The Medical Laboratory 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.

A. ADMISSIONS REQUIREMENTS (Please note: Requirements change on a yearly basis)

APPLICATION PROCESS CHECKLIST

✔ Submit college application to ACC by applying at www.arapahoe.edu.

✔ Schedule and conduct an advising session with the MLT Program Director and declare an intended route of completion i.e. 1-year fast track or 2-year traditional route. Applicants must schedule an advising session with the MLT Program Director by calling 303.797.5796 or e-mail susan.moran@arapahoe.edu. Appointments are accepted on a space available basis. The last date for possible appointments prior to the application deadline is March 12th.

✔ Submit MLT Program application (page 5 of this document) to the MLT Program Director by March 31st. A complete application packet is indicated when all necessary application items are filled out and materials are attached.

✔ Submit a copy of passing Accuplacer scores. The MLT program requires ALL applicants to take the Accuplacer test. (Note: students must meet any additional Accuplacer requirements for other required courses). Exemptions to the Accuplacer exam for students possessing ACT/SAT scores, prior college degree and prior college coursework are provided. It is recommended that this test be taken well in advance of the application deadline.

Some colleges may use different assessment tests. The applicant must take the test named Accuplacer. The test is given without appointment. Please see the current ACC schedule or contact the ACC Testing Center (303.797.5993) for information regarding the administration of this test.

Acceptable Scores:

The MLT program requires a minimum level of achievement on each of the following sections of the Accuplacer test. Applicants must obtain at least the minimum score on each component in order to be considered for admission into the MLT program.

Reading Comprehension = 80  
Sentence Skills = 95  
Elementary Algebra = 45  
<45 and >30 = MAT 050 (Students may choose to take MAT 050 Quantitative Literacy with a score of >45 as a refresher course.)
Students will be charged $10 the first time to take all sections of the Accuplacer test. Students may retake any “section” of the Accuplacer at a cost of $10 per section. If necessary, please check with the Testing Center staff as to how often retesting is available.

✓ Submit a copy of all college transcripts, including ACC, which indicate successful completion of any or all of the required general education courses. (Successful completion means that the student has received a grade of “C” or better in the respective course.) Unofficial copies of transcripts will be accepted for admission screening purposes. It is the applicant’s responsibility to attach transcripts to the MLT application. The Records Office will not provide transcripts to the MLT department.

✓ Students are responsible for completing the Official Transcript Evaluation process to officially transfer credits from other colleges or universities to ACC.

✓ If applicable, submit Phlebotomist / Laboratory Assistant Work Experience Verification form (page 4 of this document).

✓ Mail completed application packet postmarked no later than March 31st to:

Arapahoe Community College  
5900 South Santa Fe Drive  
Littleton, CO 80160

Attn: Susan Moran  
MLT Program – Box 31

B. ADMISSION SELECTION PROCESS

Met minimum requirements for ranking. 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 & traditional route program options.

1. One point will be awarded for each of the required general education course credits successfully completed with a grade of “C” 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 will be awarded to applicants who submit proof of at least 120 hours of work experience as a phlebotomist or laboratory assistant within the last 5 years. Use the attached work experience verification form. A maximum of five points may be awarded for this work experience criteria.

All complete applications received by the March 31st deadline will be assessed and assigned an overall point value. Applicants will be ranked starting with the highest point value first. Random selection is used when applicants have been awarded the same number of points.

In the event more acceptable applications are received than can be accommodated in the MLT program a wait-list will be generated from the remainder of the applicant pool.
Note: Applications that are not received by the deadline of March 31st will not be considered in the initial admissions process into the MLT program. Incomplete applications will not be processed.

**Applicants will be notified by mail by May 15th regarding their admission status to the MLT program.**

**Second Deadline:**

If after the initial admission process there are still spaces available in the MLT program a second application deadline will be applied.

Complete applications that are received after March 31st but before the second admission deadline on July 31st will be assessed using the above admission point system *if the class is not filled with the first round of applicants*. The last date for possible appointments prior to the second application deadline is July 20th.

Applications received by the second deadline will be evaluated using the same criteria as listed above.

**C. GENERAL INSTRUCTIONS**

1. Applicants are responsible for maintaining current mailing address, phone numbers and email addresses with the MLT Program department as well as the college Records office.

2. As a matter of courtesy, accepted applicants are requested to inform the MLT Program in writing (email is acceptable) of their decision not to enroll in the MLT Program. Other applicants are waiting for vacancy.

3. The Fall semester is the entry point for new incoming students and is the best time to begin with the MLT program.

4. Applications of those who are not admitted will not be carried over to the following year. Applicants must reapply to the MLT Program by the next application deadline. Applicants must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any change in criteria. Current admission information can be obtained from the MLT Program office.

5. Please be informed that a Criminal Background check is required prior to entering any MLT internship. In the event the student background check reveals any disqualifying factors that student will not be permitted to continue with the internship portion of the program (note: successful completion of all MLT internships is a graduation requirement). Information on how to acquire / perform the background check will be provided to all students accepted to the MLT program.

Susan Moran  
MLT Program Director  
303.797.5796  
susan.moran@arapahoe.edu
PHLEBOTOMIST / LABORATORY ASSISTANT
WORK EXPERIENCE VERIFICATION

(To be completed by the MLT applicant)

___________________________ ____________________________________
Full Name (Print)    Present Address (street address, city, state, zip)

is making application for the Arapahoe Community College Medical Laboratory
Technology (MLT) Program.

___________________________ ____________________________________
Name of Organization   Address (street address, city, state, zip)

to furnish ACC MLT Program the following information:

(To be completed by the Employer. Note: Please return this form to the applicant)

1. The above named person was employed by us from ___________ to
   ___________ (dates), a period of _______________ (months, years). This
   was FULL/PART time (circle one) employment. Please provide the total hours
   worked ___________.

2. S/he was employed as a PHLEBOTOMIST/LABORATORY ASSISTANT (circle one).

3. Description of job duties __________________________________________
   ______________________________________________________________

4. Is s/he considered a skilled, competent, and successful worker in his/her field?
   ______________________________________________________________

5. Additional comments: ___________________________________________
   ______________________________________________________________
   ______________________________________________________________

Signed by: ___________________  Date: ________________________
Title: ________________________ Telephone: ___________________

ARAPAHOE COMMUNITY COLLEGE
Medical Laboratory Technology
Program Application

Last Name     First     Middle Initial

ACC Student Identification Number (Social Security numbers are not accepted)

Address (street address, city, state, zip)

Phone:  Home      Business or cell

Email

List courses you will have transferred to ACC:

Select your intended route of completion for the MLT program (circle one):

Fast Track / Traditional Route

List Accuplacer scores:  
   _____ Reading Comprehension (required score = 80)
   _____ Sentence Skills (required score = 95)
   _____ Elementary Algebra (required score = 45)

You have obtained a High School Diploma / GED (circle one)

High School attended and graduation date

List previous clinical laboratory experience (Facility and job duties):

To the best of my belief, the information I have given on this form is correct and can be verified.

Signature: ______________________________ Date: ____________________

ATTACH the following information:

   a. All College Transcripts (unofficial)  b. Work Experience Verification form (if applicable)