirements have been developed in accordance with National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Cognitive Skills

The El Centro College Medical Laboratory Technology curriculum requires essential abilities in information acquisition. The student needs to have the cognitive capacity:

- To master information presented in course work in the form of lectures, written material, problem solving based case studies and projected images.
- To master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

Sensory Skills

The student must be able to safely and accurately perform patient testing. He/she must be able to distinguish objects both macroscopically and microscopically. This includes observational skills. Observation is defined as the ability to actively participate in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires functional use of visual, auditory and somatic sensations. Computer knowledge and usage is essential as well. Observational requirements include:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Psycho Motor Skills

The student must have sufficient upper body muscle coordination to practice safe specimen handling and movement within the laboratory. Movement is defined as having sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.

- He/she must be able to move freely and safely about a laboratory, to reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture, and to travel to different clinical laboratory sites for practical experience.
- He/she should be aware that prolonged sitting and standing over several hours is a commonality in the laboratory field.
- He/she must be able to perform delicate manipulations on specimens and instruments necessary for complete and accurate diagnostic test results. The student must be able to use a rubber bulb to draw liquid into a calibrated pipette, use micropipettes correctly and use a gloved finger to control release of liquid to go within 1mm of a fixed point on the pipette and lul on a micropipette.
- He/she must be able to lift and move objects, e.g. load individual tubes in an analyzer and move test tube racks from one bench to another.

- He/she must be able to isolate bacteria by smoothly moving a loop (a 6 in wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar.
- He/she must have touch discrimination to discern veins in order to perform venipunctures.

Social-Behavioral Skills

The student must possess the emotional stability required for full utilization of the applicant's intellectual abilities- be critical thinkers and problem solvers.

- He/she must be able to work accurately and safely under stress, e.g. work under time constraints; read, record, enter numbers correctly; perform repetitive tasks; concentrate in distracting situations; and make subjective evaluations and decisions where mistakes may have a high impact on patient care.
- He/she must be able to adapt to changing environments and be able to prioritize tasks.
- He/she must possess attributes which include integrity, responsibility, and tolerance. He/she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

Communication

- He/she must be able to communicate effectively in written and spoken English in order to transmit information to members of the health care team including instructing patients prior to specimen collection.
- He/she must also possess the ability to read and comprehend technical and professional materials. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.
- He/she must also be able to communicate in a recorded format such as writing, typing, graphics, or telecommunications in addition to verbal skills to other health care members and faculty members.

Technical standard identifies the requirements for admission, retention, and graduation of applicants and students. Graduates are expected to be qualified to enter the field of Medical Laboratory Technology. It is the responsibility of a student with disabilities to request those accommodations that he/she feels are reasonable and are needed for to execute the essential requirements. If you have questions about the process for requesting accommodations, please contact our rehabilitation representative, at 214-860-2411

MEDICAL LABORATORY TECHNOLOGY FACULTY

Program Director	Lisa Lock, MBA, MT (ASCP), BB
Clinical Coordinator	John Wentz, MS, MLS (ASCP),CM

GENERAL INFORMATION

1. The Medical Laboratory Technology Program accepts 12* students for each Summer (May term) class. Medical Laboratory courses are available during the daytime hours only. The Medical Laboratory Prerequisite courses 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 Sciences 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.
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. Applicants to the health occupations programs at El Centro College must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline.

The physical examination must be on the **official El Centro Health Form** available at the "Immunization Requirements" link at <https://www.ElCentroCollege.edu/HealthOccAdmissions> and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the El Centro Health Form.

5. Proof of current personal healthcare insurance coverage is required for all health occupations students. **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at: <https://www.healthcare.gov>.
6. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College Multicultural Center Office (Room A-140, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program for future employment opportunities.
7. Many of the Medical Laboratory Technology Prerequisite courses and selected HPRS courses are offered online. Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.

8. *Criminal Background Check / Drug Screening*

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 \$86.00) 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 Sciences Division for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health Sciences Division and will not be released to the student or any other third party.

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.

More information regarding the Criminal Background Check and Drug Screening procedure is found at the "Resources for Potential Applicants" link at:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

9. Students are responsible for their own transportation arrangements to the college 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 Scott & White – Irving
Baylor Scott & White – Rowlett (Lake Point)
Children's Medical Center
John Peter Smith Hospital – Ft. Worth
Med Fusion
Medical Center of Plano
Medical City Dallas Hospital

Methodist Charlton Hospital
Methodist Dallas Hospital
Methodist Mansfield Hospital
Parkland Health and Hospital System
Quest Diagnostics
Texas Oncology/US Oncology
UT Southwestern Medical Center

10. Students who are enrolled at El Centro College 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.
11. 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/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=ECC>

12. 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.
13. El Centro College charges 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 "Third Attempt" policy, please visit the following website: https://www.dcccd.edu/catalog/GeneralInfo/Third_Attempt.cfm?loc=ECC

14. 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.

15. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. Information on filing procedures and deadlines is found at the following link:

<https://www.dcccd.edu/PC/FA>

The Health Sciences Division 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 the Health Sciences Division at 972-860-5095 for more information.

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

Lisa Lock, MBA, BSMT, MLS(ASCP)cmBB
Program Coordinator
Medical Laboratory Technology
El Centro College
801 Main St.
Dallas TX 75202-3604
Email: LLock@dcccd.edu
Telephone: 214-860-2304

Medical Lab Admissions
Health Occupations Admissions Office
El Centro College/Paramount Rm P-101
301 North Market Street
Dallas, TX 75202
Email: ECCHOAO@dcccd.edu
Telephone: 972-860-5001

Health Occupations Admissions Office
El Centro College/Paramount Rm P-101
301 North Market Street
Dallas TX 75202
Email: ECCHOAO@dcccd.edu
Telephone: 972-860-5001

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

Medical Lab Admissions
Health Occupations Admission Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Official transcripts should be mailed to:

Registrar
El Centro College
801 Main Street
Dallas, TX 75202-3604

EScript transcripts must be sent directly to:

Registrar-ECC@dcccd.edu

Program information packets are revised September 1st of each year and also other times during the academic year as needed. Program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:

<https://www.EICentroCollege.edu/Health-Packets>

Visit the Medical Laboratory Technology Program webpage:

<https://www.EICentroCollege.edu/Med-Lab>

Health Occupations webpage:

<https://www.EICentroCollege.edu/HealthCareers>

Health Occupations Admissions Office webpage:

<https://www.EICentroCollege.edu/HealthOccAdmissions>

Like us on Facebook:

<https://www.facebook.com/groups/ECC.AlliedHealthandNursing>

ESTIMATED EXPENSES FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM *

	Dallas County Resident	Out of County Texas Resident	Out of State/ Country Resident
MEDICAL LABORATORY TECHNOLOGY PREREQUISITE COURSES			
Tuition - (28 credit hours)	\$ 1,652.00	\$ 3,108.00	\$ 4,872.00
Textbooks	700.00	700.00	700.00
HESI A ² test	40.00	40.00	40.00
Castle Branch	25.00	25.00	25.00
Physical Exam and Immunizations**	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 2,642.00	\$ 4,098.00	\$ 5,862.00
MEDICAL LABORATORY TECHNOLOGY PROGRAM			
Semester I – Summer/May Term I			
Tuition (6 credit hours)	\$ 354.00	\$ 666.00	\$ 1,044.00
Medical Laboratory Technology Textbooks	125.00	125.00	125.00
Professional Liability Insurance ***	5.00	5.00	5.00
Uniform/Lab Coat	75.00	75.00	75.00
Name Badge	10.00	10.00	10.00
Insignia Patch	6.50	6.50	6.50
Background Check/Drug Testing	<u>86.00</u>	<u>86.00</u>	<u>86.00</u>
Total	\$ 661.50	\$ 973.50	\$ 1,351.50
Semester II – Fall			
Tuition (12 credit hours)	\$ 708.00	\$ 1,332.00	\$ 2,088.00
Medical Laboratory Technology Textbooks	457.00	457.00	457.00
Liability Insurance	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>
Total	\$ 1,176.70	\$ 1,800.70	\$ 2,556.70
Semester III – Spring			
Tuition (12 credit hours)	\$ 708.00	\$ 1,332.00	\$ 2,088.00
Medical Laboratory Technology Textbooks	<u>405.00</u>	<u>405.00</u>	<u>405.00</u>
Total	\$ 1,113.00	\$ 1,737.00	\$ 2,493.00
Semester IV – Summer			
Tuition (2 credit hours)	\$ 118.00	\$ 222.00	\$ 348.00
Board of Certification exam fee	<u>185.00</u>	<u>185.00</u>	<u>185.00</u>
Total	\$ 303.00	\$ 407.00	\$ 533.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 5,896.20	\$ 9,016.20	\$ 12,796.20

* Tuition and other fees are subject to change. See official catalog for tuition table. Tuition above is current for 2018.

** Estimated cost of physical exam and immunizations.

*** Liability insurance is assessed each fall at \$11.70 to cover fall and spring semesters. Fee is prorated to \$5.00 for a summer entry to program.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.

MEDICAL LABORATORY TECHNOLOGY APPLICATION CHECKLIST

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. _____ View an online Medical Laboratory Technology information session.
3. _____ Complete an application for college admission and submit official transcripts from all previously attended colleges and universities to El Centro College Registrar's Office or the Registrar/Admissions Office at any other Dallas County Community college.
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. _____ If needed, request Educational Plan/transfer evaluation of course work taken at other colleges that applies to the Medical Laboratory Technology Prerequisite courses with the Health Occupations Admissions Office.
6. _____ Meet one of three Application Eligibility Categories in order to qualify to apply to the program. See these categories at: <https://www.elcentrocollege.edu/health-app-eligibility>
7. _____ Complete the following Medical Lab Technology Prerequisite courses:

_____ ENGL 1301	_____ MATH 1314/MATH 1414
_____ BIOL 2401	_____ BIOL 2420
_____ BIOL 2402	_____ PSYC 2301
_____ CHEM 1411	_____ SPCH 1311/SPCH 1315/SPCH 1321
8. _____ Complete the HESI A², scoring a minimum of 70% on all six required sections of the test **and** the Personality Profile, and Learning Styles sections.
9. _____ If time allows, complete the humanities elective before application: _____
10. _____ See a physician or healthcare clinic for a physical examination and obtain all required immunizations, and TB screening.
11. _____ Submit physical exam form, immunization and TB screening documentation to Castle Branch prior to the application filing deadline.
12. _____ Compile and submit the following materials as your complete application packet to the Health Occupations Admissions Office by the application filing deadline:
 - _____ Supporting documentation if applying under Application Eligibility Category 2 or 3. (See guidelines on pages 8-9.)
 - _____ Completed Medical Lab Technology Application and Students' Statement of Responsibility forms (available after viewing the online information session).
 - _____ Official HESI A² score sheet indicating minimum score of 70% on each of the six required sections of the test **and** Personality Profile, and Learning Styles sections.
 - _____ Copies of any educational plans, request for course substitution forms or 5 year waiver forms if applicable.

MAILING ADDRESS:

Medical Lab Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Medical Lab Admissions
Health Occupations Admissions Office
El Centro College/Paramount Building
301 North Market Street Room P-101
Dallas, TX 75202