

Medical Laboratory Technology

School of Health Professions
Community College of Baltimore County (CCBC)
Essex Campus

Admission Packet

2021 – 2022
Revised 12/2021



Medical Laboratory Technology

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Medical Laboratory Technology (MLT) program. The MLT program is designed to provide theoretical, laboratory, and clinical (hands on experience in the work environment) experiences which will enable you to function in the health care field of laboratory medicine. Please carefully review the information contained in this guide to ensure you have completed all the steps required for admission consideration.

I wish you the best with submission of your admission application.

Sincerely,

Candice Grayson, M.S., M.A., MLS (ASCP)^{CM} Program
Director

Program Description

The A.A.S. degree program in Medical Laboratory Technology is designed to prepare students to function in the highly complex arena of laboratory medicine. Medical Laboratory Technicians (MLTs) perform a variety of complex laboratory tests which play an important role in the detection, diagnosis, and treatment of many diseases and in the promotion of health. They develop data on blood, tissues, and other human body fluids by using highly computerized and automated instruments. They interpret patient results, evaluate quality control test results, and maintain equipment in good working order. This program is offered only at the Essex Campus.

The US Bureau of Labor Statistics states that "Employment of medical laboratory technologists and technicians is projected to grow 16 percent from 2014 to 2024, much faster than average for all occupations. An increase in the aging population is expected to lead to a greater need to diagnose medical conditions such as cancer or type 2 diabetes, through laboratory procedures."

The Medical Laboratory Technology program at CCBC offers the full range of clinical and didactic experiences for students who wish to practice as MLTs. Students will complete clinical rotations in local hospitals and reference laboratories.

The program offers articulation agreements with regional four-year schools to enable MLT program graduates to transfer and complete a bachelor's degree in Medical Laboratory Science for those wishing to continue their education.



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Accreditation

Graduates of the program will be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) [NAACLS](http://www.naacls.org) 5600 N. River Road, Suite 720, Rosemont, IL. 60018-5119; (773) 714-8880.

The Student handbook with policies and procedures specific to the program can be mailed to potential students upon request. Contact the Program Director for any questions or concerns.

Frequently Asked Questions

Want to know more about this program? Take a moment to review the FAQs found here: www.ccbcmd.edu/MLT-FAQs

Admissions Deadline

June 15th for a Fall start

Prerequisite Coursework

Prerequisites must be completed with a 'C' or better

<ul style="list-style-type: none">• BIOL 109 (or both BIOL 220/221)	<ul style="list-style-type: none">• MLTC 101
<ul style="list-style-type: none">• BIOL 110	<ul style="list-style-type: none">• ENGL 101
<ul style="list-style-type: none">• CHEM 107/108	

Additional Coursework

These courses are not required to be completed by the admission deadline, however, they are recommended prior to program admission.

- BIOL 230
- CHEM 131 or CHEM 146/147
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Admission Criteria

Admission to this program is competitive and selective, based on grades in prerequisite courses and general education courses. Applicants must have:

- A CCBC of 2.00 or higher on any courses completed at CCBC.
- A 2.00 or better GPA on prerequisites.
- Selected applicants must participate in an interview with the program.

Steps for Application

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP MLT** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the June 15th deadline.
6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.
7. Qualified applicants will be invited to participate in an interview.

TRANSCRIPTS

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying.
 - o To Send an Electronic Transcript
 1. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
 2. You will then be asked for the Application ID, this number is found in the



upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.

2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

Admission Response

Admissions decisions are emailed to applicants approximately 4 to 6 weeks after the interview dates are completed. Admission decisions are emailed to the address used in your application.

Program Expenses

The approximate program costs can be found using this link: Program Expenses:

www.ccbcmd.edu/MLTProgram-Expenses

Post Admission

All students in the School of Health Professions are required to conduct themselves according to an honor code, exhibit professional behavior, communicate effectively in English, provide proof of health insurance and immunizations including COVID 19, and participate in a criminal background check. They may also be required to submit to random urine drug testing at clinical sites.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at

<http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-AcademicAdvisor.aspx>.

Program Director –Candice Grayson at cgrayson@ccbcmd.edu

Clinical Coordinator –Karen Beck at kbeck2@ccbcmd.edu

School of Health Professions Office of Admissions at 443-840-1989 or email

shpseat@ccbcmd.edu

Essential Functions



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The primary goal of the Medical Laboratory Technology program is to prepare qualified graduates for entry level employment in clinical laboratories.

The duties of the Medical Laboratory Technician require the operation of complex, automated lab equipment in a safe and effective manner.

The accrediting agency for the Medical Laboratory Technology Program, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of medical laboratory technology.

Following is a listing of the types of skills usually required for job performance:

I. Physical Requirements:

A. Sufficient strength and mobility to:

- i. Lift and transport containers weighing up to 25 pounds
- ii. Reach equipment on shelves higher than eye level
- iii. Work at countertops and bench tops having an average height of 40-46 inches

B. Fine motor coordination sufficient to perform manual manipulation of lab equipment such as:

- i. Pipettes, glass slides, and tubes
- ii. Plating media and cover slips

C. Adequate vision to:

- i. Read tube labels, instrument control panels, computer screens, and print-outs
- ii. Perform microscope work in blood bank, microbiology, hematology, and urinalysis
- iii. Distinguish color coding and biochemical reactions

D. Sufficient hearing to:

- i. Answer phones, beepers, and alarms
- ii. Respond to questions
- iii. Receive directions

II. Interpersonal Skills:

A. The ability to:

- i. Work in a professional manner with patients of all ages, races, creeds, and physical condition while maintaining and respecting patient confidentiality
- ii. Interact with other members of the health care team in a polite, professional manner
- iii. Communicate and receive written and verbal instructions and accurately carry them out using proper channels of communication
- iv. Use accurate verbal written communications in English to interpret laboratory data, obtain and document relevant clinical information, comprehend and carry out physician requests, and provide patient/public education related to the profession of medical technology



III. Intellectual Ability and Emotional Stability to:

- A. Exercise independent judgment and avoid distraction in the technical performance of laboratory procedures
- B. Solve laboratory mathematical problems quickly and accurately
- C. Prioritize requests and work concurrently on at least two different tasks
- D. Work under time constraints
- E. Work calmly and efficiently in stressful situations
- F. Recognize emergency situations and take appropriate actions
- G. Complete program requirements

IV. Environmental Requirements:

- A. Laboratory work involves risks or discomforts that require special safety precautions, additional safety education, health risk monitoring, working with sharps, chemicals and infectious disease.
 - i. Use protective clothing or gear such as masks, goggles, gloves and lab coats or aprons
 - ii. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions
- B. Medical Laboratory Technology students are required to:
 - i. Receive a Hepatitis B Vaccine series or sign a waiver
 - ii. Receive the Flu Vaccine (*by October 15th of the clinical rotation semester*)
 - iii. Provide proof of recent immunizations against infectious diseases such as measles, mumps, and rubella (*prior to clinical rotations*)
 - iv. Submit to periodic drug screening and annual testing for exposure to tuberculosis (*prior to clinical rotations*)
 - v. Submit proof of current enrollment in a health insurance plan (*each semester*)

Ranking Criteria Point System

Overall CCBC GPA of 2.0 Yes or No

Note: Points are taken off the applicant's score for every science course repeated within the last five years.

Prerequisite Courses and Sciences (must have C or better in all courses)

Point possibilities: A=10 B=6 C=2 D=0 *A=5 B=3 C=1 D=0

Course	Grade	Deductions	Points	Comments
BIOL 109				



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Course	Grade	Deductions	Points	Comments
BIOL 110				
CHEM 107				
CHEM 108*				
MLTC 101				
CHEM 131 or 146 & 147				
BIOL 230				
	Totals			

Total Points _____ /70 possible points

Other Program Courses (must have C or better in all courses)

Point possibilities: A=5 B=3 C=1 D=0

Course	Grade	Points	Comments
ENGL 101			
CSIT 101			
MATH 135			
SOCL 141			
CMNS 101			

Total Points _____ /25 possible points

Interview Score

Attach interview score sheet from Program Director. Note: A really poor performance on the interview will be sufficient reason for denial of admission into the program.

Total Points _____ /50 possible

points Total application score _____