

**Associate of Applied Science in Medical Laboratory Technology  
Program Application**

Initial	Minimum Program Requirements Checklist ✓
	<b>1. Unconditional admission to the college:</b> <ul style="list-style-type: none"> <li>• Good standing at Chattahoochee Valley Community College.</li> <li>• Complete Admission file- COMPLETED application to attend classes at CVCC, <u>official</u> transcripts from EACH college attended, <u>official</u> documentation of AP coursework, and <u>official</u> high school or GED transcripts, copy of photo id, and Residency Form.</li> </ul> <p>It is the responsibility of each applicant to ensure Admissions file is complete prior to <b>12May2023</b>. An incomplete Admission file on the application deadline will result in forfeiture of program acceptance consideration.</p>
	<b>2. Receipt of completed application for admission to medical laboratory technician program before deadline.</b> Completed application for the program must be submitted prior to <b>12May2023</b> . It is the responsibility of each Applicant to ensure the Health Sciences office has received the completed application.
	<b>3. A minimum of 2.0 GPA for medical laboratory technician program prerequisite and core courses.</b> GPAs are calculated by Admissions and are utilized to determine program eligibility. (Bio 103 or 201, MTH 100, CHM 104, SPH 106 or 107, PSY 200, Humanities/Fine Arts)
	<b>4. A minimum of 2.5 cumulative high school GPA for applicants without prior college courses.</b> GED will be used if applicable.
	<b>5. Meet essential functions for medical laboratory technician.</b> Essential Functions form has been read and signed by applicant, acknowledging understanding and confirming ability to meet essential functions and technical standards for medical laboratory technician with or without reasonable accommodations.
	<b>6. Completed prerequisites for ENG 101, CHM 104 or higher, MTH 100 or higher, and BIO 103 or 201 <b>no later than Spring 2023</b>.</b>

**Read and sign:** I understand that if the items above are the MINIMUM requirements to be considered for the Associate of Applied Science in medical laboratory technician program. Failure to submit required documentation by the published deadline will result in forfeiture of program acceptance consideration.

I have included all of the required items listed above in my application packet. I further understand that meeting minimal admission requirements does not guarantee admission to the program.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_  
(Last, First, and Middle Initial)

CV A Number (if known): \_\_\_\_\_

**Mail or hand-deliver completed applications to:**

Chattahoochee Valley Community College  
ATTN: Health Sciences Coordinator  
2602 College Drive  
Phenix City, AL 36869

**PERSONAL DATA**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Maiden: \_\_\_\_\_

SSN: \_\_\_\_\_ CVCC Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please provide an e-mail address that you use and check regularly, as notifications including acceptance status, will be sent via e-mail.**

**EDUCATION**

1. High School (if applicable): \_\_\_\_\_ Graduation Year: \_\_\_\_\_

GED Testing Location (if applicable): \_\_\_\_\_ Date completed: \_\_\_\_\_

2. Have you attended Chattahoochee Valley Community College? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If so, dates attended? \_\_\_\_\_

Have you successfully completed any other CVCC Health Sciences programs? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If so, what program (AAS Medical Assisting, Phlebotomy, Electronic Health Records Specialist, CNA, EKG Technician, etc.)? \_\_\_\_\_

3. Have you attended any other colleges? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please list **ALL** colleges attended with degrees/credentials earned, as applicable.

Name of College	City, State	Name on Transcript	Degree Awarded, if applicable	Completion Month/Year (REQUIRED, if applicable)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

4. Have you ever been enrolled in a **medical laboratory technician program**, other than one at CVCC?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, give the name of the institution, location, dates attended, and the reason for leaving the program.

Institution	City, State	Dates Attended	Reason for Withdrawal (ie: Non-progression)

Please complete the following table, pertaining to previously completed coursework.

CVCC Course	Title of course that you completed	Course ID (if not completed at CVCC)	College/University Granting Credit	Grade	Semester & Year
BIO 103 (Principles of Biology)					
BIO 201 (Anatomy & Physiology I)					
CHM 104 (Intro to Inorganic Chem) or higher					
ENG 101 (English Composition)					
MTH 100 (Int. College Algebra) or higher					
PSY 210 (Human Growth & Development)					
SPH 106/107 (Oral Communication)					
Humanities elective (Courses will vary)					

**It is the applicant's responsibility to verify previous coursework transferability with the CVCC Admissions Office.**

## MEDICAL LABORATORY TECHNICIAN PROGRAM ESSENTIAL FUNCTIONS

Physical, cognitive, psychomotor, affective and social abilities- in unique combinations- are functions that are essential to performing duties of a medical laboratory technician. In order to be admitted, progress, and graduate from the medical laboratory technician program, students must be able to meet the essential functions with or without reasonable accommodations throughout the course of their program. They must possess a functional level of ability to perform the duties required of a medical laboratory technician.

Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the medical laboratory technician program. The medical laboratory technician faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

The essential functions delineated below are those deemed necessary for the performance of safe and effective medical laboratory technician duties. The medical laboratory technician program and/or its affiliated clinical agencies may identify additional essential functions. The program reserves the right to amend the essential functions as deemed necessary.

Essential Function	Description
1. Sensory Perception	<ul style="list-style-type: none"><li>a. Visual<ul style="list-style-type: none"><li>i. Observe laboratory demonstrations in didactic and clinical labs in which specimens containing all types body fluids are tested</li><li>ii. Visualize different color spectrums and color changes</li><li>iii. Read fine print in varying levels of light</li><li>iv. Read for prolonged periods of time</li><li>v. Read at varying distances</li><li>vi. Read data/information displayed on monitors/equipment</li></ul></li><li>b. Auditory<ul style="list-style-type: none"><li>i. Interpret monitoring devices</li><li>ii. Hear and discriminate high and low frequency sounds produced by lab instruments and the environment</li><li>iii. Effectively hear to communicate with others</li></ul></li><li>c. Tactile<ul style="list-style-type: none"><li>i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</li></ul></li><li>d. Olfactory<ul style="list-style-type: none"><li>i. Detect chemical odors and odors in the environment.</li></ul></li></ul>
2. Communication/ Interpersonal Relationships	<ul style="list-style-type: none"><li>a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual background</li><li>b. Work effectively in groups</li><li>c. Work effectively independently</li><li>d. Discern and interpret nonverbal communication</li><li>e. Express one's ideas and feelings clearly</li><li>f. Communicate with others accurately in a timely manner</li><li>g. Obtain communications from a computer</li></ul>
3. Cognitive/Critical Thinking	<ul style="list-style-type: none"><li>a. Effectively read, write and comprehend the English language</li><li>b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical laboratory testing decisions in a clinical laboratory setting</li><li>c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</li><li>d. Apply knowledge to new situations and to problem solving scenarios</li><li>e. Satisfactorily achieve the program objectives</li></ul>
4. Motor Function	<ul style="list-style-type: none"><li>a. Handle small delicate to large cumbersome equipment/objects without extraneous movement, contamination, or destruction</li><li>b. Move, position, turn, transfer, assist with lifting or lift and carry equipment/supplies without injury to self or others</li><li>c. Demonstrate sufficient motor function to perform necessary tasks in laboratory and patient setting</li></ul>

	<ul style="list-style-type: none"> <li>d. Push/pull heavy objects without injury to client, self, or others</li> <li>e. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the patient, self, or others</li> <li>f. Ability to organize and manage inventory and dispersing of laboratory supplies and reagents</li> <li>g. Transport self and client without the use of electrical devices</li> <li>h. Flex, abduct and rotate all joints freely</li> <li>i. Respond rapidly to emergency situations</li> <li>j. Maneuver in small areas</li> <li>k. Perform daily functions and activities in a classroom and clinical setting</li> <li>l. Coordinate fine and gross motor hand movements</li> <li>m. Perform quality control, calibrate, and use all lab equipment</li> <li>n. Operate a computer</li> </ul>
5. Professional Behavior	<ul style="list-style-type: none"> <li>a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</li> <li>b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the others</li> <li>c. Handle multiple tasks concurrently</li> <li>d. Understand and follow the policies and procedures of the College and clinical agencies</li> <li>e. Understand the consequences of violating the student code of conduct</li> <li>f. Understand that posing a direct threat to others is unacceptable and subjects one to discipline</li> <li>g. Not to pose a threat to self or others</li> <li>h. Provide professional and technical services while experiencing the stresses of task related uncertainty, emergent demands, and a distracting environment</li> <li>i. Adapt to changing environments and situations</li> <li>j. Remain free of chemical dependency</li> <li>k. Adapt to working with unpleasant odors and substances</li> <li>l. Recognize potentially hazardous materials, equipment, and situations and make safety adjustments in order to minimize risk of injury to patient, self, and others.</li> <li>m. Accepts responsibility, accountability, and ownership of one's actions</li> <li>n. Seek supervision/consultation in a timely manner</li> <li>o. Examine and modify one's own behavior when it interferes with completing laboratory tasks or learning</li> </ul>

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college. Requests for reasonable accommodations should be directed Vickie Williams, Associate Dean of Student Development and Success.

Questions/Concerns regarding this form should be directed to CVCC Health Sciences faculty or staff.

**I have read and fully understand the requirements for meeting all of the medical laboratory technician program's essential functions prior to acceptance and for the duration of the program.**

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

## **ACCREDITATION**

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Individuals with additional questions regarding the accreditation of Chattahoochee Valley Community College are encouraged to contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

The medical laboratory technician program is applying for accreditation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL 60018; telephone number (773) 714-8886.

CVCC will award the appropriate college credit hours for successfully completed coursework. Upon successful completion of the program, individuals are eligible for national MLT certification by such agencies as American Society for Clinical Pathology, American Medical Technologist, and other agencies. An individual's eligibility to take certification examination may depend on whether or not the MLT program achieves NAACLS "serious applicant" status.

## **NON-DISCRIMINATION POLICY**

It is the official policy of the Alabama State Board of Education and Chattahoochee Valley Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Chattahoochee Valley Community College ADA Coordinator at 334-214-4803.

## **APPLICANTS PLEASE READ AND SIGN BELOW:**

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the medical laboratory technician program. I understand this application, including all required documentation, must be resubmitted if I am not selected for the indicated application period. All application materials become the property of Chattahoochee Valley Community College and will not be used to fulfill future application documentation requirements. It is the sole responsibility of the applicant to ensure that the Health Sciences Department has received all of the requested documentation, no later than

**12May2023.**

I hereby certify that the information provided in this application is true and correct. I understand that providing false information may be deemed sufficient reason for dismissal and/or refusal of admission.

\_\_\_\_\_  
*Applicant's Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's Signature*

### **NO INFORMATION ABOUT ACCEPTANCE WILL BE GIVEN OVER THE PHONE OR IN PERSON.**

All applicants will receive an email notifying them whether or not they were accepted into the A.A.S. in medical laboratory technology program. Letters will be delivered via e-mail to the e-mail address provided in the application.

The Health Sciences Secretary/Coordinator will not call applicants regarding acceptance status, as it is the responsibility of the applicant to provide a correct e-mail address and check regularly. Keep a copy of your application. Once submitted, copies of your application will not be made or transferred for re-application.