

Phoenix College
Medical Laboratory Science Program Application
Associate in Applied Science in Medical Laboratory Science Program

We appreciate your interest in the Medical Laboratory Science Program at Phoenix College.

Follow this checklist carefully to ensure that your application and documentation are complete and in order for the selection committee.

It is the applicant's responsibility to verify that the application is complete.

REQUIREMENTS FOR ADMISSION

- 1. Medical Lab Science Admission Information:** Please thoroughly read ALL of the information within the [Medical Lab Science Admission Information](#) prior to completing the application to ensure you meet all application requirements.
 - 2. Advisement:** The first step for applicants seeking admission to the Medical Lab Science Program is to meet with a Phoenix College Academic Advisor.
 - 3. Transcripts:** Request that ALL official colleges/universities transcripts be sent to the Admissions Office at Phoenix College. Please request that the institution include a current name and student identification number. It is the students' responsibility to confirm the receipt and evaluation of all transcripts with the Academic Advisor. Please note each college processing times can vary. All transcripts must be sent to the Admissions Office at Phoenix College. Unofficial college transcript showing completion of prerequisite course work or signed waiver for prerequisites by program director must be included in the program application
 - 4. Fingerprint Requirement:** A valid level one Fingerprint Clearance Card is required as part of the application. You can apply for a level one Fingerprint Clearance Card through the Arizona Department of Public Safety by going to the following website: <https://www.azdps.gov/services/public/fingerprint>. Allow a minimum of 4 to 8 weeks to receive the card. When submitting your application, you will be required to upload a copy of the front and back of your level one Fingerprint Clearance Card.
 - 5. Prerequisite Course GPA Requirements:** GPA for Pre-requisite Basic Math and Sciences is 3.50. GPA for Pre-requisite General Education Courses is 3.25. Include screenshot proof from <https://gpacalculator.net/college-gpa-calculator/>
 - 6. Requirements for a Complete Application:**
 - Completed Medical Laboratory Science Program Application, included meeting appropriate prerequisite coursework GPA requirements
 - Academic Advisement by a Phoenix College Advisor within the last 6 months (must indicate date of advisement and advisor's first and last name)
 - Unofficial college transcript (including all Maricopa transcripts) showing completion of prerequisite course work or signed waiver for prerequisites by program director (requires upload) AND all official transcripts on file at Phoenix College
 - Copy of current valid Level 1 Fingerprint Clearance Card (both sides of the card)
 - Affirmation of Essential Abilities Requirements for Promotion and Retention
 - Additional Information and Requirements for Acceptance into the Medical Laboratory Science Program
 - Information for If you are Accepted into the Medical Laboratory Science Program
- * I have completed this form and attached all of the required documentation listed above. I attest that I have provided true, correct, and complete information in this application form. I have read the medical lab science admissions information and I understand the information presented in the information packet.

If you have any questions about this process please contact Advisement at (602) 285-7777.

ALL DOCUMENTATION MUST BE SUBMITTED AT THE SAME TIME.

NO PARTIAL PROGRAM APPLICATION WILL BE ACCEPTED.

THE COLLEGE DOES NOT GUARANTEE ALL APPLICANTS TO BE ACCEPTED INTO THE MEDICAL LABORATORY SCIENCE PROGRAM DUE TO LIMITATIONS OF CLINICAL PLACEMENTS AND ACCREDITATION RESTRICTIONS.

Equal Opportunity Statement: Phoenix College, one of the Maricopa Community Colleges, does not discriminate on the basis of race, color, gender, national origin, religion, handicap or age in application, admission, participation, access and treatment of persons in instructional or employment programs and activities.



Medical Laboratory Science Program Application

Last Name: * [] First Name: * [] Middle Name: []

Former Name(s): []

Student ID Number: * [] Phone Number: [] (starts with a 3)

Mailing Address: * []

City: * [] State: * -- Please Select -- [v] Zip: []

Maricopa Student Email Address: * []

All correspondence regarding the program will be sent to your official Maricopa student email address.

Have you met with a Phoenix College Academic Advisor within the last 6 months?	* Y/N [v]
Please indicate the First and Last Name of the Phoenix College Academic Advisor you met with and the Date you met with that Academic Advisor:	* []
Are you a legal Arizona resident as defined in the Phoenix College catalog?	* Y/N [v]

Prerequisite Course Work

All prerequisite courses and all general education requirements must be completed and grades posted prior to the Medical Laboratory Science Program application submission. **Unofficial transcripts must accompany the application.**

All prerequisite courses must be completed prior to applying for the program with the required GPA. Science/math courses must be completed with a 3.5 GPA or higher. General Education Courses must be completed with a 3.25 GPA or higher.

To determine GPA for prerequisite coursework, go to <https://gpacalculator.net/college-gpa-calculator/> - add the grade and number of credits for each course

Course		Grade	College	Date Completed
	Science/math courses must be completed with a 3.5 GPA or higher			
* <input type="checkbox"/>	I attest that my GPA is 3.5 or higher for the following courses: BIO160, CHM130, CHM130LL, BIO181, MAT140, BIO205, PLB109, and PLB111.			
BIO160	Introduction to Human Anatomy & Physiology or BIO201 or BIO202	<input type="text"/>	<input type="text"/>	<input type="text"/>
CHM 130 and CHM 130 LL	Fundamental Chemistry <i>and</i> Lab or approved higher level chemistry	<input type="text"/>	<input type="text"/>	<input type="text"/>
BIO 181	General Biology (Majors) I	<input type="text"/>	<input type="text"/>	<input type="text"/>
MAT 140	College Mathematics or higher level math specify course: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BIO 205	Microbiology	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLB109	Phlebotomy: Basic Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General Education Courses must be completed with a 3.25 GPA or higher			
* <input type="checkbox"/>	I attest that my GPA is 3.5 or higher for the following courses: ENG101, ENG102, COM, CRE101, Humanities/Fine Arts, Social/Behavioral Science prerequisite courses			
ENG101 or 107	First Year Composition	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENG102 or ENG 108 or ENG 111	First Year Composition	<input type="text"/>	<input type="text"/>	<input type="text"/>
COM100 or 110 or 225 or 230	Communication specify course: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CRE101	Critical & Evaluative Reading I or exempt by assessment or exempt by degree	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Humanities & Fine Arts – any approved course specify course: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Social & Behavioral Sciences – any approved course specify course: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Biology, Anatomy and Physiology, Mathematics, Chemistry and Phlebotomy courses must be completed within the last eight (8) years.

*PLB109 and PLB111 can be waived if 2 or more years of work experience as a phlebotomist, clinical lab assistant or specimen processor in a clinical laboratory. An employment verification letter is to be submitted to the Program Director to be eligible for the PLB waiver.

Upload unofficial transcripts for all completed prerequisite courses:
Unofficial Transcript Upload (required):*

Did the Program Director waive a course? If so, upload Waiver documentation here:

* I understand it is my responsibility to ensure that I receive proper credit for coursework transferred from other institutions. If I do not receive credit for specific courses, I will not be admitted to the program.

Level 1 Fingerprint Clearance Card Proof

You must upload **PROOF** of your Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety (Front and Back).

Applications submitted without fingerprint clearance card will be rejected.

Level 1 Fingerprint Clearance Card	Issued by the Arizona Department of Public Safety. Provide a photocopy/scan of the front and back of the card. The card must be valid throughout the duration of the program.	*
Additional Documentation	If there is any additional documentation that you would like to upload, please do so here:	

Essential Functions

Medical Laboratory Sciences Essential Functions

A student must be able to perform the following essential requirements to complete the activities necessary to participate in the Medical Laboratory Sciences program:

- Characterize the color, consistency and clarity of biological specimens or reagents.
- Employ a clinical grade binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
- Read and comprehend (English) text, numbers and graphs displayed in print and on a video monitor.
- Move freely and safely about a laboratory.
- Perform moderately taxing continuous physical work using proper body mechanics and ergonomics, often requiring prolonged sitting over several hours.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Maneuver Medical Laboratory Science equipment to collect laboratory specimens.
- Manual dexterity to manipulate laboratory equipment using proper ergonomics (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Manipulate an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks and instruction manuals).
- Follow oral and written instructions in order to correctly perform laboratory test procedures.
- Effectively, confidentially, and sensitively converse with health care team members regarding laboratory tests.
- Communicate with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics or telecommunications).
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively use her or his intellect to exercise appropriate judgment. The candidate must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interruption), emergent demands (i.e., "STAT" test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).
- Be flexible, creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to self and nearby personnel.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism and look for ways to improve (i.e., participate in continuing education activities). The student must be able to evaluate the performance of colleagues and professionals and tactfully offer constructive comments.

If you are unable to meet the Essential Functions, please contact the Program Director or Disability Resource Center to discuss reasonable accommodations.

- * **I have read and have had the opportunity to have all of my questions answered regarding the Essential Abilities Requirements for Promotion and Retention in the Medical Lab Science (MLT level) Program. I attest that I understand and will abide by these requirements. My checking this box represents that I understand these requirements.**

Additional Information and Requirements for Acceptance into the Medical Laboratory Science Program

You are responsible for understanding the following information about admission to the Medical Laboratory Science Program at Phoenix College, as well as understanding the following information about participating in the Medical Laboratory Science Program at Phoenix College, if you are accepted into the Program.

I certify that:

- * It is my responsibility to provide all requested information to complete my file. Failure to provide all requested information and requirements WILL adversely affect my admission into the program.
- * I understand that I will be required to submit to an additional background check after acceptance into the program, and that I am responsible for this expense. Failure to do so, or failure to pass the additional background check, WILL result in removal from the program.
- * I understand that I will be required to submit to, and pass, a drug test after acceptance into the program, prior to clinical externship, and that I am responsible for this expense.
- * I understand and agree to fully participate in classroom, laboratory, and clinical settings and program activities.
- * I understand that I will be required to submit all of my health and safety documentation (including Covid-19 immunizations) to an Immunization Compliance Tracker after acceptance into the program, and that I am responsible for this expense. Failure to do so, or failure to pass the Immunization Compliance Tracker, WILL result in removal from the program.
- * The information provided in this application is true, correct, and complete to the best of my knowledge. If any information changes (such as name, phone number, or address), it is my responsibility to notify the Medical Laboratory Science Program so the changes can be made in my file.

If you are Accepted into the Medical Laboratory Science Program:

In order for MCCCDC students to be able to complete clinical experiences at local hospitals, students must meet the following standards prior to the first day of the program. Failure to complete all of the additional requirements by the deadline(s) WILL result in removal from the program.

1. MCCCDC Supplemental Background Check, Immunization Compliance Tracker, and Drug Screen (cost \$175)

a. Background Check

i. In addition to the level 1 fingerprint clearance card, each student who is conditionally accepted into the program must provide documentation that he or she has completed and "passed" a MCCCDC-supplemental background check. Students are required to pay the cost of obtaining this supplemental background check. Information regarding the background check will be handed out if you are conditionally accepted into the program.

b. Immunization Compliance Tracker

i. Each student will be required to keep track of their health and safety documentation electronically through an immunization Compliance Tracker. Students are required to pay the cost of the tracker. Information regarding the immunization compliance tracker will be handed out if you are conditionally accepted into the program.

c. Each student who is enrolled in the program must "pass" a MCCCDC drug screen. Students are required to pay the cost of obtaining this drug screen. Information regarding the drug screen will be provided if you are conditionally accepted into the program.

2. Clinical Orientation Modules via myClinicalExchange (cost \$45)

a. Each student will be required to complete online clinical orientation modules to prepare for clinical externship via myClinicalExchange. Students are required to pay the cost of the online clinical orientation. Information regarding the online clinical orientation will be handed out if you are conditionally accepted into the program.

This is for your information only – no action is necessary unless or UNTIL you have been conditionally accepted into the program.

* **I have reviewed the information above and understand the information required from me, if I am conditionally accepted into the Medical Laboratory Science Program.**

Note: Applicants must supply all information as requested. Applicants supplying false information will not be eligible for admission or enrollment in the medical lab science program.

If an application is deemed incomplete, the applicant will be notified, the date and time stamp will be considered null and void, and a new application must be submitted.

This is the last part of the program application.

Your next step will be to electronically sign the application, which automatically submits the application.

Do not submit until you are ready, and your application is complete.

You can not edit the application once you submit your application.

Thank you for applying for the Phoenix College MLT Program.

Signature

Date:
