

ARAPAHOE COMMUNITY COLLEGE

Instructions for Admissions

Medical Laboratory Technology Program

The [Medical Technology Program](#) (MLT) at Arapahoe Community College (ACC) is an Associates of Applied Science degree program, which prepares and qualifies the graduate to sit for the ASCP (American Society for Clinical Pathology) national certification exam and to work as a certified Medical Laboratory Technician.

- Admission to the MLT program is very competitive; the number of applicants always exceeds the number of positions available. Approximately thirty students are accepted each year with classes beginning in August (fall semester). It is common for applicants to not be admitted the on their first attempt.
- The program is offered in a hybrid format. Course work is completed online. The student must attend lab sessions on the ACC Littleton campus. Laboratory sessions are scheduled for Fridays 4:30pm – 8:30pm and Saturdays 9:30am-4:30pm.
- Program of study options offered:
 - [Traditional Route](#) – General education courses and MLT core courses are taken concurrently. (2-year track)
 - [Fast Track Route](#) – General education courses are completed prior to enrollment in MLT core courses (1 year).

APPLICANT CHECK LIST

1. [Apply](#) to Arapahoe Community College and receive an “S” number. You do not need to apply if you already have attended a Colorado Community College and have a current “S” number.
2. [Registration Checklist](#) Follow steps on the Registration Checklist.
3. [Transfer college credit](#) To apply for transfer credit “official transcripts” of all previous schools must be submitted to the Records Department prior to the deadline date. Submit proof of high school diploma or GED.
4. [Transcript evaluation](#) - To complete a transcript evaluation the student must apply to ACC and have official transcripts sent directly to the ACC Records Office. Please note the MLT program chair does not evaluate or transfer in general education courses.
5. [Advising](#) – Schedule an appointment with Academic Advising. Request to be placed in the pre-MLT pathway.
6. **Fast Track Option** – Enroll and complete general education courses. Prior to fall start in MLT program. Equivalent coursework may be transferred to ACC after transcript evaluation.
 - BIO 201 Human Anatomy & Physiology I
 - BIO 202 Human Anatomy & Physiology II
 - CHE 101 Introduction to Chemistry I *OR* CHE 111 – General College Chemistry
 - CIS 118 Introduction to PC Application 3 *OR* Higher-Level CIS course
 - ENG 121 English Composition 3 *OR* ENG 131 – Technical Writing I
 - COM 125 Interpersonal Communication 3 *OR* COM 115 – Public Speaking

- HPR 178 Medical Terminology – must be 3 credit hours
7. **Obtain** a minimum cumulative GPA of 2.50 to be eligible to apply.
 8. **Obtain** two professional references. Part of the application process is to submit two structured professional references. Download and complete the reference form from the MLT online application. References may be from employers, co-workers, or instructors you have known for at least one year. References from close friends and family members will not be considered. Letters of recommendation must be emailed to the MLT program director directly from the individual completing the recommendation form. It is your responsibility to obtain and follow up with the persons providing the references. We recommend obtaining more than the minimum two references to ensure this requirement is met.
 9. **Submit** Phlebotomist / Medical Laboratory Assistant Work Experience form (if applicable). Download and have your employer submit proof of at least 120 hours of work experience as a phlebotomist or medical laboratory assistant within the last five years. A maximum of five points may be awarded for this work experience criteria. Download the work experience verification form found in the online application and attach to the application.
 10. A second set of additional transcripts (copied or unofficial) must be attached by the student to the MLT application submitted to the program.
 11. **Complete and submit** the MLT program online [Application](#). It must be received electronically no later than midnight March 31st. No exceptions will be made.
 12. Letters of acceptance will be emailed out the second week of May. Students not accepted will also have a letter emailed out the second week of May.
 - Applicants will only be considered for the year specified on their applications.
 - Those not selected must reapply if they wish to be considered for the following year.
 13. Criminal background check and a drug screen is required upon admittance to the program. A list of [Disqualifying Events](#) that will prevent you from registering for the program is listed on the Criminal Background Checks page.
 14. Proof of required immunizations are required upon admittance to the program.
 15. Please remember that acceptance to Arapahoe Community College does not guarantee acceptance into the Medical Technology Program.

ADMISSION SELECTION PROCESS

The following admission point system will be utilized to rank (or place in order) all completed applications received by the deadline, March 31st, for both the Fast Track and traditional route program options.

Note – Incomplete applications will **not** be considered for admission to the program.

1. **One point** - will be awarded for each of the required general education course credits successfully completed with a grade of “B” or better as listed on a transcript from an accredited college or university. Points are NOT awarded for courses in progress.

2. **One point per year** of work experience. Download the work experience verification form found in the online application and attach to the application.
3. **Five points** - 2 structured letters of recommendation. Download the structured professional references verification form found in the online application.

